



## ROSTER TIPS

### Correcting Student Data and Avoiding Gaps in Teacher Reporting

- Refer to the student attendance records maintained on site to ensure that begin and end dates are accurate, and no students are left off the roster.
- If you discover a student was left off a previously submitted roster, contact Panda Rosters at [panda.rosters@dec.al.ga.gov](mailto:panda.rosters@dec.al.ga.gov). PANDA will not allow you to add the student using a begin date prior to the current count date.
- If a student is no longer attending the program, click the Close Student button (located at top right of the Student Information screen) and enter the end date for the student. The end date is the last day the student received educational services (in person, virtual, distance learning activity completed).
- If incorrect student data was entered and saved, DO NOT delete the student and reenter the student on the roster. Doing so will create a new student ID number for a child with an existing number. Reentering a student also creates duplicate reporting. To request a correction for student name, date of birth or social security number, fax the *Roster Correction Form* and verifying documents to 404-651-8576. The *Roster Correction Form* is located under the Project Director Resource List at <http://www.dec.al.ga.gov/PreK/ProjectDirectors.aspx>.
- Failure to indicate that a class was staffed with a lead and assistant teacher from the beginning of the school year to the present results in a gap in teacher service. **A payment cannot be processed when there is a gap.** To ensure there are no gaps in teacher service:
  - Review the roster to make certain that a lead teacher and assistant teacher are reported. Add any missing teacher(s) to the roster.
  - If teachers are being reported, make sure the start date reflects 8/1/2020.
  - If a teacher started working and then left, the new teacher's begin date should immediately follow the former teacher's end date even if the begin date falls on a day Pre-K was not in session (weekend or holiday).

If you have questions or issues entering roster data or submitting your roster, email [panda.rosters@dec.al.ga.gov](mailto:panda.rosters@dec.al.ga.gov). State your organization's legal name in the body of the email. You may also call 404-656-5957 and ask for the Pre-K Roster Analyst of the Day.

If you have questions about a gap in teacher reporting or need assistance addressing an issue, email [panda.teachers@dec.al.ga.gov](mailto:panda.teachers@dec.al.ga.gov). State your organization's legal name in the body of the email.