

GAPREK DOWNLOAD

Happy Fall from GAPREK!

We hope your school year is off to a great start and your students are settling in for a fun, engaging year full of learning. This season's newsletter includes updates and enhancements designed to make your GAPREK experience smoother and more efficient.

Password Reset Reminders:

- Steps for resolving password and access issues.

Updates and Enhancements:

- Enhanced Request features, access to visit reports, and updates to "Multiple Substitutes Used" functionality.

Student and Teacher Data Tips:

- Tips and reminders on entering and updating student and teacher data in the Class Reporting Manager.

New Features Coming Soon:

- Move student functionality simplified.
- Updates to "Find Georgia's Pre-K" search feature.
- Helpful Webinars and additional resources.

As always, our team is here to support you.

In appreciation,
Susan Adams
Deputy Commissioner
Pre-K & Instructional Supports

The GAPREK team is always working to make the system better. We want to hear what you think!

Share with us at
GAPREK.Support@decal.ga.gov



AS PART OF OUR COMMITMENT TO KEEPING YOU INFORMED AND ENGAGED, WE'RE EXCITED TO BRING YOU THIS QUARTERLY UPDATE. EACH EDITION WILL CONTAIN THE LATEST NEWS, UPCOMING EVENTS, AND HELPFUL TIPS AND TRICKS TO MAKE SURE YOU'RE ALWAYS IN THE LOOP.

THANK YOU FOR BEING A PART OF OUR GAPREK JOURNEY!



What's new in GAPREK?

We're excited to share several updates that improve functionality and streamline provider processes!

Enhanced Request Features

- Modified Day & Long-Term Sub Requests: You can now backdate these requests, improving data accuracy and accountability for classroom changes.

Access to Visit Reports

- Providers can now view, download, and print all visit reports directly from the system—no more waiting or requesting access separately.

Class Reporting Manager Update

- Multiple Substitutes Used (MSUs) are now:
 - Visible and editable by providers.
 - Providers can add the MSU without an active teacher listed in the class.
 - Helps track substitute usage and maintain accurate classroom records.

If you have questions or feedback about these updates, please reach out to the GAPREK Support Team. We're here to help! You can find all of these tools and more at the link below: [GAPREK Webpage](#)



PROVIDER QUICK TIPS

Resolving Password Reset Issues in GAPREK

If you are repeatedly prompted to reset your password when logging into GAPREK, the issue may be due to entering your email address instead of your username in the login field.

How to Resolve the Issue:

- Use your username (not your email address) when logging in.
- You can find your correct username in the most recent password reset email sent from GAPREK.

Entering your email address causes the system to misidentify your account, triggering a password reset prompt. If you continue to experience issues, please reach out and we'll be happy to assist further.

Maintaining Real-Time Accuracy in GAPREK

GAPREK is designed for real-time use to support smooth operations and prevent data or payment issues. Keeping teacher and student information current is essential for accuracy and compliance.

Best Practices Reminders

- Log in regularly to stay current and make updates as needed—don't wait!
- Update teacher and student data as changes occur (e.g., staffing, enrollment).
- Timely updates improve system performance and reduce delays.

Student and Teacher Data Tips

Before You Begin

- Have all teacher and student documents ready.
- Keep a list of Class ID numbers and a complete, verified roster of staff and students nearby.
- Use these resources as a reference during data entry to minimize errors.

For Teachers

- Assign each teacher to the correct class during data entry.
- Incorrect assignments can cause payment delays and may take time to correct.

For Students

- Double-check that each student is added to the appropriate class.
- Accuracy at this stage helps avoid future corrections and ensures compliance.

COMING SOON

Find Georgia's Pre-K Vacancies will be in "Real Time"!

The number of student enrollment openings from the Class Reporting Manager will soon be displayed on the Bright From the Start website via the 'Find Child Care or Pre-K Program Near You' search link. This search will provide families a real-time list of programs with availability near them.

Student Data Entry

The "Move Student" functionality will be enhanced to allow for a student to be moved from one class to another. The start date will no longer default to the current date. Providers will be able to enter the correct begin and end date for the student in the class.

Teacher Job Postings on DECAL Website

Teacher Job Postings on the DECAL Website will soon be available. This feature will allow you to post job openings for available lead and assistant teacher positions. This will be a great resource for both programs and those seeking a job with Georgia's Pre-K.

Quick Tip: Need Support?

To ensure we can help you quickly and efficiently, please remember:

- Submit a Help Desk Ticket via the GAPREK Portal
- Email us at GAPREK.support@decal.ga.gov for general support within the GAPREK System.
- For Payment, Reconciliation, Duplicate Student, or Credential concerns, email Prekbusiness.support@decal.ga.gov

Note: You only need to reach out using one of the options above—no need to duplicate your request. Sending emails to multiple inboxes and submitting multiple help desk tickets slows down the agency response time.

