

GAPREK

Data Management User Guide

Version 3.1, July 25, 2024



Name Of Document

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PURPOSE

This user guide provides support to the Data Management Users in performing required actions on the GA DECAL Integrated Provider Portal for the Pre-K program.

PERSONAS

Personas	Responsibilities
	Accessing Important Communication
	Submitting a New Incident
	Adding a Student
	 Marking a Child as Did Not Attend
	Moving a Student
	Adding a Returning Student
	Adding a Student from Waiting list
	Uploading Student Documentation
Data Management User	Closing a Student
	Adding a Teacher
	Closing a Teacher
	Moving a Teacher
	Changing a Teacher Type
	Adding an Additional Staff
	Adding a Substitute Teacher
	Adding a Student to Waiting List
	Archiving a Student
	Viewing a Student Roster



INTRODUCTION

This User Guide will assist Data Management Users in efficiently navigating and utilizing the GA DECAL Integrated Provider Portal. It provides vital information and detailed instructions for managing your duties. The guide explains portal features, submitting new incidents, handling students, teachers, rosters, and additional staff. Utilizing this guide will help ensure the seamless and efficient operation of your Provider or Site.

ACTIVATING AND LOGGING IN TO YOUR ACCOUNT

If you are not enrolled as a Pre-K Provider with DECAL, you have to activate your account first.

The Data Management User will need to contact their Primary Authorized User to activate provider details.

Activating the GAPREK User Account

To activate your GAPREK Provider Account, perform the following steps:

- 1. Go to your email inbox and search for a Welcome Email from GA DECAL.
- 2. Open the email and click the **link** you see in the Email body.

Note: Your Username will be provided in this email. Please note this Username for future logins.

	[External Message] Sandbox: Welcome to GA DECAL (External) Inbox ×	¢	ß
•	GA DECAL no-reply@decal.ga.gov via xdw9ru1fd7n37j.3s-8hmguay.cs133.bnc.sandbox.salesforce.com 11:23 PM (0 minutes ago) ☆ to chinmayee.chirasmita+999@mtxb2b.com ▼ Hi John,	4	:
	Welcome to GA DECAL! To get started, go to https://gadecal-mergega.sandbox.my.site.com/iccs/login?c=k1eo1NeSGBicMsLJdwt_SYbRtNA3C1 D_TmzdGDaQgKnJf9RdrSKNw7yyg5ss7OtbMhm1U7FvdRsET1f_HKV_oa2YENCiSz3EHgWJIyPYWM20gby7ndzaC5pPnCvXH3v3VBbPGxTmJRFnlys_y BcLR2.e7AoNSeNAIEhMQh1QLyjaelGevtlpfjtAeQmPEtQHIno4Gnx3wn9l3P1AQD46CLJKg%3D%3D	<u>y1dK0N</u>	<u>1</u>
	Username: <u>chinmayee.chirasmita+999@mtxb2b.com</u> Thanks, Georgia Department of Early Care & Learning Gov Cloud Plus Org		

The Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.



- 3. Enter your password in the **New Password** and **Re-Enter Password** text boxes.
- 4. Click the Change Password button.

Note: You will need to use this Password, along with your Username, every time you log in to the portal in the future.

Georgia Dept of Early Care and Learning Integrated Pr	ovider Portal		en_US V
WELCOME TO Georgia DECAL Ditegrated Provider Portal MyDECAL is the Georgia DECAL's online platform for program and workforce management. Through MyDECAL, you can access the below applications		Change Password Please enter a new password New Password Re-Enter Password Re-Enter Password The password should satisfy the password policy of DECAL Include ut least 10 characters Include Uppercase and Iowercase letters	
CAPS CAPS Licensed child care programs and two categories of license-exempt programs (government owned and operated child care programs and day camps) are eligible to participate in CAPS.	Pre-K Services Effect and Services Pre-K Program	Include at least 1 special character Include at least 1 number Change Password Privacy Policy • Terms & Conditions	

You are now logged into the Integrated Provider Portal. On the Welcome page, the programs you have enrolled in (in this case, Pre-K) will be displayed as tiles under the Program List.

5. On the Pre-K Portal tile, click the **Go to Providers List** button.



Georgia Dept of Early Care and Learning super reasons to aver	en_US
Welcome, John David	
Program List	
Georgia's	
Pre-K Portal	
Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
Go to Providers List →	
	Live Chat

Logging in to the GAPREK Provider Portal

If you already have an Account, you will need to log in.

To Login to the Provider Portal, perform the following steps:

- 1. Click <u>here</u> to access the Integrated Provider Portal Login page.
- 2. Enter the **Username** mentioned in the Welcome email and the **Password** you created during Account Activation. Then click the **Log In** button.





After logging in, you will be directed to the GA DECAL Integrated Provider Portal welcome page. Please note that if you are enrolled with other Provider Programs you will also see other Program Tiles (such as CAPS) in addition to Pre-K.

3. On the Pre-K Portal tile, click the **Go to Providers List** button.

Georgia Dept of Barty Care water resource in the contract of t	
Welcome, John David Program List	
Georgia's	
Pre-K Portal	
Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
Go to Providers List→	

The Provider List page will be displayed.

Note: You will be directed to the Provider Dashboard directly if enrolled with only one Provider.

4. On the required provider tile, click the **Go To DashBoard** button.

Georgia Dept of Early Care and Care in the	en_US
Welcome, John David	
	Return to DECAL program list
Please select the provider you would like to log into.	
Provider List	
John Doe Testa StreetSausalito CA United States 94965	JOMO Legal Owner China
Provider Details	Provider Details
Pre-K Provider ID 173709	Pre-K Provider ID 235297
Go To DashBoard	Go To DashBoard



Now, you will be directed to the Provider Dashboard page, and the **Provider ID** will be displayed at the top.

Georgia Dept of Early Care and Learning	Georgia's		L. Notifications	JD John David 🔻
Welcome to Joh	n Doe Provider ID 17370	9	← Re	turn to Pre-K provider list
合 Home		Dashboard		
S Class R	eporting Manager	Important Communications		
≔ Manage	Rosters			
B Waiting	Lists			
Contact P	ort? те-К д			
Phone +1 844 480 202	2			



VIEWING DASHBOARD

Your Pre-K Dashboard provides convenient access to information and data that you will frequently need to consult. Data Management Users have limited access to Dashboard features.

Managing Important Communications

Important communication sections under the Dashboard section assist the Data Management user in viewing notifications and pending actions to be carried out on the portal.

You can view the Important Communications in the section and respond appropriately.

G	Georgia Dept of Early Care and Learning Pre-K Program		L. Notifications	DU Dhata Manage User 🔻
Welcor	me to John Doe Provider ID 173	3709		← Return to Pre-K provider list
٠	Home	Dashboard		
<u></u>	Class Reporting Manager	Important Communications		
≔	Manage Rosters	Upload/Input Financial Information		Upload
Eo	Waiting Lists			
C N N Phone +184 Email prek@	leed Support? Contact Pre-K 🗗 4 480 2029 Edecal.ga.gov			Ping - Tem



MANAGING CLASS REPORTING MANAGER

Managing Class Reporting Managers involves adding and removing students, including returning ones and those from waiting lists, uploading student documentation, closing student profiles, adding, moving, or changing teachers, and adding additional staff or substitute teachers.

Adding a Student

To add a student to a class, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.

Ğ	Georgia Dept of Early Care and Learning brast free the trast	S Anno Anno Anno Anno Anno Anno Anno Ann	DU Dhata Manage User 🔻
Welco	me to John Doe Provider II	0 173709	← Return to Pre-K provider list
	Home	Dashboard	
000	Class Reporting Manager	Important Communications	
:=	Manage Rosters	Upload/Input Financial Information	Upload
Đ	Waiting Lists		

The **Class Reporting Manager** page will be displayed.

2. To select a site for accessing the students, click the Manage button.

Georgia Dept of Early Care Heatry Care Pre-K Program					Notifications	nata Manage User 👻
Welcome to John Doe Provider ID 1737	09				← Return	to Pre-K provider lis
	Class Reportin	ng Manag	er			
🔂 Home	Select a site to access the stu	udent and teacher o	data.			
Class Reporting Manager Image Rosters	sparkle Acadan 3564 Neville Street, Claus, GA, Appling,	my , TEST, Santa 30436	Texas Acadamy 3564 Neville Street, 30436	Santa Claus, GA,	Bakingo Acada 3564 Neville Street 30436	amy t, Santa Claus, GA,
Waiting Lists	Program Legal Name: John	Doe	Program Legal Name: John D	loe	Program Legal Name: John	Doe
	Site ID:	173710	Site ID:	173711	Site ID:	173712
D Need Support?	Classes at this site:	4	Classes at this site:	1	Classes at this site:	3
Contact Pre-K	Students at this site:	43	Students at this site:	11	Students at this site:	14
Phone <u>+1844 480 2029</u>	Manage		Manage		Manage	
Email <u>prek@decal.ga.gov</u>						



The Site page will be displayed with the Student Data tab selected.

3. To add a student to the site, click the Add Student button.

Georgia Dept of Early Care and Learning Pre-K Program		Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173	1709		← Return to Pre-K provider list
Home	Class Reporting Manager		← Return to the list
Class Reporting Manager			
Waiting Lists	Student Data • Salect School Year • Salect Student List		
Need Support?	2023-2024 V Current Stud V	Q. Search	a Filter
Contact Pre-K ₫ Phone +1844 480 2029	+ Add Student → Move + Add Returning Students Current Students		

The Add Student > Student Information page will be displayed.

4. In the Student Information section, enter the following information:

Notes:

- Fields marked with a red asterisk (*) are mandatory fields.
- You can also bulk upload student data using the **Bulk Upload** feature. Refer to the <u>Bulk Upload</u> section for instructions on uploading student data to the Class Reporting Manager.
- a. Enter the First Name, Middle Name, Last Name, Date of Birth, and Social Security Number.



b. Select the **Gender** and **Multi-birth**.

Note: Select the **SSN Not available** checkbox if a Social Security Number was not provided. You will be prompted to enter the appropriate Waiver option instead.

Georgia Dept of Early Care and Learning Pre-K. Program			Notifications
Welcome to John Doe Provider ID 17	3709		← Return to Pre-K provider lis
	Class Reporting Manag	er	← Return to the list
🔂 Home	Add Student		
🐣 Class Reporting Manager			
I Manage Rosters	Student Information		Lo Mark Did Not Attend
Waiting Lists	Select a method to Add Students Add Manually Bulk Upload		
Contact Pre-K &	* Indicates required field Enter the student name as it appears on the birth	documentation.	
Phone +1 844 480 2029	Robin	• Middle Name	David
Email	1	No Middle Name on Documentation	1
prek@decal.ga.gov	Suffix (Jr., III, IV, V, etc.)	• Date of Birth	• Gender
		Jun 19, 2009	🛍 Male 👻
	• Multi-birth	7	1
	1	*	
	Social Security Number		
	***-**-6745		
	SSN Not available		Princy

- c. Select the Yes/No radio button for Transportation, Socioeconomic Category, Multilingual Learner, Does this student receive Special Education Services, Is this student in a blended Head Start/Pre-K classroom field. Note: Depending on the selected Socioeconomic Category, you may need to select the Services.
- d. Select **Ethnicity** and **Race**.

Georgia Dept of Tarty Care and Laring Georgia's Pre-K Program	Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173709	3	← Return to Pre-K provider list
A Home	* Transportation * Yes ○ No *Socioeconomic	
Class Reporting Manager	Category 1 Services Child and Adult Care Food Program (CACFP) Child and Patent Services (CAP5)	
Walting Lists	Foster Care Medicaid Supplemental Nutrition Assistance Program (SNAP) Supplemental Security Income (SSI)	
Contact Pre-K d	Temporary Assistance to Needy Families (TANF) Multilingual Learner Yes No	
+1844 480 2029 Fmail	Tooes this student receive Special Education Services? Yes No	
prek@decal.ga.gov	Is this student in a blended Head Start/Pre-K classroom? # Yes ○ No	
	• Ethnicity Hispanic/Latino	
	Race American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Information Not Provided] _
	Parent / Guardian Information	Privacy - Territe



- 5. Next, scroll to the Parent/Guardian Information section and enter the following information:
 - a. Enter the **Parent / Guardian First Name**, **Parent / Guardian Last Name**, **Relationship**, **Parent/Guardian Email**, and **Parent/Guardian Zip Code**.
 - b. Select the **Relationship** from the drop-down list. In the Additional Information section, select a **Class** including the **Begin** and **End Date in Class**.
 - c. Click the **Submit** button.

Note: The age of the student should be between 4-6 years as of September 1st of the current school year.

