

Entering Teachers in GAPREK

Entering and Updating Teachers in GAPREK

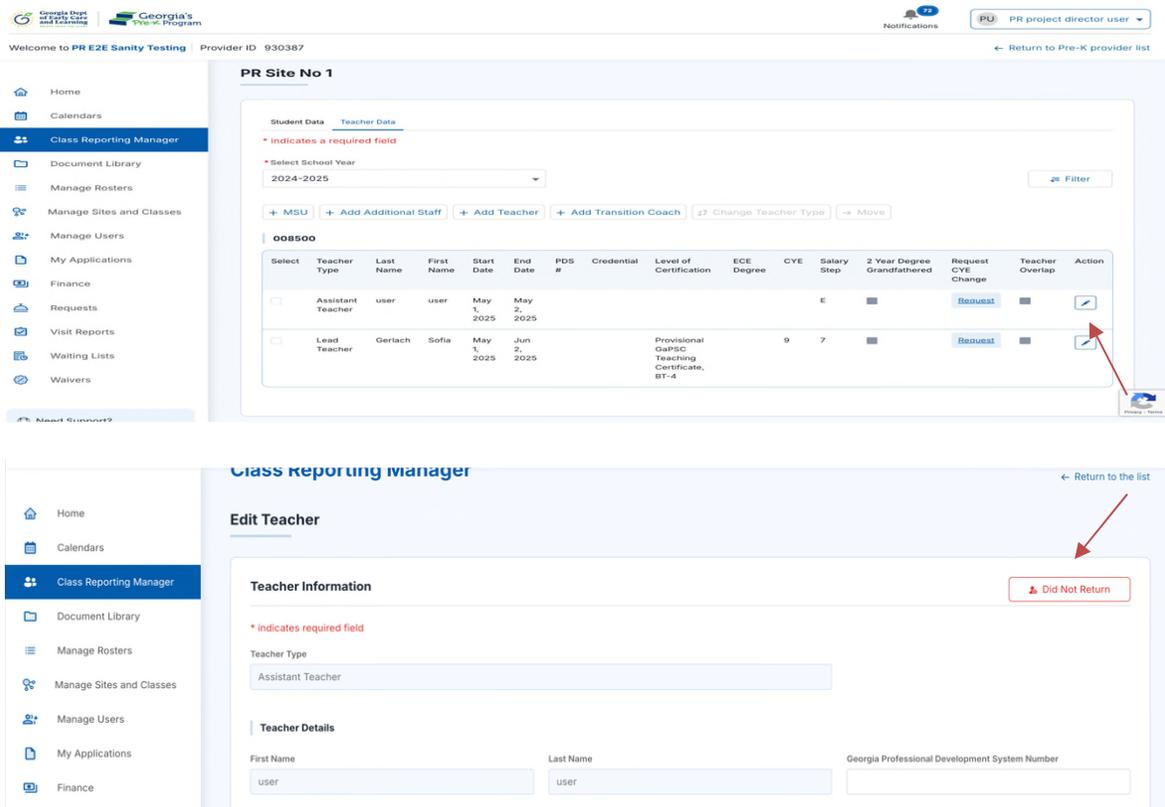
At the beginning of each school year, Pre-K providers are responsible for updating Pre-K teacher information in GAPREK. Teachers must have a valid and current certificate or credential as outlined in the Credential/Certification Requirements section of the *Pre-K Providers' Operating Guidelines* and Appendix T and U. **Beginning this year, Pre-K Providers are required have a GaPDS number for their teacher prior to entering a teacher into GAPREK for the first time.** Note: The teacher's GaPDS number can be entered while it's in a "Pending" status.

Before entering or making teacher changes in GAPREK you will need to know the teacher's employment status (did not return, new teacher, returning with changes, etc.). Refer to the scenarios below to determine the action that needs to be taken.

Teacher Did Not Return

A NEW feature this year is the "Did Not Return" button. Use this option if the teacher you reported at the end of 2024-2025 is not returning to your program and is no longer a lead or assistant Pre-K teacher for your organization.

