

For individuals who are inquiring about their years teaching as a Georgia's Pre-K teacher, the Department of Early Care and Learning (DECAL) can provide a list of contracted programs that reported you as a lead and/or assistant teacher in a Georgia's Pre-K classroom. This data is submitted electronically to DECAL by Pre-K providers, including local school systems and private child care programs.

Please note that Pre-K program personnel are employed directly by the individual providers, not by DECAL or the State of Georgia. Accordingly, DECAL is not authorized to complete or issue employment verification documents. In addition, some data prior to 2004 may be limited.

It is the responsibility of the employee to maintain personal employment verification documents. Teachers should maintain documentation such as a signed teacher contract, employment/school experience verification form, or a letter from human resources/former employer.

To submit a request, email the following information to prek.teacher@decals.ga.gov:

- Full name as reported by the employer
- Contact telephone number
- Professional Development System (PDS) number, if applicable
- School year(s) for which verification is requested
- Name of the school and its city/county for which verification is requested