Georgia Dept of Early Care and Learning and Learning Pre-K Program			Notifications	hata Manage User 👻
Welcome to John Doe Provider ID 173709			← Retur	n to Pre-K provider list
🔝 Home	White Information Not Provided Parent / Guardian Information			
Sclass Reporting Manager	• Parent / Guardian First Name	* Parent / Guardian Last Name	• Relationship	
Manage Rosters	Chinmayee	Chirasmita	Guardian	•
R Waiting Lists	Parent/Guardian Email chinmayee.chirasmita@mtxb2b.com	Parent/Guardian Zip Code	7	
Need Support?	Additional Information	/		
Contact Pre-K	* Select a Class	Begin Date in Class	End Date in Class	
Phone <u>+1844 480 2029</u> Email prok@decal.ga.gox	100007	May 9, 2024 a	≣ Jun 28, 2024	ā
	Cancel			Submit

After submitting, a success message will be displayed on the page, and a new Student record will be displayed in the **Current Students** section.



Georgia Dept of Early Cave and Learning Pro-4 Program									Notifications	Dhata Manage User
Icome to John Doe Provider ID 1	73709								+	Return to Pre-K provider
Home Class Reporting Manager	Class Re sparkle Aca	porting Mai	nager							← Return to the lis
Manage Rosters Walting Lists Need Support? Contact Pre-K @ none LEAL #20228	Student Data * Select School 2023-2024 + Add Stud Current St M The sy	Teacher Data I Year Select Studen ✓ Current Str Hent → Move + Ac tudents ystem has identified pot	t List id • id Returning Students ential duplicate student	ts. These students h	ave been flagged	I below. Review	r and update the records as	appropriate.	9. Search	a Filter
ek@decal.ga.goy	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	
		Conley	Chulbul	0009276		Male	Jun 6, 2024			
		Cunazadazahh	Terontosoehh	0006453		Female	May 1, 2024			A
		Cyril	Ramirez	0030307	100009	Male	Jun 4, 2024			A
		Cyril	Ramirez Guiterez	0034906	100009	Male	Jun 12, 2024			A
		Data	test	0010140	100015	Male	May 1, 2024	May 13, 2024		A
		Data	test	0010140	100009	Male	Jun 5, 2024			A
		David	Robin	0034959	100007	Male	May 9, 2024	Jun 28, 2024		
									_	N

Student Bulk Upload

The bulk upload feature helps you to upload multiple student data at once. You can bulk upload the data by uploading the Pre-K Bulk Student Upload Class Reporting template to the portal or the designated bulk upload extract from your student management system.

To bulk upload student data, perform the following steps:

1. On the Class Reporting Manager > Add Student page, under the Student Information section, click the **Bulk Upload** button.



2. Under the Upload CSV Data section, click the **Get Student Template** button to download the template.



a. If you are uploading the designated bulk upload extract from your student management system, you can move to step 5.

Georgia Dept of Early Care Berly Care Pre-K Program		Notifications
Welcome to John Doe Provider ID 17	3709	← Return to Pre-K provider list
 	Class Reporting Manager Add Student	← Return to the list
≔ Manage Rosters Waiting Lists	Student Information	
Need Support? Contact Pre-K	Select a method to Add Students Add Manually Bulk Upload Upload CSV Data CSV Data	
Phone +1 844 480 2029 Email prek@decal.ga.goy	Please note that you will need the following information to complete the Bulk Upload.	Get Student Template

PreK Bulk Student Upload Class Reporting Template will be downloaded and saved in your local system.

3. Read the information in the Student Information section before filling out the information in the Pre-K Bulk Student Upload Class Reporting Template.

Georgia Dept of Early Care and Learning Georgia's Pre-K Program	JD John David	▼ t
Welcome to John Doe Provider ID 17370	9 ← Return to Pre-K provide	er list
🟠 Home	Student Information	
Class Reporting Manager	Select a method to Add Students Add Manually Bulk Upload	
i≡ Manage Rosters	Upload CSV Data	
Waiting Lists	Get Student Template	
Need Support? Contact Pre-K P Phone	1. Class ID's linked to the selected site are: i. 100007 ii. 100007 iii. 100012 iv. 100015	
+1 844 480 2029 Email prek@decal.ga.gov	 Validations for Bulk Upload Please validate all the required fields to be filled before uploading (You can find the required fields from the Downloaded Student Template). Please enter the Zip code in numeric and xxxxx pattern. Please ensure Begin Date and End Date falls within the allowed date range of the current year. K. End Date should not be less than the Begin Date. v. Age of the student should be between 4-6 years. The class ID should be valid for the selected site. The Special Education Services is Required when child receive Special Education Services is selected as Yes. SN Waiver Reason Code is required if SN is not populated. SN Waiver Reason Datail is required if Waiver Reason Code is 5. Any of the category services is should be Yes if Socioeconomic is category 1. 	ky - Terris



4. Fill in the information on the Pre-K Bulk Student Upload Class Reporting Template as per the instructions.

0	A	B	3	С	D	E	F	G	Н	1	J	Κ	LMN	0	Р	Q	1	2	S	1	r	U	V	W	ΧY	Ζ	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
																						camy	le Tem	plate2																
1	167865	100	015	virat	user	Kohli user	Jr	9/15/2018	567348	647		м	4 N 2										N		Y IEP	N	Hispanic/Latino						06/12/2024	06/20/2024		USER	USER	Mother	usu45@g.com	66775
2	167865	100	015	virat	user	test bat	Jr	9/16/2018	674587	346		м	3 N 2										N		Y 504	N	Hispanic/Latino						06/12/2024	06/20/2024		USER	USER	Mother	usu45@g.com	66775
3	167865	100	015	virat	user	three skippe	r Jr	9/17/2018		2		м	4 N 2										N		Y IEP	Ν	Hispanic/Latino						06/12/2024	06/20/2024		USER	USER	Mother	usu45@g.com	66775
₫	-	-	-	-	-		-	_	_	-	-	-	_	_	_	_	_	-	-		_	-		-	-	-		_	_	_	_	_			_	_	-	_		



- 5. Under the Upload CSV Data section, select the **School Year** from the drop-down list.
- 6. To upload the template, click the **Upload Files** button.

Georgia Dept of Early Care and Large and Care Pre-K-Program	● Notifications JD John David ▼
Welcome to John Doe Provider ID 1737	CO9 ← Return to Pre-K provider list
 ↔ Home Class Reporting Manager 	 v. Age of the student should be between 4-6 years. vi. The class ID should be valid for the selected site. vii. The Special Education Services is Required when child receive Special Education Services is selected as Yes. viii. SSN Waiver Reason Code is required if SSN is not populated. ix. SSN Waiver Reason Detail is required if Waiver Reason Code is 5. x. Any of the category services is should be Yes,if Socioeconomic is category 1.
≔ Manage Rosters	* indicates required field
B Waiting Lists	* Select School Year 2023-2024
Contact Pre-K P	
<u>+1 844 480 2029</u> Email <u>prek@decal.ga.gov</u>	Phase-Terr

You will be directed to your local system to upload the template.

7. Now, select the **File** and click the **Open** button.

Note: You can upload the file only in .csv format.



Name Of Document

Georgia Dept of Early Care Pre-K Program				÷.	JD John D	bavid 🗸
Welcome to John Doe Provider ID 1	Favourites			esktop — iCloud	Q 9	Search
	🙏 Applications					
🔒 Home	Ownloads			E contra G. A Park Management and and management and and	CO Park	U U U U U U U U U U U U U U U U U U U
	iCloud		CSV	DOCX	DOCX	DOCX
Class Reporting Manager	Shared iCloud Drive	Screenshot 2024-053.55 PM	PreK Bulk Student Uploadplate .csv	GA_Pre-K_Data Manage24.docx	GA_Pre- K_Depu24.docx	NM_DWS_CSA_S upervis024.docx
🚍 Manage Rosters	Desktop		7	#		
Waiting Lists	Documents		ĒıµI	Docx		
	Red	NM_DWS_CSA_A gent_Us24.docx	nmdws icon.jpg	GA_Pre- K Finan24.docx		
D Need Support?	Orange	J				
	Yellow					
Contact Pre-K	• Green					
Phone	 Blue 	Show Options			Ca	ncel Open
<u>+1 844 480 2029</u>	Durnle					
Email						

After uploading the CSV file, you can see the student data on the page.

8. Click the **Submit** button.

Ğ	Georgia Dept of Early Care and Learning And Learning	1			Notifications	J Dhata Manage User 🔻
Welco	me to John Doe Provider ID	2023-2024	▼ sparkle Ac	adamy	*	Return to Pre-K provider list
命	Home		sampl	e Template2.csv		
*	Class Reporting Manager		± Upload	Files Or drop	files	
≡	Manage Rosters	Student LastName	Student FirstName	Date of Birth	Parent/Guardian E	mail Address
E	Waiting Lists	virat	Kohli user	9/15/2018	usu45@g.com	
		virat	test bat	9/16/2018	usu45@g.com	
	Need Support?	virat	three skipper	9/17/2018	usu45@g.com	
Phor	Contact Pre-K 🗗	Submit				

After submitting, you will receive a notification that data will take up to 24 hours to process and the Project Director will receive an email confirmation when the processing is complete.

9. To view the notification, click the Notification Bell icon.



Name Of Document



After 24 hours of the bulk upload, the Project Director will receive a notification email with the update.



You can view the updated student data in the Class Reporting Manager > Student Data > Current Students section.



Name Of Document

Georgia Dept of Early Care and Learning PTe-K Program								Notification	DU	Dhata Manag	e User 🔻
Welcome to John Doe Provider ID 173709									← Retu	ırn to Pre-K p	rovider lis
1	sparkle	Acadamy	,								
🔂 Home											
Sclass Reporting Manager	Student	Data Teacher	Data								
I Manage Rosters	* Select s	School Year	Select Stud	dent List							
Waiting Lists	2023-	2024 🔻	Current	Stud 🔻				् virat	۵	, ≡ Filter	
	+ Add	Student →	Move +	Add Returning	g Students						
D Need Support?	Curre	ent Students									
Contact Pre-K											
Phone	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap		Du Fla
<u>+1 844 480 2029</u> Email		Kohli user	virat	0043668	100015	Male	Jun 12, 2024	Jun 20, 2024			
prek@decal.ga.gov		test bat	virat	0043669	100015	Male	Jun 12, 2024	Jun 20, 2024	~		
		three skipper	virat	0043674	100015	Male	Jun 12, 2024	Jun 20, 2024			
	Showing	1-3 of 3			Firet	Droviour			Show	10 _ 00	Privacy -



Filtering a Student

The Filter Student feature on the GAPREK portal allows you to search for students using criteria like Class ID, Socioeconomic, Transportation, Multilingual Learner, and Special Education Services, with results matching any criteria (OR conditions).

To filter a student, perform the following steps:

1. On the selected Site > Student Data page, click the **Filter** button.

Note: You can search for a student by entering their First Name or Last Name in the Search bar.

G	Georgia Dept of Early Care and Learning Pre-K Program	Le constitución de la constituci	DU Dhata Manage User 🔻
Welco	ome to John Doe Provider ID 17	3709	← Return to Pre-K provider list
		Class Reporting Manager	← Return to the list
슶	Home	sparkle Acadamy	
:	Class Reporting Manager		
=	Manage Rosters	Student Data Teacher Data	
Ŀ	Waiting Lists	Select School Year Select Student List 2023-2024 ▼ Current Stud ▼	a Filter
a	Need Support?	2023-2024 ▼ Current Stud ▼	, ∓ Filter

2. Select the Class ID/Socioeconomic /Transportation/Multilingual Learner/Special Education Service from the drop-down list, then click the Show Results button.

Georgia Serte Georgia's Georgia's Pre-K Program								Notifications	•
Welcome to John Doe Provider ID 173709								← Return to Pre-K provider	list
	Student D	ata Teacher Dat	a						
Home	*Select Sc	chool Year S	Select Student Lis	t					
Sclass Reporting Manager	2023-20	024 💌	Current Stud	•	R Search				
≅ Manage Rosters	+ Add S	Student → M	ove + Add R	eturning Stud			Class ID		
								100007	
E Waiting Lists	Currer	nt Students							
	🛕 Th	ie system has ic	lentified potent	ial duplicate	students.	These stud	dents have been		
D Need Support?	as	appropriate.						Category	
								Transportation	
Contact Pre-K	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Cla	No	
Phone <u>+1 800 413 9935</u>		Cunaaadaaahh	Torontoooohh	0006453		Female	May 1, 2024	Multilingual Learner	
Email		David	Robin	0034959	100007	Male	May 9, 2024	Yes	
GAPREK.Support@decal.ga.gov		Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023	Special Education Services	
		Data	test	0010140	100009	Male	Jun 5, 2024	Individual Education Program (IE	
		Gibbs	Chava	0000680		Male	Jun 7, 2024	Show Results Reset	2
								Prive	Joy - Terms



3. The search results will be displayed based on the selection entered.

Georgia Dept of Early Care and Learning Pre-K Program								Notificatio	DU Dhata	a Manage U
Welcome to John Doe Provider ID 173709									← Return to	Pre-K prov
☆ Home	A TI	ne system ha appropriate	as identified p	potential dup	licate stud	ents. Thes	se students have bee	en flagged below. F	Review and update th	e records
Sclass Reporting Manager	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	🛕 Dupl
≅ Manage Rosters		David	Robin	0034959	100007	Male	May 9, 2024	Jun 12, 2024		
Waiting Lists		Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023			
		Gibbs	Chava	0000680		Male	Jun 7, 2024			A
Need Support?		Gibbs	Chava	0000680	100007	Male	Jun 12, 2024			A
Contact Pre-K		Megannn	Regannn	0020915	100007	Male	Jun 7, 2024			
Phone		Conley	Chulbul	0009276	100015	Male	May 1, 2024	Jun 5, 2024		
Email		Reemm	Karr	0000683	100012	Female	Apr 22, 2024	May 31, 2024		
GAPREK.Support@decal.ga.gov		Benton	Branden	0007332	100015	Male	May 2, 2024	Jun 5, 2024		
		Conley	Chulbul	0009276		Male	Jun 6, 2024			
		Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023			



Moving a Student

The Move Student feature allows you to transfer a student to another class within the same site or to a different site.

