

GAPREK DOWNLOAD



This edition of the GAPREK Download includes important information for Georgia's Pre-K providers, including system updates, data management reminders, available resources, and upcoming deadlines.

Multi-Factor Authentication (MFA) Is Coming Soon!

We're enhancing account security by introducing Multi-Factor Authentication (MFA). MFA provides an additional layer of protection by requiring a second verification step when signing into GAPREK. More information, including enrollment instructions and key implementation dates, will be shared as soon as details are finalized.

Providers Are Talking! The enhanced roster validation process is off to a great start, and we're excited to hear positive feedback from providers about their experience.

"It was incredibly easy – so much better than last year and better than PANDA! I really appreciated how the changes were made in real time – and I was able to validate rosters on the same day that changes were made. I also appreciated that when you go to validate rosters, they are alphabetical and they show in groups of five. It makes it so much easier and efficient to locate the sites. Seriously – THANK YOU for designing, developing, and managing this system."

"I have nothing but great things to say about the GAPREK platform. I especially love that changes and updates take effect in real time. Validation was a breeze."

"Thank you so much for the new validation process! I did not experience any challenges validating my rosters, and the process was smooth. The "print" option is a huge help! Again, thanks!"

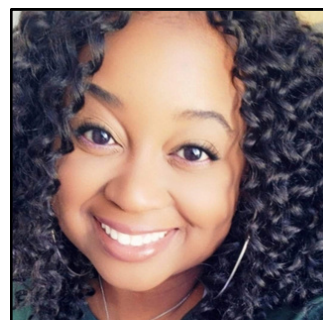
"I loved it!! I thought it was so easy and organized."

Meet Your Business Support Team: Kathy Thompson and Tynesia Harper



My name is Kathy Thompson, and I serve as a Pre-K Business Processes Analyst with the Business Operations team. My responsibilities include processing duplicate and overlapping student records, resolving teacher-related issues, managing payment holds, reviewing student records, and providing a variety of operational support services. Outside of work, I enjoy spending time with my family and reading. I live in a small town and have been happily married for many years. My husband and I have two grown children and are blessed with four wonderful grandchildren.

Hi everyone! I'm Tynesia Harper, a Pre-K Business Processes Analyst and proud member of the Pre-K family for over 10 years. My journey began as a Pre-K only after-school teacher and substitute teacher, which gave me the opportunity to learn and grow within the program before becoming a classroom teacher. Today, I enjoy supporting providers by helping make administrative processes easier and finding solutions to their questions. I love helping others, building connections, and being a resource for our Pre-K community! 🍎💙✨



Monitoring Student Enrollment Changes After Validation

With the Validation Manager, you now have the ability to review student enrollment changes. Once the Validation Due Date has passed, any subsequent enrollment updates will appear in the Student Enrollment Changes tab. When additional changes are made to student data, you will receive an email notification five business days before the scheduled Class Reporting Manager closure date, reminding you to review and verify the updates.

How to review student enrollment changes

- In the Validation Manager section, click the Student Enrollment Changes tab.
- Click the arrow to expand the site and class details.
- Click the arrow next to each class to view students whose records were updated after roster validation. Details include:
 - Which student data fields were changed.
 - Who made each change.
 - When the change was made.

Determine whether action is needed

- Changes are accurate:
 - No further action is required.
- Changes are incorrect:
 - Navigate to the Class Reporting Manager and make the necessary corrections before the scheduled monthly closure.

For additional information, refer to the [Validation Manager Overview](#).



GAPREK Data Entry Closure Dates

Plan ahead! Student and teacher data entry edits are restricted during the last two business days of the month and the first business day of the following month. Refer to the Appendix V of the Operating Guidelines for additional information.

CRM Closure Dates

October → November

October 29–30 & November 2, 2026

November → December

November 25 & 30 & December 1, 2026

December → January

December 30–31, 2026 & January 4, 2027

January → February

January 28–29 & February 1, 2027

February → March

February 25–26 & March 1, 2027

March → April

March 30–31 & April 1, 2027

April → May

April 29–30 & May 3, 2027

Roster Validation Dates

September 14–18, 2026: Roster 1 Validation

November 9–16, 2026: Roster 2 Validation

February 8–12, 2027: Roster 3 Validation

April 12–16, 2027: Roster 4 Validation

Falling into GAPREK Tips!

Know Your User Role

Can't find a tab or feature that someone else can see? Before submitting a support request, remember that access to GAPREK is based on your assigned user role. Different roles have access to different areas of the system.

Validate Button is Greyed Out?

Remember, only the Project Director can validate the roster. If the Validate button is greyed out, it is most likely due to user role access. If you need additional support, submit a help desk ticket.

Double-Check Before You Enter Data

Before completing data entry, take a moment to verify that you are working in the correct class. A quick check before entering information can help prevent errors and save time later.

Identify Site Director In GAPREK

Please ensure each site in GAPREK has an assigned Site Director. Refer to the [Managing Users Resource Guide](#) for instructions on adding or updating Site Directors.

Before You Submit a GAPREK Support Ticket

Help us assist you more quickly by including:

- Program or Site name
- Action taken in the system
 - What section were you working in?
 - What functionality were you attempting to complete?
- Student or teacher ID number if applicable
- Clear description of issue or error
- Screenshot of issue or error message