

As we start a new year in GAPREK, we remain committed to improving the system. Below is a reflection recently shared to us by a provider, highlighting their experiences with GAPREK.

“The new GAPREK system has made our processes noticeably faster and easier to manage, and communication has improved as well. The system is much simpler to stay on the same page with our team and track what’s happening in real time. Together, these changes have freed up time for us to focus more directly on our students and programming. The ticket response time has also helped us get accurate information in a timely manner.”

-Alexandra Cesar

**We invite all providers to share their experiences with us. Submit your feedback anytime:
GAPREK.Support@decal.ga.gov**



Behind the Help Desk: Meet Your GAPREK Coordinator, Mandi Sloan

Over the years, I have had the privilege of serving in a variety of roles, including Program Director, Georgia’s Pre-K Project Director, and Pre-K Teacher. Throughout my career, one of the most rewarding aspects has been the opportunity to work alongside so many dedicated professionals—many of you included—and I am grateful for the connections we’ve built over the years. Since joining DECAL in 2018, I have continued my journey supporting early childhood education as a Licensing Consultant. In 2022, I transitioned to Georgia’s Pre-K team as a Specialist. In 2024, I joined GAPREK System Manager, Brian Griffin, as the GAPREK System Coordinator, a role I am truly excited to serve in. In my current position, I am honored to assist providers in navigating the GAPREK Portal and helping ensure a smooth and efficient experience with the system. Supporting you in this work is a responsibility I deeply value, and I am committed to being a helpful resource every step of the way. Outside of my professional life, I live in Forsyth County with my three boys—ages 21, 17, and 13—who keep me on my toes! As a family, we enjoy spending time on the lake, playing competitive card games (UNO is a favorite), attending live music events, and cheering on the Braves. My middle son plays electric guitar in two rock bands, and we proudly spend many weekends traveling as his “roadies,” supporting him as he pursues his passion. I look forward to continuing to support each of you. I will see you on the other side of the Help Desk Tickets!

What's New in GAPREK

As we start the new year, several system enhancements have been rolled out in GAPREK to improve efficiency, accuracy, and overall user experience. Below is a summary of what's new.

Improved Student Bulk Upload Management

Several enhancements have been made to the student bulk upload functionality. These enhancements include a simplified CSV upload process, an improved student review experience, clearer notifications for incomplete uploads, and a bulk upload history feature. For more detailed information, be sure to check out the article on page 3.

Payment Advice Excel Feature

Updates have been made to the Payment Advice feature, allowing providers to download payment advice records in a spreadsheet format. This enhancement helps providers quickly access, organize, and manage their payment information.

Refined Duplicate Student Identification

Enhancements have been made to how duplicate students are flagged. Updates to attendance overlap indicators and exact match requirements will improve accuracy in identifying and managing duplicate records.

Expanded Document Upload for Visit Reports

Providers are now able to upload multiple documents for a single visit report, making it easier to include all relevant documentation in one place.

These enhancements reflect ongoing efforts to make GAPREK more user-friendly and responsive to provider needs. Be sure to explore these new features as you embark on the new school year!



Enhancements Coming Soon to the Student Bulk Upload Process

✓ Simplified CSV Uploads

Public schools using CSV files from their Student Information Systems will no longer need to remove the header row prior to uploading. This enhancement eliminates an extra step and helps reduce time and potential formatting errors.

✓ Improved Student Review Experience

After uploading your file, when the system indicates “0 errors,” it remains important to carefully review the student list before selecting Submit. To support this process, the displayed list will now be automatically sorted by Class ID, Last Name, and First Name. This makes it easier to verify that students are assigned to the correct classes and that there are no missing students.

✓ Clear Notification for Incomplete Uploads

In cases where some students do not successfully upload during overnight processing, Project Directors will receive an email notification that includes step-by-step guidance on how to identify missing records and what actions to take next—ensuring nothing is overlooked.

✓ New Bulk Upload History Feature

A new menu option, “View Bulk Upload History,” is now available. This feature provides a comprehensive record of all Student and Waitlist bulk uploads, including the CSV file name, upload status, the date and user who initiated the upload, completion date, and the total number of records in the file.

These updates are designed to streamline workflows, enhance data accuracy, and provide greater visibility into the upload process. We look forward to supporting you as these improvements roll out!

Staying Secure

Access to GAPREK, plays a vital role in managing teacher and student data and ensuring program compliance. Because this system contains sensitive information, it is essential that all users take responsibility for maintaining secure access every time they log in.

Your GAPREK username and password are more than just login details—they represent your digital identity within the system. Every action taken in GAPREK is tied directly to your account, making it critical that your credentials remain private and secure.

To protect program data and maintain compliance, all users should follow these important guidelines:

- Do not share your username or password with anyone. Each user must have their own account.
- Avoid writing passwords in visible or unsecured places. Keep them confidential.
- Do not save login information on shared computers.
- Always log out when you are finished, especially when using a shared device.

If additional staff need access to GAPREK—or if updates to user permissions are required—the Primary Authorized User (PAU) for your program is responsible for managing this process. Step-by-step instructions for adding or editing users can be found in the Managing Users Resource Guide.