To move a student, perform the following steps:

1. On the **Current Students** section, click the checkbox to select the **student** you want to move. Then, click the **Move** button.

Note: The **Move** button will be enabled only after selecting one or more students.

Georgia Bept of Drity Gare and reactions and reactions of Drity Gare Pre-K-Program							Notifications	DU Dhata Manage User 🔻				
Welcome to John Doe Provider ID 173709								← Return to Pre-K provider list				
	Student Dat	a Teacher Data										
🔂 Home	* Select Sch	ool Year Select Stu	dent List				0. Correla	- Filter				
Class Reporting Manager	2023-202	4 👻 Current	Stud 👻	Q Search	¢≡ riitei							
I Manage Rosters	+ Add St	udent \rightarrow Move +	Add Returning Students									
Waiting Lists	Current	urrent Students										
	🛕 The	system has identified	potential duplicate studen	ts. These students ha	ave been flagger	d below. Review	v and update the records a	s appropriate.				
Need Support?												
Contact Pre-K	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class				
Phone +1 844 480 2029		Conley	Chulbul	0009276		Male	Jun 6, 2024					
Email		Cunaaadaaahh	Torontoooohh	0006453		Female	May 1, 2024					
prek@decal.ga.gov		Cyril	Ramirez	0030307	100009	Male	Jun 4, 2024					
		Cyril	Ramirez Guiterez	0034906	100009	Male	Jun 12, 2024					
		Data	test	0010140	100015	Male	May 1, 2024	May 13, 2024				
		Data	test	0010140	100009	Male	Jun 5, 2024					
		David	Robin	0034959	100007	Male	May 9, 2024	Jun 28, 2024				

The **Move Students** pop-up window will be displayed.



- 2. Select the appropriate radio button to indicate whether you want to **Move To Another Site** or **Move To Another Class at the Same Site**.
- 3. Select the desired **Class** from the drop-down list, and then click the **Submit** button.

Notes:

- Selecting Move to Another Site requires choosing a Site.
- If the End Date is specified while creating the student record, it will be automatically populated on the Move Students pop-up window. Otherwise, you will need to enter the **End Date** manually.

weico	The to John Doe Provider IL	1/3/09	Keturn to Pre-k provider list
		Move Students	
슯	Home	You have selected to move 1 students. Please select below if you are moving the students to another class or to another site.	Filter
\$:	Class Reporting Manager	O Move To Another Site Move To Another Class at the Same Site	
=	Manage Rosters	Please select the class to which the students will be moving: 100009	
E	Waiting Lists	• End Date	s have been flagged below.
		Jun 12, 2024	
0	leed Support?	· · · · · · · · · · · · · · · · · · ·	Class ID Gender
	Contact Pre-K	Cancel Submit	Maie

After submitting, a success message will be displayed on the page, and the moved Student record with a **Class ID** and **Begin Date in Class** will be displayed in the Current Students section.

Georgia Bept of Barty Care and Learning Pre-K Program						, Notifications	DU Dhata Manage User	•
Welcome to John Doe Provider ID 173709							← Return to Pre-K provide	r list
Home Glass Reporting Manager Manage Rosters	2023-2024 Cu + Add Student → Move Current Students	rrent Stud	g Students	hese students	have been flagged below. Re	Q. Search	as appropriate.	
Waiting Lists Need Support?	First Name Chulbul	Student ID 0009276	Class ID	Gender Male	Begin Date in Class Jun 6, 2024	End Date in Class	Attendance Overlap	
Contact Pre-K 🖉	Torontoooohh	0006453		Female	May 1, 2024			
+1844 480 2029 Email prek@decal.ga.goy	Ramirez Ramirez Guiterez	0030307	100009	Male	Jun 4, 2024 Jun 12, 2024		•	
	test	0010140	100015	Male	May 1, 2024	May 13, 2024	•	
	Robin	0010140	100009	Male	Jun 5, 2024 May 9, 2024	Jun 12, 2024	•	
	Robin	0034959	100009	Male	Jun 13, 2024		•	C tivacy - Terms



Adding a Returning Student

The Add Returning Student feature allows you to re-enroll a closed student to the sites.

To add a returning student, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.

Ğ	Georgia Dept of Early Care and Learning Pre-K Prog	s Anno 1997 Anno 199	DU Dhata Manage User 🔻
Welco	ome to John Doe Provider I	D 173709	← Return to Pre-K provider list
	Home	Dashboard	
89	Class Reporting Manager	Important Communications	
=	Manage Rosters	Upload/Input Financial Information	Upload
Ð	Waiting Lists		

The **Class Reporting Manager** page will be displayed.

2. To select a site for accessing the students, click the **Manage** button.

Georgia Dept of Early Care and Larky Care and Carly Care Are Are Are Are Are Are Are Are Are Are		DU Dhata Manage User
Welcome to John Doe Provider ID	173709	← Return to Pre-K provider list
	Class Reporting Manager	
🟠 Home	Select a site to access the student and teacher data.	
Class Reporting Manager	Sparkle Acadamy 3564 Neville Street, TEST, Santa Claus, GA, Appling, 30436	Texas Acadamy 3564 Neville Street, Santa Claus, GA, 30436
≅ Manage Rosters	Program Legal Name: John Doe	Program Legal Name: John Doe
Bo Waiting Lists	Site ID: 173710	Site ID: 173711
	Classes at this site: 4	Classes at this site: 1
Need Support?	Students at this site: 45	Students at this site: 11
Contact Pre-K	Manage	Manage
+1 844 480 2029		<u> </u>
Email <u>prek@decal.ga.gov</u>	Bakingo Acadamy 3564 Neville Street, Santa Claus, GA, 30436	Princy - Terrer



The Site page will be displayed with the **Student Data** tab selected.

3. To add a returning student to the site, click the **Add Returning Students** button.

Georgia Bept of Early Care and Learning Autor rot rot rot						Notificatio	DU Dhata Manage User	r 🔻
Welcome to John Doe Provider ID 173	3709						← Return to Pre-K provide	er list
☆ Home	Class Rep	porting N	lanager				← Return to the lis	st
😫 Class Reporting Manager	Texas Acada	amy						
i≡ Manage Rosters								
Waiting Lists	Student Data	Teacher Data						
O Need Support?	* Select School	Year Select S	tudent List nt Stud ▼			R Search	∓ Filter	
Contact Pre-K 🗗	+ Add Stude	ent → Move	+ Add Returning S	Students				
Phone <u>+1 844 480 2029</u>	Current St	udents						
Email prek@decal.ga.gov	The sys as appr	stem has identifie ropriate.	d potential duplica	te students. These	students have been	flagged below. I	Review and update the records	
	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	
		Atkins	Martin	0030199	97853359	Female	Jun 11, 2024	Privazy - Terr

The **Closed Students List** page will be displayed.

4. On the Closed Students List section, click the checkbox to select the **student** you want to add. Then, click the **Add Students** button.

Georgia Dept of party Care and instruction Georgia's Pre-X Program Welcome to John Doe Provider ID 17	73709							A Notificatio	ns ⊂ Retu	Dhata Manage Us Irn to Pre-K provid	er
🟠 Home	Class	Report	ing Mar	nager						← Return to the	list
Class Reporting Manager Manage Rosters	Add a Re	turning S	Student								
Waiting Lists	Closed	Students	List								
D Need Support?	* indicate School Ye	es required fie ar	ld								
Contact Pre-K	2023-2	024	the heless liet to	add to Deturcine	Chudanta						
Phone +1 844 480 2029 Email	Select	Last Name	First Name	Student ID	Class ID	Date of Birth	SSN	Gender	Begin Date	End Date	
prek@decal.ga.gov		Gibbs	Chava	0000680		Apr 02, 2019	***_**-4122	Male	Apr 22, 2024	Jun 6, 2024	
	7	Plee	Dimpp	0000679		Apr 01, 2019	***-**-3577	Male	Apr 22, 2024	Jun 6, 2024	
									A	dd Students	Prive



The Add Returning Students pop-up window will be displayed.

5. On the Add Returning Students pop-up window, **Select a Class** and **Start date**, then click the **Add** button.

Welcome to John Doe Pr	ovider ID 173709	← Return to Pre-K provider list
슈 Home	Class Reporting Manager	\times \leftarrow Return to the list
Class Reporting M	Add Returning Students	
≅ Manage Rosters	* indicates required field You have selected to returning 1 students. Please select below if you are returning the students to another class. Student Name: Chava Gibbs	
Contact Pre-K rð	Select a Class Start Date Jun 12, 2024 Add Clear	
Phone +1 844 480 2029	Cancel Select Last Name First Name Student ID Class ID Date of Birth SSN Gender Begin	Date End Date

*A success message will be displayed on the page, and the **student** record will be moved from the Closed Students List to the Current Students list.

6. To view the students in the Current Students section, click **Return to the List**.

Georgia Dept of Early Care and Learning Pre-K Program		L. Notifications	DU Dhata Manage User 🔻)
Welcome to John Doe Provider ID 17	3709		← Return to Pre-K provider list	:
 ↔ Home Class Reporting Manager 	Class Reporting Manager Add a Returning Student		← Return to the list	
∷ Manage Rosters	Closed Students List			
Contact Pre-K	* indicates required field School Year 2023-2024			
Phone +1 844 480 2029 Fmail	Select the Students from the below list to add to Returning Students Select Last First Student Class Date of Birth Name Name ID ID	n SSN G	Sender Begin End Date Date	
prek@decal.ga.gov	Plee Dimpp 0000679 Apr 01, 2019	***- N	Male Apr 22, Jun 6,	₽ Ferms



The **Student Data** > **Current Students** page will be displayed with the student record that was recently added to the Current Students list.

Georgia Dept of Early Care and Learning Pre-K Program						Rotifications	DU Dhata Manage Us	er 🔻
Welcome to John Doe Provider ID 173709		_					← Return to Pre-K provid	der list
	Student Dat	Teacher Data						
🔂 Home	Select School 2023-202	ool Year Select	Student List			9. Search	毎 Filter	
Class Reporting Manager								
≔ Manage Rosters	+ Add Stu	ident > Move	+ Add Returning S	students				
Waiting Lists	Current	Students						
	🛕 The	system has identif	ied potential duplica	te students. These	students have been	flagged below. Rev	view and update the records	
D Need Support?	as a	opropriate.						
Contact Pre-K	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	
Phone		Atkins	Martin	0030199	97853359	Female	Jun 11, 2024	
<u>+1 844 480 2029</u> Email		Benton	Branden	0007332		Male	Jun 5, 2024	
prek@decal.ga.gov		Darrr	Karamm	0000696	97853359	Female	Jun 11, 2024	
		Dup	Akhil	0000801		Male		
		Gibbs	Chava	0000680		Male	Apr 22, 2024	Privacy - Terms



Adding a Student from the Waiting List

The Adding Student from Waiting List feature allows you to add a waitlisted student to a different class or site.

To add a student from the waiting list, perform the following steps:

1. On the Pre-K Program welcome page, click the **Waiting Lists** tab on the left panel.

Ğ	Georgia Dept of Early Care and Learning And Learning	Q Notifications	DU Dhata Manage User 🔻	
Welco	me to John Doe Provider ID		← Return to Pre-K provider list	
	Home	Dashboard		
00	Class Reporting Manager	Important Communications		
≔	Manage Rosters	Upload/Input Financial Information		Upload
Eo	Waiting Lists			
()	Need Support?			

The **Waiting List > Student Waiting Lists** page will be displayed.

- 2. Scroll to the Waiting Lists per Site section.
- 3. Select the required Site from the **Select Sites** drop-down list.