If your teacher did not return, FIRST click the pencil under the "Action" column to edit the teacher. Once on the edit screen, Click on the "Did Not Return" button and verify the selection.



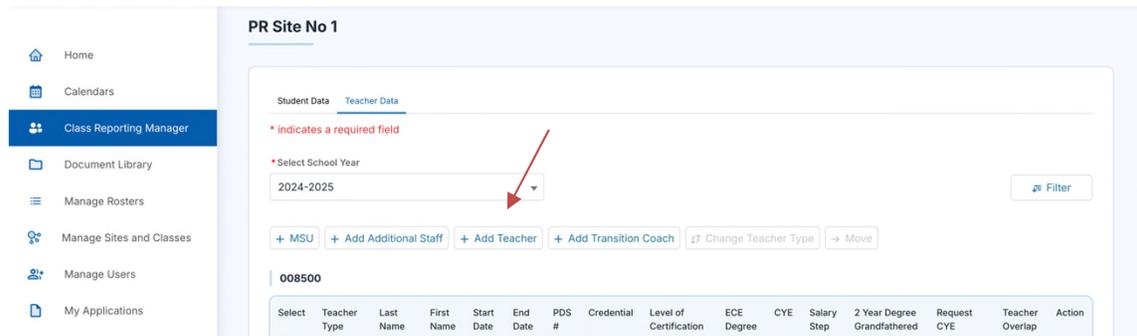
The screenshot displays the GAPREK interface. The top section shows the 'PR Site No 1' page with a table of teachers. A red arrow points to the pencil icon in the 'Action' column for the 'Lead Teacher' Sofia Gerlach. The bottom section shows the 'Edit Teacher' screen, where a red arrow points to the 'Did Not Return' button in the 'Teacher Information' section.

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	Level of Certification	ECE Degree	CYE	Salary Step	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
<input type="checkbox"/>	Assistant Teacher	user	user	May 1, 2025	May 2, 2025						E	<input type="checkbox"/>	Request	<input type="checkbox"/>	
<input type="checkbox"/>	Lead Teacher	Gerlach	Sofia	May 1, 2025	Jun 2, 2025		Provisional GA-PK Teaching Certificate, BT-4			9	7	<input type="checkbox"/>	Request	<input type="checkbox"/>	

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Teacher is New

The teacher was not reported by your organization as a Pre-K lead or assistant teacher at the end of 2024-2025. Use the “Add Teacher” button and refer to the User Guide for additional instructions. Prior to entering a teacher in GAPREK, a provider must have the teacher’s GaPDS number.



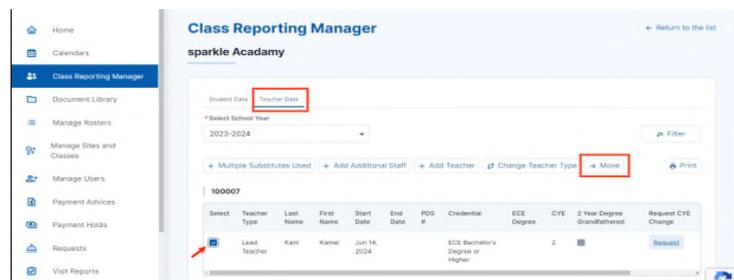
Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	Level of Certification	ECE Degree	CYE	Salary Step	2 Year Degree Grandfathered	Request CYE	Teacher Overlap	Action
						008500									

Returning Teacher with No Changes

The teacher was reported at the end of 2024-2025 and is returning. Go to the Class Reporting Manager, click the pencil under Action for that teacher and update the Begin Date to match the first teacher professional development/planning day on your approved calendar.

Returning Teacher is Moving to a New Class/Site

The teacher was reported at the end of 2024-2025 and is returning. Use the “Move” button in the Class Reporting Manager to move the teacher to a new classroom or site within your organization. Select the box next to the teacher’s name, and then click “Move”. You will have the option to move this teacher to another class/site. Follow the additional instructions in the User Guide.

