

Dear Teachers,

As the school year comes to a close, we want to once again thank each of you for your commitment to providing Georgia's Pre-K children with a quality Pre-K experience despite the challenging circumstances. You have risen to meet each new challenge and found innovative ways to teach. Thank you for your flexibility and your willingness to step out of your comfort zone and embrace new technologies and ways to teach and engage children and families! Also, a big thank you for doing everything you could do to help your children grow and learn whether you were in a traditional, virtual, or hybrid classroom. This past year will be one of the most difficult if not the most difficult any of us will remember, but because of your dedication and hard work, your children will remember it as a fun-filled, learning year in Pre-K! We hope you have a restful, enjoyable summer. You've earned it! We look forward to working with you in the 2021 – 2022 school year.

Please see the reminders below:

- **Work Sampling Online:**
 - Period 2 checklist ratings should be finalized, and the Narrative Summary Report should be completed for each child prior to family conferences.
 - **WSO Narrative Summary Report:** Teachers should enter attendance information on the Narrative Summary Report. All domains should have a written comment.
 - **Printing Copies of Narrative Summary Reports and Developmental Checklists**
 - Traditional Model and Hybrid Model: Teachers should print a copy of the Narrative Summary Report and Developmental Checklist for the students in their class.
 - Full Distance Model: Teachers should download and save a copy of the Narrative Summary Report and Developmental Checklist for the students in their class. When teachers return to the classroom, the teacher should print Narrative Summary Reports and Developmental Checklists.
 - **Family conferences** should be conducted with each family and may be done via a web-based platform.
 - All **WSO logins will be disabled** on July 2nd so Pearson can remove all 2020-2021 data and begin preparing the system for the 2021-2022 school year. Teacher logins will be reinstated in August. Start-up reminders will be sent to you via email in August.

- **POWER Supplemental Payments:** The POWER Supplemental Payments application opened May 17, 2021. The application will be open for 4 weeks and will close promptly June 11, 2021 at 6:00pm. Your employer must apply on your behalf. However, each teacher is responsible for providing the required documentation to their employer to be included in the application. To help facilitate a smooth application process so you will receive your payment in a timely manner, please ensure the following:
 - Your employer has your current address, phone number, and personal email address. This information will be used to contact you to verify your eligibility and to determine how you wish to receive your payment.
 - Your employer has your Georgia Professional Development System (GaPDS) number and that your account shows as 'active.' If it is showing as 'inactive' you need to log into the GaPDS to update your profile.

- You have copies of your most recent pay stubs or documentation of how you are paid if you don't receive W2 wages from your employer. The pay stubs should include your employer's name, your name, and the date of payment.
- You have an individual email address (not one assigned by your center) and it should be one you check on a regular basis. Once you are verified as eligible for payment you will receive communications at the email address you provide regarding how you wish to receive your payment.
- You have a current phone number where you can easily be contacted.
- You have documentation to be used for an Affidavit of Lawful Presence Verification. See the list of acceptable documents provided in the FAQ under Step 2 for employees.

Payments will not begin to be issued until the application closes and eligibility has been confirmed. Payments will be made directly to the teacher. Teachers will be contacted to verify their information and payment preference (ACH – direct deposit or paper check).

Please note that **school systems will not** complete an application as the supplemental payments for Georgia's Pre-K Lead and Assistant Teachers employed by school systems were processed in PANDA on April 26th.

If you have specific questions refer to the POWER Supplemental Payments FAQ document on the DECAL website. The FAQ will have the most current information and can be found using the following link: http://www.decal.ga.gov/documents/attachments/ECB_FAQ.pdf. You may also email SupplementalPayments@decal.ga.gov with questions or concerns.