Name Of Document

		N	otifications	
Velcome to John Doe Provider ID	173709 Legal Name John Doe	Address 3150 Junior Avenue, Norcross, GA, 30003	Phone	← Return to Pre-K provid
Class Reporting Manager	Archived Students (1)		Viev	v Archived Students
■ Manage Rosters	Archiving students remo	ves them from the waiting list and saves th	eir details for	r future reference.
Waiting Lists	Waiting Lists per Site	7		
Contact Pre-K 2	Select Sites Select Sites			
Phone +1 844 480 2029	Akhil sparkle Acadamy			
Email	Texas Acadamy			
prek@decal.ga.gov	Bakingo Acadamy			

The waiting list of students associated with the selected site will be displayed.

4. Click the checkbox to select the **student** you want to add to the sites. Then, click the **Move Students to Class Reporting Manager** button.

Georgia Dept and Learning Georgia's Pre-K Program						Notifications	DU Dhata	Manage Use
Welcome to John Doe Provider ID 173	709						← Return to	Pre-K provid
	Archived Students (1)				Viev	v Archived Stude	ents
🔂 Home	Archiving students re	emoves them from the wa	aiting list and saves their	details for future reference.				
Sclass Reporting Manager								
i≡ Manage Rosters								
o Waiting Lists	Select Sites		•					
Need Support?	sparkle Acadamy							
Contact Pre-K r	sparkle Acadamy							
Phone +1 844 480 2029	Kids Listed Statu 2	S			Move	Students to Class	Reporting Mana	ger
Email prek@decal.ga.gov	Select Last F Name M	irst DOB Iame	Gender Phone	Email Id	Entered On	Last Modified By	Last Modified Date	Action
	Dup /	Akhil Apr 3, 2019	Male	gdfgfagsfdhgnf@gjmhgf.com	Apr 29, 2024	Dhata Manage User	Jun 4, 2024	

The Move Students to Class Reporting Manager pop-up window will be displayed.

5. To expand the **Additional Information** section and add information to it, click the right arrow.



Name Of Document

Georgia Dept of Early Care and Learning	eorgia's ⊶ Program	DU Dhata Manage User 👻
Welcome to John Doe P	ovider ID 173709	← Return to Pre-K provider list
	Archived Students (1)	View Archived Students
☆ Home	Move Students to Class Reporting Manager	_
S Class Reporting M	Selected Students Information	
Ⅲ Manage Rosters	* Indicates required field	
6 Waiting Lists	Akhil Dup gdfgfagsfdhgnf@gjmhgf.com Apr 3, 2019	
Need Support?	Additional Information	
Contact Pre-K		1
Phone +1 844 480 2029		Ing Manager Cancel Confirm Move
Email prek@decal.ga.gov	Select Last First DOB Gender Phone Email Id	Entered Last Last Ac



- 6. In the **Additional Information** section, enter the following information:
 - a. Enter the **Social Security Number** and select **Multi-birth** from the drop-down list.
 - b. Select the Yes/ No radio button for Transportation
 - c. Select the Socioeconomic category,
 - d. Select the *Yes/ No* radio button for **Does this child receive Special Education Service**, and **Is this child in a blended Head Start/Pre-K classroom** field.

	Move Students to Class Reporting Manager	
Welcome to John Doe Pr	* indicates required field	Return to Pre-K provider list
🔝 Home	Akhil Dup gdfgfagsfdhgnf@gjmhgf.com Apr 3, 2019	
S Class Reporting M	Additional Information ~	
:≡ Manage Rosters	SSN Not available	
Maiting Lists	Social Security Number Multi-birth	red Students
Need Support? Contact Pre-K Phone +1844 480 2029 Email Prok@decal.ga.gox	*Transportation *Transportation *Tess No *Socioeconomic Category 1 *Dees this child receive Special Education Services? Yes No *Is this child in a blended Head Start/Pre-K classroom? Yes No	

- e. Select Ethnicity and Class from the drop-down list.
- f. Select the Race.
- g. Enter the Begin Date in Class and End Date in Class. Then click the Save button.
 Notes:
 - The **Begin Date in Class** and **End Date in Class** fields will be displayed after selecting the Class.
 - The Begin Date in Class will be displayed automatically.
 - The End Date in Class is not required to be populated.



loomo to John Doo Dr		Move Students to Class Re	eporting Manager		latura ta Dra K provida
	* Ethnicity				Return to Pre-K provide
	Hispanic/Latino				
Home	* Page				
	American Indian or Alas	kan Native 🗌 Asian 📃 Black or Afri	can American		
Class Reporting Ma	Native Hawaiian or Othe	er Pacific Islander White Inform	mation Not Provided		
Manage Rosters					
	Class Details				
Waiting Lists					
	* Select a Class				
Need Support?	100009	X			
		-			
Contact Pre-K	* Begin Date in Class	End Date in Class			/ed Students
	Jun 12, 2024	iii Jun 20, 2024	苗		
844 480 2029	-	•			
				Sava	
				Jave	

A successful record creation message will be displayed.

7. To move the student, click the **Confirm Move** button.

The second secon	Move Students to Class Reporting Manager	
Welcome to John Doe Pro	○ Yes ● No	Return to Pre-K provider list
🟠 Home	* Is this child in a blended Head Start/Pre-K classroom? Yes No	
S Class Reporting Ma	* Ethnicity Hispanic/Latino +	
🗮 Manage Rosters	*Race	
Waiting Lists Weed Support?	Native Hawaiian or Other Pacific Islander White Information Not Provided Class Details	
Contact Pre-K 🗗	* Select a Class	ved Students
Phone +1 844 480 2029	*Begin Date in Class End Date in Class	
Email prek@decal.ga.gov	Jun 12, 2024 🛗 Jun 20, 2024 🛱	
	Cancel Confirm M	ove

*A success message will be displayed on the page and the **student** record will be moved from the Students Waiting List.

8. To view the students under the Current Students section, click **Return to Pre-K provider** List.



Name Of Document

Ğ	Georgia Dept of Early Care and Learning Pre-K Program			Notifications
Welco	me to John Doe Provider ID 17370	9		← Return to Pre-K provider list
a 89	Home Class Reporting Manager	Waiting List Student Waiting Lists	Archive Stud	ents + Add Student to Waiting List
=	Manage Rosters			
6	Waiting Lists	indicates required field Select School Year 2023-2024		
Phon	Need Support? Contact Pre-K 🗗	Frovider Details Legal Name John Doe	Address 3150 Junior Avenue, Norcross, GA, 30003	Phone

You will be directed to the GA DECAL Integrated Provider Portal welcome page.



9. On the required Pre-K Portal tile, click the **Go to Providers List** button.

Georgia Dept of Early Case in Learning and Learning		en US
Welcome, Dhata Man	age User	
Program List		
Georgia's Pre-K Program		
Submit Pre-K grant applications, Man Student and Teacher Rosters, Reconc Payments and many more.	age siliation,	
Go to Providers List→		
L		

The Pre-K Program welcome page will be displayed.

10. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.



The Class Reporting Manager page will be displayed.



11. To select the site to access the students, click the **Manage** button.

Georgia Dept of Early Care and Learning Pre-K Program					Notifications	nata Manage User 🔻	
Welcome to John Doe Provider ID 1737	09				← Return	to Pre-K provider list	
	Class Reporting	g Manag	er				
🔂 Home	Select a site to access the stud	lent and teacher o	data.				
 Class Reporting Manager Manage Rosters 	Sparkle Acadamy 3564 Neville Street, T Claus, GA, Appling, 30	y TEST, Santa 0436	Texas Acadamy 3564 Neville Street, 30436	Santa Claus, GA,	Bakingo Acada 3564 Neville Street 30436	amy :, Santa Claus, GA,	
Waiting Lists	Program Legal Name: John Do	be	Program Legal Name: John D	loe	Program Legal Name: John Doe		
	Site ID:	173710	Site ID:	173711	Site ID:	173712	
Contact Pre-K @	Classes at this site: Students at this site:	4 43	Classes at this site: Students at this site:	1 11	Classes at this site: Students at this site:	3 14	
Phone +1 844 480 2029 Email prek@decal.ga.gov	Manage		Manage		Manage		

The Site page will display the **Student Data** tab with the recently added student record from the Waiting List in the **Current Students** section.

Georgia Dept of Early Carning and Learning Pre-K Program						L. Notifications	DU Dhata Manage U	Jser 🔻	
Welcome to John Doe Provider ID 173709	9						← Return to Pre-K pro	vider list	
🔂 Home	sparkle Ac	adamy							
Sclass Reporting Manager	Student Data	a Teacher Data							
:≡ Manage Rosters iii Waiting Lists	e Rosters Select School Year Select Student List 2023-2024 ▼ Current Stud ▼						Q Search		
Need Support? Contact Pre-K 6* Phone 11844 480 2029	+ Add Stu Current	dent → Move + Students system has identified opropriate.	Add Returning Student	s lents. These studer	nts have been flag	gged below. Re	view and update the records		
Email	Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class		
prek@decal.ga.gov		Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023		
		Du.ck	Do'nale	0034898	100007	Male	Sep 4, 2023		
		Dup	Akhil	0000801	100009	Male	Jun 12, 2024	Privacy - Terms	


Uploading Student Documentation

The Upload Student Documentation feature allows you to upload the supporting documents for the required student on a Site in the below scenarios:

- Attendance Overlap: If the provider does not take appropriate action within five days after the Attendance Overlap is marked by the Pre-K Staff, they must upload the necessary documents to resolve the attendance overlap.
- **Duplicate Student**: If the provider does not take appropriate action within 3 days after the student is marked as Duplicate by the Pre-K Staff, they must upload the **Student Identity Document** to resolve the Duplicate Student issue.

Note: The steps to upload documents in the above two scenarios will be identical.

To upload the Student Identity Document, perform the following steps:

1. On the Pre-K Program welcome page click the **Class Reporting Manager** tab on the left panel.



The Class Reporting Manager page will be displayed.



2. To select a site for accessing the students, click the Manage button.

Georgia Dept of Early Carry and Learning Pre-K Program					Notifications	ata Manage User
Velcome to John Doe Provider ID 173	3709				← Return	to Pre-K provider
	Class Reportin	ng Manag	er			
🔂 Home	Select a site to access the st	udent and teacher o	data.			
Class Reporting Manager	sparkle Acada 3564 Neville Street Claus, GA, Appling,	my t, TEST, Santa 30436	Texas Acadamy 3564 Neville Street, 30436	Santa Claus, GA,	Bakingo Acada 3564 Neville Street 30436	amy , Santa Claus, GA,
Waiting Lists	Program Legal Name: John Doe		Program Legal Name: John Doe		Program Legal Name: John Doe	
	Site ID:	173710	Site ID:	173711	Site ID:	173712
⑦ Need Support? Contact Pre-K ♂	Classes at this site: Students at this site:	4 43	Classes at this site: Students at this site:	1 11	Classes at this site: Students at this site:	3 14
Phone +1 844 480 2029	Manage		Manage		Manage	
_maii prek@decal.ga.gov	1					

*The selected site **Student Data** page will be displayed with the **Current Student** list.

3. To upload the Document, scroll right on the **Current Student** section using the scroll bar. Then, click the **Upload Student Identity Documents** icon.

Georgia Dapt of Entry Care and Learning Pre-K Program							Notifications	DU Dhata Manage User
Welcome to John Doe Provider ID 17370	9							← Return to Pre-K provider I
	2023-20	24 👻 0	Current Stud	•			Q Search	📮 Filter
✿ Home	+ Add S	tudent → Mov	e + Add Re	turning Students				
😫 Class Reporting Manager	Curren	t Students						
	🔥 The	e system has ide	ntified potentia	I duplicate students. These	students have been flagged b	pelow. Review and update the r	ecords as appropriate.	
Waiting Lists								
	Jent ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	A Duplicate Flag	Action
Need Support?	0306	100009	Male	Jun 4, 2024				
Contact Pre-K	0310	100009	Male	Jun 4, 2024				
Phone +1 844 480 2029	0310	100009	Male	Jun 9, 2024				
Email prek@decal.ga.gov	4905	100009	Male	Jun 11, 2024			A	 Image: A set of the set of the
	0308	100009	Male	Jun 4, 2024			A	
	7332	100015	Male	May 2, 2024	Jun 5, 2024			Upload Student Identity Docume
	6485	100012	Female	May 1, 2024	May 31, 2024		A	1
	0304	100009	Male	Jun 4, 2024			A	
	4903	100009	Male	Jun 7, 2024			A	/
	9276	100015	Male	May 1, 2024	Jun 5, 2024			Pres

The Upload Documents page will be displayed.



 Click the Upload button to upload documents, including the Birth Certificate, Certificate of Live Birth, Birth Certificate - Adoption, Social Security Card, Student Roster Information Form, and Child Registration Form.

The following steps explain the Certificate of Live Birth upload process. Note that the upload process for other documents will be the same.