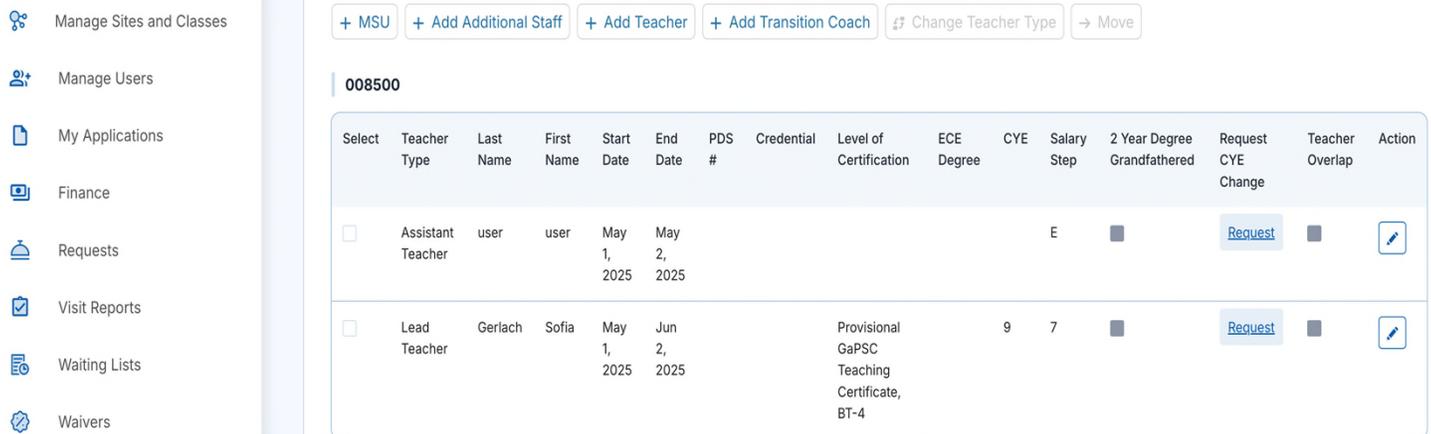


Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change	Action
<input type="checkbox"/>	Lead Teacher	Karr	Kamer	Jun 14, 2024			ECS Bachelor's Degree or Higher		2		Request	

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Returning Teacher with Teacher Type Change

The teacher was reported at the end of 2024-2025 and is changing teacher type (from a lead to assistant or assistant to lead). In the Class Reporting Manager click the box next to the teacher name and then click the "Change Teacher Type" button. Follow the additional instructions in the User Guide.



Navigation sidebar:

- Manage Sites and Classes
- Manage Users
- My Applications
- Finance
- Requests
- Visit Reports
- Waiting Lists
- Waivers

Buttons: + MSU + Add Additional Staff + Add Teacher + Add Transition Coach Change Teacher Type → Move

Class ID: 008500

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	Level of Certification	ECE Degree	CYE	Salary Step	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
<input type="checkbox"/>	Assistant Teacher	user	user	May 1, 2025	May 2, 2025					E		<input type="checkbox"/>	Request	<input type="checkbox"/>	
<input type="checkbox"/>	Lead Teacher	Gerlach	Sofia	May 1, 2025	Jun 2, 2025			Provisional GaPSC Teaching Certificate, BT-4		9	7	<input type="checkbox"/>	Request	<input type="checkbox"/>	

Teacher Did Not Return and Class is Staffed with Multiple Subs

The teacher reported at the end of the 2024-2025 school year did not return and a permanent teacher has not been hired. First, for the teacher who did not return, follow the instructions on page 1 for "Teacher Did Not Return". Second, submit a Help Ticket in GAPREK requesting a Multiple Substitute Used be added. Include the following information in the Help Ticket:

- Class ID
- First day of pre-planning listed on the approved calendar

Additional Resources Available:

For more information regarding Entering Teachers, additional resources are available at <https://www.decal.ga.gov/Prek/ProjectDirectors.aspx> and in the [Primary Authorized and Project Director Guide](#).

For assistance with Creating a GAPDS please visit https://www.decal.ga.gov/documents/attachments/Create_A_GaPDS.pdf

Questions? Please contact PreKBusiness.Support@decal.ga.gov