



ROSTER TIPS

Tips for Entering Roster 1 Student Data

- September 18, 2020 is the count date for the first roster. The count date is the date providers verify students who are enrolled in their program. Children are enrolled when they have enrollment paperwork on file and are receiving educational services (in-person, virtual, completing distance learning activities).
- Enter all students enrolled in the program as of the count date. Contact PreK@dec.al.ga.gov if you have questions about a parent who submitted enrollment paperwork, but the child has not started. If a student withdrew from the class on or before the count date, the end date should be entered for the student.
- Any changes that occur AFTER September 18th should be reported on the next roster due in November.
- Refer to student attendance records to ensure that begin and end dates are accurate, and no students are left off the roster.
- To ensure accurate data entry, use the following documentation when entering student information. **Verify student information before saving because these fields cannot be changed.**

Student Information:	Documentation to use:
Last Name, First Name, Middle Name	Acceptable age documentation. Refer to section 2.1 of the <i>Pre-K Providers' Operating Guidelines</i> for a list of acceptable age documentation. Note: Families may experience difficulties acquiring required acceptable age documentation for enrollment and program attendance due to the pandemic. Programs may extend deadline for acceptable age documentation for up to 90 days.
Date of Birth	Acceptable age documentation. Refer to section 2.1 of the <i>Pre-K Providers' Operating Guidelines</i> for a list of acceptable age documentation. Note: Families may experience difficulties acquiring required acceptable age documentation for enrollment and program attendance due to the pandemic. Programs may extend deadline for acceptable age documentation for up to 90 days.
Social Security Number	Social Security Card. If the parent chose not to submit the Social Security Card, use the <i>Social Security Number Information Form</i> , (Appendix B) and enter the waiver reason exactly as it appears on the form.

- Providers cannot change the name, date of birth, or Social Security number once the entry is saved. If incorrect data was entered, DO NOT delete the student, and reenter the student to correct the data entry error. This will assign a second student ID number to a child with an existing number.
 - To request a correction to name, date of birth or Social Security number, submit the *Roster Correction Form* and verifying documents to panda.rosters@dec.al.ga.gov or fax 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>.

Roster 1 must be submitted by September 25th