Georgia Dept of Farty Care and Learning Pre-K Program		L. Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173709			← Return to Pre-K provider list
Home	Upload documents for Torunnntohhh Canudddahhhh		
Class Reporting Manager	Birth certificate <i>₱</i> image.(3).png ●	Submitted	± Upload
B Waiting Lists	Certificate of Live Birth	Unsubmitted	1 Upload
Need Support?	Birth certificate - adoption	Unsubmitted	호 Upload
Contact Pre-K g* Phone +1 844 480 2029	Social Security Card	Unsubmitted	± Upload
Email <u>prek@decal.ga.gov</u>	Student roster information form	Unsubmitted	± Upload
	Child registration form	Unsubmitted	± Upload

The **Upload Files** pop-up window will be displayed.

5. On the Upload Files pop-up window, click the **Upload Files** button.

Georgia Bept of Early Care of Early Care Market Care Pre-K Program		L. Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173709			← Return to Pre-K provider list
🟠 Home	Upload documents for Torunnntohhh Canudddahhhh		
😫 Class Reporting Manager	Birth certificate <pre>@ image(3).png •</pre>	Submitted	t Upload
 Manage Rosters Walting Lists 	Cer File	Unsubmitted	± Upload
Need Support? Contact Pre-K #2	Birt Close	Unsubmitted	± Upload
Phone +1 844 480 2029	Social Security Card	Unsubmitted	± Upload
Email prek@decal.ga.gov	Student roster information form	Unsubmitted	t Upload



You will be directed to your local system.

6. Select the **File** from the required folder, then click the **Open** button.

Georgia Dept of Early Care and Learning Pre-K Program				Notifications	DU Dhata Manag	ge User 💌
Welcome to John Doe Provider ID 173709	Favourites		•••• •	esktop — iCloud	©	Search
	Applications					
🔓 Home	Ownloads	Sint Copier			L. C. A. Pare K.	
Sclass Reporting Manager	iCloud				DOCX	
🗏 Manage Rosters	📑 Shared	Birth	gadecal	gadecal	GA_Pre-K_Data	Screenshot
Waiting Lists	🛆 iCloud Drive	Certificate.png	mergeq(12).png	mergeq(11).png	Manage24.docx	2024-06.40 AM
	Desktop	T				
Need Support?	Documents					
Constant Day 14 m2	Locations	gadecal	gadecal	gadecal	gadecal	gadecal
Contact Pre-K gr	Network	mergeq(10).png	mergeq) (9).png	mergeq) (8).png	mergeq) (7).png	mergeq) (6).png
Phone <u>+1844 480 2029</u>	Tags					
Email	• Red	all and the second s	100 million (100 m			
prek@decal.ga.gov	Orange	19.79 C				
	Yellow	Show Options			Ca	incel Open
	Child registration form			Unsubmitte	d 🟦 Upload	C.

7. To upload the selected file, click the **Upload** button.

Georgia Dept of Early Care and Laaming Georgia's Pre-K Program		Notifications	DU Dhata Manage User 👻
Welcome to John Doe Provider ID 173709			\leftarrow Return to Pre-K provider list
🟠 Home	Upload documents for Torunnntohhh Canudddahhhh		
🔐 Class Reporting Manager	Birth certificate X	Submitted	t Upload
Manage Rosters Waiting Lists	Upload Files	Unsubmitted	± Upload
Need Support?	Birt	Unsubmitted	ය. Upload
Contact Pre-K g* Phone +1.844.480.2029	Social Security Card	Unsubmitted	소 Upload
Email prek@decal.ga.gov	Student roster information form	Unsubmitted	초 Upload
	Child registration form	Unsubmitted	t Upload € Porg - Terms

The document status will be updated to **Submitted**.





- 8. Follow the same steps to upload the other required documents.
- 9. To submit the uploaded documents, click the **Submit** button.

Georgia Dept of Early Care and Learning Pre-K Program		Notifications
Welcome to John Doe Provider ID 17	3709	← Return to Pre-K provider list
G Home	Document Upload	← Back
Class Reporting Manager	Upload documents for Torunnntohhh Canudddahhhh	
 Manage Rosters Waiting Lists 	Birth certificate	Submitted 🗶 Upload
Need Support?	Certificate of Live Birth ∂ Birth Certificate.nng o	Submitted 🐧 Upload
Contact Pre-K 🗗 Phone +1 844 480 2029	Birth certificate - adoption	Unsubmitted 🐧 Upload
Email <u>prek@decal.ga.gov</u>	Social Security Card	Unsubmitted & Upload
	Student roster information form	Unsubmitted
	Child registration form	Unsubmitted
		Submit

The document will be submitted and the Pre-K staff will be notified.

Closing a Student

The Close Student feature allows you to close a student's assignment by specifying the End Date.

To close a student, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.

GAPREK Data Management User Guide



Name Of Document

Ğ	Georgia Dept of Early Care and Learning	orgia's A Program Notific	ations
Welco	ome to John Doe Pro	vider ID 173709	← Return to Pre-K provider list
	Home	Dashboard	
00	Class Reporting Manager	Important Communications	
=	Manage Rosters	Upload/Input Financial Information	Upload
_			

The Class Reporting Manager page will be displayed.

2. To select a site to access the students, click the Manage button.

and Learning Pre-K Program					Notifications	DU Dhata	vanage User
Icome to John Doe Provider ID 1737	09					← Return to P	re-K provide
	Class Reportin	ng Manag	er				
Home	Select a site to access the st	tudent and teacher d	lata.				
Class Reporting Manager	sparkle Acada 3564 Neville Street	I my t, TEST, Santa	Texas Acadamy 3564 Neville Street, S	Santa Claus, GA,		Bakingo Acadamy 3564 Neville Street, San	ta Claus, GA,
Manage Rosters	Claus, GA, Appling,	, 30436	30436		3	30436	
Waiting Lists	Program Legal Name: John	Doe	Program Legal Name: John Doe		Program Legal Name: John Doe		
	Site ID:	173710	Site ID:	173711	Site ID:		173712
) Need Support?	Classes at this site:	4	Classes at this site:	1	Classes at	this site:	3
Contact Pre-K	Students at this site:	43	Students at this site:	11	Students a	t this site:	14
ione 844 480 2029	Manage		Manage			Manage	
nail ek@decal.ga.gov							

*The selected site **Student Data** page will be displayed with the **Current Student** list.

3. To close a Document, scroll right on the **Current Student** section using the scroll bar. Then, click the **Edit** pencil icon.

GAPREK Data Management User Guide



Name Of Document

Georgia Dept of Early Care and Learning Pre-K Program							A Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 17	3709							← Return to Pre-K provider lis
	Class Reput	ung wa	mager					← Return to the list
🔂 Home	sparkle Acadan	ny						
St Class Reporting Manager								
≡ Manage Rosters	Student Data Teac	her Data						
Waiting Lists	Select School Year 2023-2024	Select Stude	ent List itud 👻				Q Search	a Filter
Need Support?	+ Add Student	→ Move + A	Add Returning :	Students				
Contact Pre-K	Current Studer	has identified po	otential duplica	ite students. These student	s have been flagged below. Re	eview and update the records a	s appropriate.	
<u>+1 844 480 2029</u>								
Email prek@decal.ga.gov	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	▲ Duplicate Flag	Action
	0030306	100009	Male	Jun 4, 2024				
	0030310	100009	Male	Jun 4, 2024				
	0030310	100009	Male	Jun 9, 2024		2		

*The **Student Information** page will be displayed.



- 4. Scroll to the Additional Information section, then enter the End Date in Class.
- 5. Click the **Update** button.

Georgia Dept of Early Care and Learning Pre-K Program			, Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 1737	09			← Return to Pre-K provider list
	Ves No			
	* Is this student in a blended Head Start/Pre-K classroom?			
🔂 Home	Yes No			
Stass Reporting Manager	* Ethnicity			
	Not Hispanic/Latino	•		
Manage Rosters	* Race			
Waiting Lists	🗌 American Indian or Alaskan Native 🛛 Asian 🗌	Black or African American 🛛 🔽 Native Hawaiian or Oth	er Pacific Islander 🛛 🛛 White 🗌 Information Not Prov	vided
	Parent / Guardian Information			
D Need Support?				
	Parent / Guardian First Name	Parent / Guardian Last Name	• Relationship	
Contact Pre-K	Anastasia	Father	Father	•
Phone	Parent/Guardian Email	* Parent/Guardian Zip Code		
<u>+1 844 480 2029</u>	testparent2@test.com	34528		
Email				
prek@decal.ga.gov	Additional Information			
	Class	Begin Date in Class	End Date in Class	
	100009	▼ Jun 4, 2024	≣ Jun 11, 2024	Ê
			•	
			1	
	Cancel			Update
	Guilder			Opuare

*The End date of the Class will be reflected on the page for the selected student in the Current Student section.



Marking a Child as Did Not Attend

The Child Did Not Attend feature enables you to mark students as absent when they do not attend class, helping you manage attendance records efficiently and accurately. This ensures that your records remain up-to-date and reflective of actual attendance patterns.

To mark a child as Did Not Attend, perform the following steps:

1. On the selected site > Student data page, select the checkbox next to the student and click the **Edit** pencil icon in the Action column.



The **Edit Student > Student Information** page will be displayed.

2. Next, click the Mark Did Not Attend button on this page.

Georgia Dept of Early Care and Learning Head Learning Head Learning Head Learning	Georgia Dept of Early Gree and early and the second				
Welcome to John Doe Provider ID 17	3709	← Return to Pre-K provider list			
 Home Class Reporting Manager 	Class Reporting Manager Edit Student	← Return to the list			
 Manage Rosters Waiting Lists 	Student Information	& Mark Did Not Attend			
Contact Pre-K	Select a method to Add Students Add Manually Bulk Upload * indicates required field				



The Student Being Marked as Did Not Attend pop-up window will be displayed.

3. To confirm the submission, click the **Submit** button.

企	Home	Class Reporting Manager	×	\leftarrow Return to the list
\$:	Class Reporting Manager	Student Being Marked as Did Not Attend	_	
=	Manage Rosters	Are you sure you want to mark the student as Did Not Attend?		
E	Waiting Lists	Cancel	nit	2. Mark Did Not Attend
1 (Need Support?	Add Manually Bulk Upload		

*A success message will be displayed on the page and the student record will be displayed in Student Data > Current Data with no Begin Date and End Date.



Adding a Teacher

The Add Teacher feature allows you to Add one or more teachers to a site.

To add a teacher to the site, perform the following steps:

1. On the Pre-K Program welcome page click the **Class Reporting Manager** tab on the left panel.

Ğ	Georgia Dept of Early Care and Learning	Program Notifications	DU Dhata Manage User 🔻
Welco	me to John Doe Prov	der ID 173709	← Return to Pre-K provider list
	Home	Dashboard	
000	Class Reporting Manager	Important Communications	
=	Manage Rosters	Upload/Input Financial Information	Upload
ľ	Waiting Lists		

The **Class Reporting Manager** page will be displayed.

2. To select a site for accessing the students, click the Manage button.

Georgia Dept of Early Care and Learning Pre-K Program					Notifications	ata Manage User	
Welcome to John Doe Provider ID 17	3709				← Return	to Pre-K provider	
	Class Reportin	g Manag	er				
🔂 Home	Select a site to access the stu	dent and teacher c	lata.				
Class Reporting Manager Image Rosters	sparkle Acadam 3564 Neville Street, Claus, GA, Appling, 3	1y TEST, Santa 10436	Texas Acadamy 3564 Neville Street, Sa 30436	anta Claus, GA,	Bakingo Acada 3564 Neville Street 30436	amy , Santa Claus, GA,	
Waiting Lists	Program Legal Name: John D	Program Legal Name: John Doe Program Le			Program Legal Name: John Doe		
	Site ID:	173710	Site ID:	173711	Site ID:	173712	
Contact Pre-K	Classes at this site: Students at this site:	4 43	Classes at this site: Students at this site:	1 11	Classes at this site: Students at this site:	3 14	
Phone +1 844 480 2029	Manage		Manage		Manage		
prek@decal.ga.gov							

*The selected site page will be displayed with the Student Data selected.



3. To add a teacher, click the **Teacher Data** tab. Then, click the **+ Add Teacher** button.

Georgia Dept of Early Cree Bearly Georgia's Pre-K Program	Notifications	Dhata Manage User
Welcome to John Doe Provider ID 173	709 ← R	eturn to Pre-K provider I
↔ Home Class Reporting Manager	Class Reporting Manager sparkle Acadamy	← Return to the list
≔ Manage Rosters		
B Waiting Lists	Student Data * Select School Year	
Need Support?	2023-2024 🔹	₽ Filter
Contact Pre-K	+ Multiple Substitutes Used + Add Additional Staff + Add Teacher # Change Teacher Type + Move	🖶 Print
Phone <u>+1 844 480 2029</u>	100015	
Email	Select Teacher Type Last Name First Name Start Date End Date PDS # Credential	ECE Degree
NEV@Accar9a9Ax	Lead Teacher Hghg hhgh Jul 3, 2023 Insufficien	t

The **Teacher Information** Page will be displayed.

