

# ➤ GAPREK Provider Readiness Checklist ◀

This checklist is intended to be used as a guide to prepare for the upcoming school year. To maintain compliance, adhere to the tasks and due dates listed below.

For additional resources, visit the [GAPREK webpage](#).



## Execute Pre-K Grant Agreement via DocuSign

**Due Date**  
July 21st

**Who**  
Grant Signatory

**Additional Support**  
Refer to the [Grant Agreement \(Using DocuSign\)](#) one pager for additional information and resources.



## Create or update all user accounts in GAPREK under Manage Users

**Due Date**  
August 1st

**Who**  
Primary Authorized User

**Additional Support**  
Refer to the [Logging in & Add Users Learning Video](#) for step-by-step instructions.



## Confirm class curriculum selections in GAPREK

**Due Date**  
August 1st

**Who**  
Project Director

**Additional Support**  
Refer to the Manage Sites and Classes section of the [User Guide](#) for additional information.



## Submit school year calendar(s) under Calendars in GAPREK

**Due Date**  
July 25th

**Who**  
Project Director

**Additional Support**  
Refer to the [Calendar Learning Video](#) for step-by-step instructions.



## Update/add teacher information in Class Reporting Manager in GAPREK

**Due Date**  
July 25th

**Who**  
Project Director / Site Director/  
Data Management User

**Additional Support**  
Refer to the [Entering Teachers in GAPREK resource](#) for additional information.



## Enter student information into Class Reporting Manager in GAPREK

**Open for Entry**  
August 1st

**Who**  
Project Director / Site Director/  
Data Management User

**Additional Support**  
Refer to the [Manage Student Data Learning Video](#) for step-by-step instructions.