

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 <u>not</u> 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.

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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 <u>must</u> have the teacher's GaPDS number.

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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.

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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 Manger click the box next to the teacher name and then click the "Change Teacher Type" button. Follow the additional instructions in the User Guide.

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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 <u>https://www.decal.ga.gov/Prek/ProjectDirectors.aspx</u> and in the <u>Primary Authorized and Project Director</u> <u>Guide.</u>

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

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