4. Enter the First Name, Last Name, PDS Number, and Last 4 digits of SSN. Then, click the Search button.

Note: Select the **Teacher does not have a GaPDS Number** checkbox if the teacher did not provide you with their GaPDS number.

Georgia Dept of Early Cart and Learning And Reaming And And And Reaming And And And And And And And An			L. Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173709				← Return to Pre-K provider list
යි Home	Teacher Information			
Sclass Reporting Manager	* indicates required field			
≔ Manage Rosters	Search Teacher			
B Waiting Lists	• First Name Greece	*Last Name Desai		
D Need Support?	Teacher does not have a GaPDS Number	×		
Contact Pre-K g*	PDS Number	• Last 4 digits of SSN 8473		
Email prek@decal.ga.gov				Search



If the entered information matches the existing Teacher Information in the GAPREK system or the GaPDS system, the existing Teacher Information will be displayed. Select the **Teacher Type**, enter the **Class ID**, **Begin Date**, and **End Date (not mandatory)**, and then click **Save** to add the teacher to the class.

If the entered information does not match the existing Teacher information, then the **Add Teacher Manually** button will be displayed.

To add the Teacher Manually, perform the following steps:

5. Click the Add Teacher Manually button.

Georgia Dept of Sarty Care and Factor Care And C		Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 17370	19		← Return to Pre-K provider list
Home	* indicates required field Search Teacher		
Manager	* First Name	*Last Name	
≔ Manage Rosters	Greece	Desai	
Waiting Lists	Teacher does not have a GaPDS Number PDS Number	* Last 4 digits of SSN	
Contact Pre-K			Search
Phone <u>+1 844 480 2029</u> Email	Add Teacher Manually		2

The Add Teacher page will be displayed.

- 6. In the Teacher Information section, enter the following information:
 - a. Select the **Teacher Type** from the drop-down list.
 - b. Enter the Social Security Number and Email Address.
 - c. Select the **Credential** from the drop-down list.



Welcome to John Dee Provider ID 173709 <	K provid n to the I
Add Teacher Add Teacher Class Reporting Manager Image Rosters <p< th=""><th>n to the l</th></p<>	n to the l
Class Reporting Manager Class Reporting Manager Class Reporting Manager Class Reporting Manager	
Waiting Lists • indicates required field • Need Support? • Lead Teacher • First Name • Last Name	
Need Support? Lead Teacher First Name Last Name	
Contact Pre-K rd	¥
Greece Desai	
Phone I do not have PDS +1844 480 2029 Georgia Professional Development System Number *Social Security Number *Email Address	
prek@decal.ga.goz	
Credential Credential Effective Date Professional Standards Commission Cert Number	icate
ECE Bachelor's Degree or Higher 👻	

- d. Select the **Degree** and **Class ID** from the drop-down list.
- e. Enter the Creditable Years of Experience, Begin Date, and End Date (not mandatory).
- f. Select the *Yes/No* radio button for **Fluent in Other Language**.
- g. To save the Teacher Information, click the Save button.

G	Georgia Dept of Early Care and Learning Georgia's Pre-K Program					L. Notifications	DU Dhata Manage User 🔻
Welco	ome to John Doe Provider ID 173709						← Return to Pre-K provider list
		* Credential		Credential Effective Date		Number	
		ECE Bachelor's Degree or Higher	*	May 7, 2024	=		
合	Home	Degree		Creditable Years of Experience			
8 1	Class Reporting Manager	Bachelor's Degree not related to ECI	E 👻	5			
	Manage Rosters	Fluent in Other Languages		7			
	Waiting Lists	🔾 Yes 💿 No					
		Assign Teacher to a Class					
	Need Support?	Provider Legal Name		Site Name		* Class ID	
		John Doe		sparkle Acadamy		100009	•
	Contact Pre-K	• Begin Date		End Date		1	
Phor	ne	5/7/2024	首	6/11/2024	首		
<u>+18</u>	<u>44 480 2029</u>	7		7			
Ema	II (@decal.ga.gov	•					
		Cancel					Save

After saving, a success message will be displayed, and you can view the teacher data in the Teacher Data tab.



Filtering a Teacher

The Filter feature on the GAPREK portal allows you to search for teachers using criteria like Class ID, First Name, Last Name, SSN, Teacher Type, and PDS, with results matching any criteria (OR conditions).

To filter a teacher, perform the following steps:

1. On the selected site > Teacher Data tab, click the **Filter** button.

Georgia Dept of Early Care and	Notification	JD John David 🔻
Welcome to John Doe Provider ID 1737	09	← Return to Pre-K provider list
🟠 Home	Class Reporting Manager	← Return to the list
😫 Class Reporting Manager	sparkle Acadamy	
I Manage Rosters		
Waiting Lists	Student Data	
	* Select School Year	
Need Support?	2023-2024 💌	
Contact Pre-K	+ Multiple Substitutes Used $+$ Add Additional Staff $+$ Add Teacher $+$ Change Teacher Type $+$ Move	🖶 Print

2. Enter the Class ID/First Name/Last Name/SSN/Teacher Type/PDS#, then click the Show Results button.





Georgia Dept of Early Care and Learning Pre-K Program		Notifications JD John David
come to John Doe Provider ID 173	09	← Return to Pre-K provider
	sparkle Acadamy	
Home		
Class Reporting Manager	Student Data Teacher Data	
Manage Rosters	Select School Year	
Weikley Links	2023-2024	<i>∓</i> Filter
waiting Lists	L. Multiple Schullbases Hannis L. Add AddBlanel Field L. Add Tarabas (A. Channes Tarabas Tara) L. Mara	Class ID
Need Support?		Select Class ID 👻
	100009	Eirst Name
Contact Pre-K	Select Teacher Type Last Name First Name Start Date End Date PDS # Credential	Desai
one	Lead Teacher Desai Greece May 7, 2024 Jun 11, 2024 ECE Bachelor's Degree or Higher	
ail	Lond Tanahar Daniel Bahart Jus 12 2024 ECE Backelor's Dansa ar Liebar	Last Name
k@decal.ga.gov	Lead reacher Daniel Robert Jun 15, 2024 ECE bachelor's Degree or higher	
	100015	SSN
	Select Teacher Turo Last Name Eirst Name Start Date End Date DDS # Credential ECE Degree	Enter SSN
	delect reacherityre castitelline mistitelline oreitioare timoare toola cheveniee toolayee	Teacher Type
	Lead Teacher Hghg hhgh Jul 3, 2023 Insufficient	Lead Teacher 👻
		PDS#
		Enter PDS#
		Show Results Reset
		Show Reset

The search results will be displayed based on the selection entered.

and Learning Georgia's											L.Notificati	JD John D
come to John Doe Provider ID 173709												← Return to Pre-K pro
	sparkle A	cadamy										
Home												
Class Reporting Manager	Student Da	ta Teacher Data										
Manage Rosters	• Select Sch	nool Year										
Waiting Lists	2023-20	24			•							a Filter
				ditional Ctaff	L Add Teacher	Change Teach						E Driet
Need Support?	- manup	ie oubstitutes ost			+ Add Tedener	., onunge reach		ove				U Find
	100009											
Contact Pre-K	Select	Teacher Type	Last Name	First Name	Start Date	nd Date Pl	OS # Creden	tial		ECE Degree	CYE	2 Year Degree Grandfath
one 844 480 2029		Lead Teacher	Desai	Greece	May 7, 2024	lun 11, 2024	ECE Ba	chelor's Degree o	or Higher		5	
nail sk@decal.ga.gov		Lead Teacher	Daniel	Robert	Jun 13, 2024		ECE Ba	chelor's Degree o	or Higher		2	
	100015											
	Select	Teacher Type	Last Name	First Nam	e Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year De	gree Grandfathered
		Lead Teacher	Hghg	hhgh	Jul 3, 2023			insufficient		2		

Moving a Teacher



The Moving Teacher feature allows you to transfer a teacher from one site to another or from one class to another class.

To move a teacher, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.

Ğ	Georgia Dept of Early Care and Learning	m Notifications	DU Dhata Manage User 🔻
Welco	me to John Doe Provider ID	173709	← Return to Pre-K provider list
	Home	Dashboard	
09	Class Reporting Manager	Important Communications	
=	Manage Rosters	Upload/Input Financial Information	Upload
Ð	Waiting Lists		

The Class Reporting Manager page will be displayed.

2. To select a site to access the teachers, click the Manage button.

			_			
Home	Class Reportir	ig Manage	er			
Class Reporting Manager	Select a site to access the stu	ident and teacher da	ita.			
Manage Rosters	Sparkle Acadan 3564 Neville Street Claus, GA, Appling,	ny TEST, Santa 30436	Texas Acadamy 3564 Neville Street, 3 30436	Santa Claus, GA,	Bakingo Acada 3564 Neville Street, 30436	i my , Santa Claus, GA
Waiting Lists	Program Legal Name: John	Doe	Program Legal Name: John D	oe	Program Legal Name: John	Doe
1 Need Support?	Site ID:	173710	Site ID:	173711	Site ID:	173712
	Classes at this site:	4	Classes at this site:	1	Classes at this site:	3
Contact Pre-K	Students at this site:	49	Students at this site:	11	Students at this site:	14
none						
844 480 2029	Manage		Manage		Manage	
nail						

*The selected site page will be displayed with the Teacher Data selected.

- 3. Go to the **Teacher Data** tab.
- 4. Click the checkbox to select the **Teacher**, then click the **Move** button.

GAPREK Data Management User Guide



Name Of Document

Georgia Dept of Early Care and Learning Pre-K Program	Notifications	DU Dhata Manage User 👻
Welcome to John Doe Provider ID 17	3709	← Return to Pre-K provider list
	Class Reporting Manager	← Return to the list
숨 Home	Bakingo Acadamy	
🔐 Class Reporting Manager		
I Manage Rosters	Student Data	
Waiting Lists	Select School Year	
	2023-2024 💌	<i></i> , ∓ Filter
Need Support?	+ Multiple Substitutes Used + Add Additional Staff + Add Teacher	Move 🖶 Print
Contact Pre-K	100006	
<u>+1844 480 2029</u>	Select Teacher Type Last Name First Name Start Date End Date PDS # Credent	ial
Email <u>prek@decal.ga.gov</u>	Lead Teacher Daniel Robert May 8, 2024 ECE Bac	helor's Degree or Higher
	100007	
	Select Teacher Type Last Name First Name Start Date End Date PD:	S # Credential ECE [
	Assistant Teacher Khaun biscuit May 8, 2024	Insufficient

The **Move Teacher**s pop-up window will be displayed.

- 4. Select the appropriate radio button to indicate whether you want to **Move to Another Site** or **Move to Another Class** at the same site.
- 5. Next, select the **Site** from the drop-down list. Additional fields will be displayed to enter the information.
- 6. Select the **Class to which the teacher will be moving** and the **Teacher Type** from the drop-down list. Then click the **Submit** button.

Note: The **Teacher Begin Date in New Class** and **Teacher End Date in the Current Class** will be automatically populated on the Move Teachers pop-up window.

GAPREK Data Management User Guide



Name Of Document

Georgia Dept of Farty Care and Lamine Pre-K Program		X	Notific	ations	DU Dhata Manage User 👻
Welcome to John Doe Provider ID 173709	ass	You have selected to move the teacher. Please select below if you are moving the teacher to another class or to another site.		÷	Return to Pre-K provider list ← Return to the list
合 Home Ba	aking	Move to Another Site O Move to Another Class			
Sclass Reporting Manager		* Select the site to which the teacher(s) will be moving			
≔ Manage Rosters	Stude	Sparke Academy Select the class to which the teacher will be moving			
Waiting Lists	* Select	100009			,≡ Filter
	_/	Teacher Type			
Need Support?	+ M	Lead leacner	eacher Type	→ Move	e Print
Contact Pre-K	100	Jun 13, 2024			
Phone <u>+1 844 480 2029</u>	Selec	Teacher End Date in Current Class	PDS # C	credential	
Email prek@decal.ga.gov		Jun 11, 2024 👸	E	CE Bachelor's D	egree or Higher
Many, and an gat	100				
	Selec	Cancel Submit	1 Date	PDS #	Credential ECE I



After submitting, a success message will be displayed on the page, and a new **Teacher** record will be created in the selected Site Teacher Data section.

