

GAPREK DOWNLOAD

GAPREK User Experience Highlight: Providers Share Their Experience with GAPREK

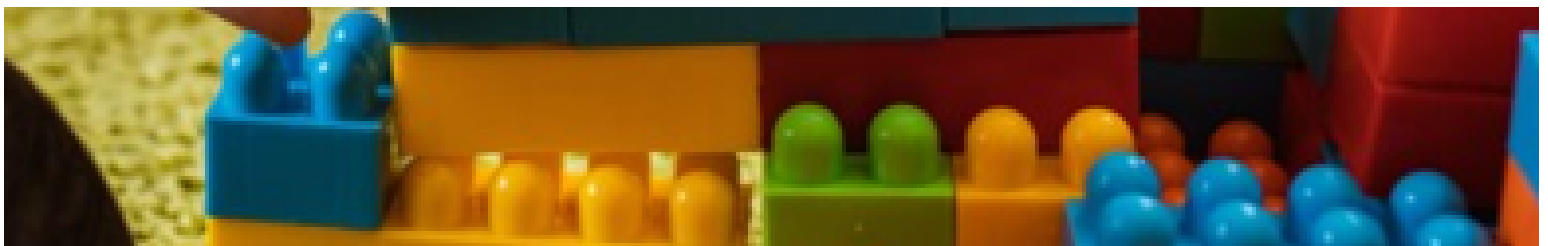
As we approach the end of our second year in GAPREK, providers across the state are experiencing the system's benefits firsthand. Their insights offer valuable perspectives on how GAPREK is supporting daily operations and strengthening Pre-K program management. Below are a couple of reflections shared by providers. Feel free to share your own feedback with us at GAPREK.Support@decal.ga.gov.

"GAPREK has a much-improved user interface and is much easier to navigate than PANDA. I especially enjoy the dashboard, which allows me to navigate to each of our centers quickly, see any notifications or banner messages, and makes for more streamlined navigation. The Class Reporting Manager, with regards to bulk upload at the beginning of the year, was much quicker when errors were present and cut my roster submission time in half. Lastly, the "Need Support" option and the ability to open a ticket quickly, with very quick response time, has certainly lessened the learning curve of a new system."

- Jeff Randa

"Throughout my 22 years as a GA Pre-K provider, there have been numerous changes to the program. I can honestly say that the new GA Pre-K system is by far one of the greatest new advancements. Being able to access all aspects of the Pre-K program in one system is extremely convenient. Being able to access and edit the rosters with ease has been a huge improvement. As with any new system, there will be hiccups to figure out, but it has never taken long for them to be solved. Help ticket time has been shortened tremendously due to the hard work of those behind the new system. I am thankful to be able to utilize it to serve our Pre-K community!"

-Andrea Hendley

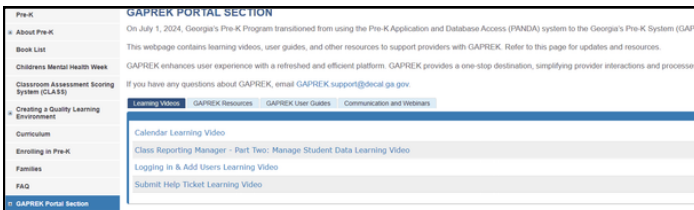


Transportation, Language, and Socioeconomic Data

In reviewing student records, we have noticed that when students are moved to another class using the “Student Move” feature, the transportation, language, and socioeconomic data fields are not consistently carrying over. Accurate information in these fields is essential for reporting data.

We are currently working on a system resolution; however, in the meantime, please take a moment to review these fields for any students who have been moved to a new class and add the missing information as needed.

GAPREK Resources



The GAPREK webpage and resources have been moved to the main Pre-K webpage. You can find the updated section on the left-hand navigation menu. Check it out at the link below: [GAPREK Portal Section](#)

Coming Soon: Additional learning videos will be available soon, highlighting key areas of support within the GAPREK portal, including:

- Duplicate Student Resolution
- Maintaining Student Data
- CRM vs. Manage Rosters
- Closure Requests
- Substitutes
- Updating Finance Information
- Managing Profile and Users

Navigation Tips: Finding What You Need Faster in GAPREK

Browser Tips

For the best experience, use Google Chrome, as it provides the strongest performance when working with Salesforce. Be sure to clear your cache periodically, and review your browser's content and security settings, as these features may occasionally block uploads.

Stay Updated with Notifications

Pre-K posts important alerts through the GAPREK system to keep you informed. Log in frequently to review dashboard banner messages and notification bells for system updates and reminders. Check these areas regularly so you never miss deadlines, updates, or new features.

GAPREK: Finishing and Starting Strong!



As we head into the final stretch of the school year and begin preparing for the upcoming year, now is the perfect time to tie up loose ends and ensure everything is in place for a smooth transition to FY27.

Closing Out FY26

Reconciliation: Begin reviewing all financial documentation in preparation for the FY25-26 reconciliation, which will open for entry this summer.

Start-Up and Refurbishment Funds: Programs that received start-up and/or refurbishment funds should confirm that all funds are fully expended prior to June 30th.

Payment advices: Take time to review payment advices for accuracy. Keep in mind that no additional corrections, adjustments, or payment processing will be possible after May 4, 2026, or within five business days after receipt of the final scheduled payment from DECAL- whichever comes last.

Printing Rosters: For your records, print your class rosters before the school year ends. Once the FY26-27 school year begins you will not have access to print.

Preparing for FY27

Calendar Preparation: Begin reviewing and planning your program's upcoming school-year calendar. Calendar submissions open in July, so now is the perfect time to start gathering key dates, coordinating schedules, and planning ahead.

GAPREK User & Role Verification: Verify all GAPREK access is current including program contacts and user roles. Keeping this information accurate helps prevent delays in communication when the new year begins.

Site Information: Verify that all site-level information is accurate, including the physical address, phone numbers, and email addresses. It's required that each site has an assigned site director as well.

Explore GAPREK: The GAPREK Portal is continually updated with enhanced features and tools to support providers. As you prepare for the new year, take time to explore the latest updates. Be sure to review the guidance and support materials available on the Pre-K homepage.

Staffing: Verify that any new hires have created and/or updated their GaPDS accounts. If you need to advertise for teaching staff, you can post openings directly through the GAPREK portal by selecting the Pre-K Job Posting button located at the bottom of the GAPREK dashboard.

Student Information: Review upcoming student data to ensure registration documentation and proof of age are present. These two documents are required prior to the first day of school.

Need Help?

For additional support or assistance, submit a Help Desk Ticket in the GAPREK portal.