Georgia Dept of Early Care and Learning Pre-K Program		DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173709	9	← Return to Pre-K provider list
Home Class Reporting Manager	Class Reporting Manager sparkle Acadamy	← Return to the list
≔ Manage Rosters		
B Waiting Lists	Student Data Teacher Data • Select School Year	
Need Support?	2023-2024 💌	<i>⊊</i> Filter
Contact Pre-K	$+$ Multiple Substitutes Used $+$ Add Additional Staff $+$ Add Teacher f f Change Teacher Type \rightarrow	Move 🖶 Print
Phone +1 844 480 2029	100009	
Email <u>prek@decal.ga.gov</u>	Select Teacher Type Last Name First Name Start Date End Date PDS # Creder Lead Teacher Daniel Robert Jun 13, 2024 ECE Ba	ntial

Changing a Teacher Type

The Change Teacher Type feature allows you to change the Teacher type, allowing you to switch a teacher between roles such as Assistant Teacher and Lead Teacher, as needed.

To add a teacher to the site, perform the following steps:

1. On the Pre-K Program welcome page, click the **Class Reporting Manager** tab on the left panel.

Ğ	Georgia Dept of Early Care and Learning Pre-K Program		Q Notifications	DU Dhata Manage User 🔻
Welco	ome to John Doe Provider ID 1	73709		← Return to Pre-K provider list
	Home	Dashboard		
89	Class Reporting Manager	Important Communications		
=	Manage Rosters	Upload/Input Financial Information		Upload
Ē	Waiting Lists			
	Need Support?			



The **Class Reporting Manager** page will be displayed.

2. To select a site to access the teachers, click the Manage button.

Home	Class Reportin	ig Manage	er			
Class Reporting Manager	Select a site to access the stu	ident and teacher d	ata.			
Manage Rosters	sparkle Acadam 3564 Neville Street,	ny TEST, Santa	Texas Acadamy 3564 Neville Street,	/ Santa Claus, GA,	Bakingo Acada 3564 Neville Street	amy t, Santa Claus, GA
Waiting Lists	Claus, GA, Appling, 3	30436	30436		30436	
	Program Legal Name: John I	Doe	Program Legal Name: John [Doe	Program Legal Name: John	Doe
Need Support?	Site ID:	173710	Site ID:	173711	Site ID:	173712
	Classes at this site:	4	Classes at this site:	1	Classes at this site:	3
Contact Pre-K 🗗	Students at this site:	49	Students at this site:	11	Students at this site:	14
one						
<u>344 480 2029</u>	Manage		Manage		Manage	
ail						

*The selected site page will be displayed with the Teacher **Data** tab selected.

- 3. Go to the **Teacher Data** tab.
- 4. Click the checkbox to select the **Teacher**, then click the **Change Teacher Type** button.

Georgia Dept of Early Care and Learning Georgia's Pre-X Program									, Notificat	tions	Dhata	Manage I	User 🔻
Welcome to John Doe Provider ID 173709										← Re	eturn to	Pre-K pro	vider lis
Home	Student Da	Teacher Data											
Class Reporting Manager	2023-20	24		•							-	Filter	
≔ Manage Rosters	+ Multipl	le Substitutes Used	bh bbh +	ditional Staff	+ Add Teache	r 🗗 Chan	ge Teacher Ty	oe → Move				🖶 Print	
Waiting Lists	100006												
Need Support?	Select	Teacher Type Lead Teacher	Last Name Daniel	First Name Robert	Start Date May 8, 2024	End Date Jun 11, 202	PDS #	Credential ECE Bachelor	's Degree or Highe	ECE De	gree	CYE 2	
Phone	100007												
<u>+1844 480 2029</u> Email	Select	Teacher Type	Last Na	me First N	ame Start	Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Yea	r
prek@decal.ga.gov		Assistant Teacher	Khaun	biscuit	May 8	, 2024			Insufficient		6		
		Additional Staff	Hoon	Chota	May 1	0, 2024	May 13, 2024						
	100013												
	Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential		ECE Degr	ree	CYE	2
		Lead Teacher	Testes	tests	May 7, 2024			ECE Bachelor's	Degree or Higher			3	Phany



The **Change Teacher Type** pop-up window will be displayed.

- 5. Update the **Teacher Type** from the drop-down list.
- 6. Add the **Effective Date**.
- 7. Enter **Comments**, then click the **Save** button.

Welco	ome to John Doe Provider ID	173709	← Return to Pre-K provider list
		Change Teacher Type	
습	Home	* indicates required field	
\$;	Class Reporting Manager	* Teacher Type * Effective Date Assistant Teacher Jun 13, 2024	a Filter
=	Manage Rosters	Comments	Teacher → Move → Print
	Waiting Lists	Changing the teacher types to Assistant Teacher	
D	Need Support?	ľ	Ind Date PDS # Crede
	Contact Pre-K	Cancel	1ún 11, 2024 ECE E

A success message will be displayed on the page, and the Teacher Type along with the updated Start Date will be shown in the Teacher Data section.

Georgia Dept of Early Care Heat Learning West rate for the									, Notificati	ions	J Dhata	Manage User
Welcome to John Doe Provider ID 173709										←	Return to I	Pre-K provide
☆ Home	+ Multip		+ Add Add	itional Staff	- Add Teacher	£≇ Change Tead		→ Move				Print
St Class Reporting Manager	Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential		ECE	Degree	CYE
I Manage Rosters		Lead Teacher	Daniel	Robert	May 8, 2024	Jun 11, 2024		ECE Bachelor's D	Degree or Higher			2
Waiting Lists	100007											
Need Support?	Select	Teacher Type	Last Nam	ne First Nan	ne Start Dat	e End Da	ite	PDS# C	Credential	ECE Degree	CYE	2 Year
Contact Pre-K		Assistant Teacher	Khaun	biscuit	May 8, 20	024		Ir	nsufficient		6	•
Phone +1 844 480 2029		Additional Staff	Hoon	Chota	May 10, 2	2024 May 13	, 2024					
Email prek@decal.ga.gov	100013											
	Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential		EC	E Degree	CYE
		Lead Teacher	Testes	tests	May 7, 2024	Jun 12, 2024		ECE Bachelor	r's Degree or Hig	her		3
		Assistant Teacher	Testes	tests	Jun 13, 2024			ECE Bachelor	r's Degree or Hig	gher		3



Adding an Additional Staff

The Add Additional Staff feature allows you to add Lead and Assistant teachers to your Pre-K Program for enhanced operational efficiency and program support.

To add an Additional Staff to the site, perform the following steps:

1. On the Pre-K Program welcome page, then click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

2. To select a site to access the additional staff, click the Manage button.

Home	Class Reportin	ng Manag	er			
Class Reporting Manager	Select a site to access the st	udent and teacher o	data.			
Manage Rosters	Sparkle Acada 3564 Neville Street	my , TEST, Santa	Texas Acadamy 3564 Neville Street,	/ Santa Claus, GA,	Bakingo Acada 3564 Neville Street	amy t, Santa Claus, GA
Waiting Lists	Claus, GA, Appling,	30436	30436		30436	
	Program Legal Name: John	Doe	Program Legal Name: John [Doe	Program Legal Name: John	Doe
Need Support?	Site ID:	173710	Site ID:	173711	Site ID:	173712
	Classes at this site:	4	Classes at this site:	1	Classes at this site:	3
Contact Pre-K 🗗	Students at this site:	49	Students at this site:	11	Students at this site:	14
ione						
844 480 2029	Manage		Manage		Manage	
nail						

*The selected site page will be displayed with the **Student Data** page selected.





- 3. Go to the Teacher Data tab.
- 4. To add Additional Staff, click the + Add Additional Staff button.

Georgia Dept of Early Care and Care to the total	Notifications	Dhata Manage User 🔻
Welcome to John Doe Provider ID 1	173709 ← R	eturn to Pre-K provider list
	Class Reporting Manager	← Return to the list
🔂 Home	Bakingo Acadamy	
🔐 Class Reporting Manager		
I Manage Rosters	Student Data	
B Waiting Lists	* Select School Year 2023-2024	a Filter
Contact Pre-K	+ Multiple Substitutes Used + Add Additional Staff + Add Teacher € Change Teacher Type → Move	🖶 Print
Phone <u>+1 844 480 2029</u>	Select Teacher Type Last Name First Name Start Date End Date PDS # Credential	
Email	Lead Teacher Daniel Robert May & 2024 Jun 11 2024 FCE Rachelor's Dr	aree or Higher

The Add Additional Staff pop-up window will be displayed.

5. Next, click the **Continue** button on the Add Additional Staff pop-up window.

Georgia Dept of Early Care and Learning Pre-K Program		A Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 17370	9		← Return to Pre-K provider list
C	lass Reporting Manager		← Return to the list
Home B	akingo Acadamy	×	
Class Reporting	Add Additional Staff	_	
Anage Rosters te	Iditional Staff are classroom staff separate from the Lead and Ass achers. Additional Staff do not impact Pre-K grant payment amou	sistant Ints.	
🐻 Waiting Lists	Cancel	Continue	⊊ Filter
Need Support?	+ Multiple Substitutes + Used + Staff + Add Additional + Teacher		r → Move → Print
Contact Pre-K @	100006		
<u>+1 844 480 2029</u>	Select Teacher Type Last Name First Name Sta	art Date End Date	PDS # Crede
Email prek@decal.ga.gov	Lead Teacher Daniel Robert Ma	ay 8, 2024 Jun 11, 2	024 ECE E Privacy - Terms

The **Teacher Information** page will be displayed.



6. Enter the First Name, Last Name, PDS Number, and Last 4 digits of SSN. Then, click the Search button.

Note: Select the **Teacher does not have a GaPDS Number** checkbox if the teacher did not provide you with their GaPDS number.

Georgia Bept of Early Care and Learning But states to the			L. Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173709				← Return to Pre-K provider list
☆ Home	Teacher Information			
Class Reporting Manager	* indicates required field			
≔ Manage Rosters	Search Teacher			
B Waiting Lists	• First Name	*Last Name		
	Greece	Desai		
D Need Support?	Teacher does not have a GaPDS Number	X		
Contact Pre-K d	PDS Number	Last 4 digits of SSN 8473		
+1844 480 2029 Email prek@decal.ga.gov				Search

If the entered information matches the existing Teacher Information, the existing Teacher Information will be displayed. Select the **Teacher Type**, enter the **Class ID**, **Begin Date**, and **End Date (not mandatory)**, and then click **Save** to add the teacher to the class.

If the entered information does not match the existing Teacher information, then the Add **Teacher Manually** button will be displayed.



To add the Teacher Manually, perform the following steps:

7. Next, click the Add Teacher Manually button.

Georgia Dept of Early Care and Learning Pre-K Program		L Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 17370	9		← Return to Pre-K provider list
Home	* indicates required field Search Teacher		
Manager	* First Name	* Last Name	
≔ Manage Rosters	Greece	Desai	
B Waiting Lists	Teacher does not have a GaPDS Number PDS Number	• Last 4 digits of SSN 8473	
Contact Pre-K			Search
Phone <u>+1844 480 2029</u> Email	Add Teacher Manually		

The Add Teacher page will be displayed.

- 8. In the Teacher Information section, enter the following information:
 - a. Select the **Teacher Type** from the drop-down list.
 - b. Enter the Social Security Number and Email Address.
 - c. Select the **Credential** from the drop-down list.





Georgia Dept of Early Care and Learning Pre-K Program			Notifications DU Dhata Manage Us	ser 🔻
Velcome to John Doe Provider ID 17	3709		← Return to Pre-K provid	der li
ඬ Home	Add Teacher		← Return to the	list
Class Reporting Manager Manage Rosters	Teacher Information			
Waiting Lists	* indicates required field * Teacher Type			
D Need Support?	Lead Teacher		•	
Contact Pre-K	First Name Greece	• Last Name Desai		
Phone <u>+1 844 480 2029</u>	✓ I do not have PDS			
Email	Georgia Professional Development System Number	Social Security Number	Email Address	
NIEV@NEFGIÂG'ÂXX		***-**-7584	chinmayee.chirasmita@mtxb2b.com	
	* Credential	Credential Effective Date	Professional Standards Commission Certificate Number	
	ECE Bachelor's Degree or Higher	•	ii	

- d. Select the **Degree** and **Class ID** from the drop-down list.
- e. Select the *Yes/No* radio button for **Fluent in Other Language**.
- f. Enter the Creditable Years of Experience, Begin Date, and End Date (not mandatory).
- g. To save the Teacher Information, click the **Save** button.

	* Cradantial		Cradential Effective Date		Number	, notan to no n provide
	505 Deahalaria Damas an l	ll aib a a	Marin 7, 0004		Number	
Home	ECE Bachelor's Degree or F	ligner 🔻	May 7, 2024			
Home	Degree		Creditable Years of Experience			
Class Reporting Manager	Bachelor's Degree not relate	ed to ECE 👻	5			
Manage Rosters	Fluent in Other Languages	1				
Manage Rosters	🔿 Yes 💿 No	•				
Waiting Lists						
	Assign Teacher to a Class					
Need Support?	Provider Legal Name		Site Name		* Class ID	
	John Doe		sparkle Acadamy		100009	•
Contact Pre-K	*Begin Date		End Date		1	
one	5/7/2024	⇔	6/11/2024	÷	•	
844 480 2029	1	1				
nail ek@decal.ga.gov	•	/				
ALGENERAL ST. ST.						





After saving, a success message will be displayed, and you can view the teacher data in the Teacher Data tab.



Adding a Substitute Teacher

This feature allows you to add/assign a substitute teacher when the existing teacher associated with a Class is on leave for an extended period.

To add a Substitute Teacher, perform the following steps:

1. On the Pre-K program welcome page click the **Class Reporting Manager** tab on the left panel.



The **Class Reporting Manager** page will be displayed.

2. To select a site to access the substitute teachers, click the Manage button.

Home	Class Reportin	ng Manago	er				
Class Reporting Manager	Select a site to access the st	udent and teacher d	ata.		C		
Manage Rosters	Sparkle Acada 3564 Neville Street Claus, GA, Appling,	my , TEST, Santa 30436	Texas Acadam 3564 Neville Street 30436	y , Santa Claus, GA,	Bakingo Acada 3564 Neville Street 30436	amy t, Santa Claus, GA,	
waiting Lists	Program Legal Name: John	Doe	Program Legal Name: John	Doe	Program Legal Name: John Doe		
Need Support?	Site ID:	173710	Site ID:	173711	Site ID:	173712	
	Classes at this site:	4	Classes at this site:	1	Classes at this site:	3	
Contact Pre-K	Students at this site:	49	Students at this site:	11	Students at this site:	14	
one							
<u>344 480 2029</u>	Manage		Manage		Manage		
ail							



*The selected site page will be displayed with the Substitute Teacher **Data** selected.

- 3. To add a Substitute teacher, go to the **Teacher Data** tab.
- 4. Next, click the checkbox to select the **Teacher**, then click the **+ Multiple Substitute Used** button.

Georgia Dept of Early Care and Learning Meter Meter Meter Meter Pre-K Program								Notific	ations	DU Dhata M	Manage Us	ser 🔻
Welcome to John Doe Provider ID 173709										← Return to P	re-K provi	der list
🔝 Home	3akingo /	Acadamy										
Class Reporting Manager	Student D	ata Teacher Data										
 Manage Rosters Waiting Lists 	* Select Sc 2023-20	hool Year 124	a	•	Stoff I.A	dd Toophor	(* Chang	o Tooghor Turo	A Mayo	Ţ.	Filter	
Need Support?	100006			Additional	Stan T A		if Chang	e reacher Type	- Move		e rint	
Phone +1 844 480 2029	Select	Teacher Type Lead Teacher	Last Name Daniel	First N Rober	lame Sta t Maj	rt Date y 8, 2024	End Date Jun 11, 2024	PDS #	Credential	's Degree or Hig	gher	
Email p <u>rek@decal.ga.gov</u>	100007											
	Select	Teacher Type	Las	t Name	First Name	Start Da	ate	End Date	PDS #	Credential	ECE [
		Assistant Teacher	Kha	un	biscuit	May 8, 2	2024			Insufficient		
		Additional Staff	Hoo	n	Chota	May 10,	2024	May 13, 2024				Privacy - Terms

The **Replace with MSU** pop-up window will be displayed.

5. Add the Former Teacher End date, then click Confirm.

Note: The **Substitute Teacher Start Date** will be automatically updated after selecting the **Former Teacher End Date**.

A	Bakingo Acadamy	
份 Home	Replace with MSU	
Class Reporting Manager	Stude	
⊞ Manage Rosters	*Selec Replacing Teacher Name: biscuit Khaun	- 5
Waiting Lists	* Former Teacher End Date	¢≖ Pitt
	Jun 6, 2024	eacher Type → Move eacher Hype →
D Need Support?	Substitute Teacher(s) Start Date	
	Jun 7, 2024	
Contact Pre-K g	Serec	PDS # Credential
Phone <u>+1 844 480 2029</u>	Ca	Confirm ECE Bachelor's Degree or Higher
Email		
prek@decal.ga.gov	100007	



A success message will be displayed, and you can view the substitute teacher record in the Teacher Data section.

Closing a Teacher

As a Data Management User, you can manually close a teacher record by adding an end date. Additionally, the system automatically closes all teachers at the end of the school year, setting the end date to June 30th.

To close a teacher manually, perform the following steps:

1. On the selected site > Teacher Data tab, click the **Edit** pencil icon in the Action column.

Georgia Depi of Early Care and Larning Medications		Locations	DU Dhata Manage User
Welcome to John Doe Provider ID 17370	19		← Return to Pre-K provider I
Home Class Reporting Manager	Class Reporting Manager Bakingo Acadamy		← Return to the list
I Manage Rosters Waiting Lists	Student Data Teacher Data Select School Year 2024-2025		a Filter
Need Support? Contact Pre-K g Phone	+ Multiple Substitutes Used + Add Additional Staff + Add Teacher @ Change Teacher Type null	→ Move	Print
+1 800 413 9935 Email	Select Teacher Last First Start End PDS Credential ECEDegree CYE Type Name Name Date Date #	2 Year Degree Request Grandfathered CYE Change	Teacher Action Overlap
SAMKER. SUPPORTOPORCal. 98, 902	Assistant Testet akhilli Jul 1, Jul Non-ECE Associate 2 Teacher 2024 26, Bachelor's Degree with 2024 Degree or ECE Major Higher	Request	•

*The Edit Teacher page will be displayed.

2. In the Assign Teacher to Class section, update the End Date, then click the Save button.



elcome to John Doe Provider ID 1737	709			← Return to Pre-K provider
	Accompanying ECE Credential	Professional Standards Commission Certificate Number	Degree	
Home	Associate Degree with ECE Major			
Class Reporting Manager	*Email Address	Creditable Years of Experience		
	trsexdgrf@fmsadas.comm	2		
Manage Rosters	Fluent in Secondary Language			
Waiting Lists	🔾 Yes 💿 No			
	Assign Teacher to a Class			
D Need Support?	Provider Legal Name	Site Name	Class ID	
Contact Pre-K	John Doe	Bakingo Acadamy	Select Class ID	*
Phone	*Begin Date	End Date		
+1 800 413 9935	Jul 1, 2024	 Jul 24, 2024 🗰		
Email GAPREK.Support@decal.ga.gov	Comments	1		

*The End date will be reflected on the page for the selected teacher in the Teacher Data section.

Adding a Student to the Waiting List

The Adding a Student to Waiting List feature allows you to add one or more students to the waiting list effortlessly.

To add a student to the waiting list, perform the following steps:

1. On the Pre-K Program Welcome page, click the **Waiting Lists** tab on the left panel.

G	Georgia Dept of Early Care and Learning Pre-K Progr	s fam Notifications	DU Dhata Manage User 🔻
Welco	me to John Doe Provider II	D 173709	← Return to Pre-K provider list
	Home	Dashboard	
09	Class Reporting Manager	Important Communications	
≔	Manage Rosters	Upload/Input Financial Information	Upload
E	Waiting Lists		

The **Waiting List > Student Waiting Lists** page will be displayed.

2. To add students to the waiting list, click the +Add Student to Waiting List button.

GAPREK Data Management User Guide



Name Of Document

Ğ	Georgia Dept of Early Care and Learning Pre-K Program								
Welco	me to John Doe Provider	ID 173709		← Return to Pre-K provider list					
۵	Home	Waiting List	Archive Students + A	dd Student to Waiting List					
000	Class Reporting Manager	Student Waiting Lists							
=	Manage Rosters	* indicates required field							
6	Waiting Lists	Select School Year 2023-2024 ▼							
1 (Need Support?	👬 Provider Details							

The **Waiting List > Add Students** page will be displayed.

- 3. On the Add Students page or section, enter the following information:
 - a. In the Site Details section, select a **Site** from the drop-down list.
 - b. Enter the First Name, Middle Name, Last Name, Date of Birth, and Social Security Number.
 - c. Select the **Gender** from the drop-down list.
 - d. Select the *Yes/No* radio button for **Multilingual Learner**.

Note: Fields marked with a red asterisk (*) are mandatory fields.





Georgia Dept of Early Care and Learning the Pret Program			Notificati	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173	709			← Return to Pre-K provider list
☆ Home	Add Student			
 Class Reporting Manager Manage Rosters Waiting Lists 	Select a method to Add Students Add Manually Bulk Upload			
Need Support?	Site Details			
Contact Pre-K	* Select a Site sparkle Acadamy	¥		
<u>+1 844 480 2029</u> Email	Student Information			
prek@decal.ga.gov	• First Name	* Middle Name	• Last Name	
	James	B No Middle Name on Docume	Oliver	
	Name Suffix	• Date of Birth	Gender	
		Jun 12, 2019	tii Male	•
	* Multilingual Learner	1	1	
	Last 4 digits of SSN			
	8787			2
				Privacy - Terr

e. In the Address section, enter the Street Address, City, County of Residence, and Zip code.


f. In the Parent/Guardian Information section, enter the Parent /Guardian First Name, Parent / Guardian Last Name, Relationship, Parent/Guardian Email Address, and Parent/Guardian Zip Code.

Georgia Dept of Early Care and Lycare And Ly			DU Dhata Mana	ige User 🔻
Welcome to John Doe Provider ID 17370	9		← Return to Pre-K	provider list
 ᢙ Home Class Reporting Manager ■ Manage Rosters ✔aiting Lists 	8/8/ Address * Street Address - 1 0 Merk Rd/Camp Creek Parkway * County of Residence Bleckley Parent/Guardian Information	Street Address - 2 State GA	• City South Fulton • Zip Code 30331	
Need Support? Contact Pre-K of Phone +1844480 2020 Email prek@decal.ge.gox	Parent/Guardian First Name Chinmayee Parent/Guardian Email Address chinmayee.chirasmita@mtxb2b.com Additional Contact Person Inform	Parent/Guardian Last Name Chirasmita Parent/Guardian Zip Code 30331 Antion	• Relationship Guardian	

- g. In the Additional Contact Person Information section, you can add additional Guardian details, including the Parent/Guardian First Name, Parent/Guardian Last Name, Relationship, Parent/Guardian Email Address, and Parent/Guardian Zip Code.
- h. Select the **Date Started on Waiting List** and the **School Year** from the drop-down list, then click the **Save** button.

Welcome	e to John Doe Provider ID 173709			← Return to Pre-K provider list
≙ ⊦	Home	Parent/Guardian Email Address chinmayee.chirasmita@mtxb2b.com	Parent/Guardian Zip Code 30331	
<u>8</u> 0	Class Reporting Manager	Additional Contact Person Information	tion	
™ ≕ ∿ 5]	Vanage Rosters Naiting Lists	Parent/Guardian First Name	Parent/Guardian Last Name	Relationship Select Relationship
D Nee	ed Support?	Parent/Guardian Email Address	Parent/Guardian Zip Code	
Cor Phone +18444 Email prek@de	ntact Pre-K of 180 2029 acal.ga.gov	*Date Started on Waiting List Jun 12, 2024	* Select School Year 2024-2025	
		Save and Add		Save



After submitting, a successful record creation message will be displayed on the page.

4. On the **Waiting List** > **Students Waiting Lists** page, scroll down to the Waiting List per Site section, then select the required option from the **Select Site** drop-down list.

Georgia Dept of Early Care and Learning Pre-K Program		Notifications
Welcome to John Doe Provider ID 173	709	← Return to Pre-K provider list
Home Class Reporting Manager Manager Restorer	Waiting List Student Waiting Lists	Archive Students + Add Student to Waiting List
Waiting Lists Water Provide S Waiting Lists Contact Pre-K g* Phone +1844 480 2028	 Indicates required field Select School Year 2024-2025 ✓ 	Phone
Email prek@decal.ga.gov	Archived Students (0) Archiving students removes them from the waiting list and saves their details for future reference. Waiting Lists per Site Select Sites Select Sites Athing Texas Acadamy Texas Acadamy	View Archived Students

The recently added student record will be displayed.

GAPREK Data Management User Guide



Name Of Document

Georgia Dept of Farty Care and Learning PYE+X Program					Q Notification	DU Dhata M	Manage User 🔻
Welcome to John Doe Provider ID 173709						← Return to P	re-K provider li
Home Class Reporting Manager Manage Rosters	Archived Students (0) Archiving students removes the	em from the waiting list a	and saves their detail	s for future reference.		View Archived Studer	nts
Waiting Lists	Waiting Lists per Site						
Contact Pre-K g*	Select Sites	Ŧ					
Phone <u>+1844 480 2029</u> Email	sparkle Acadamy			(
prek@decal.ga.gov	1				Move Students to	Class Reporting Manag	jer
	Select Last First D Name Name	OOB Gender	Phone	Email Id	Entered Last Mod On By	ified Last Modified Date	Action
	Oliver James J	Jun 12, 2019 Male		chinmayee.chirasmita@mtxb2b.com	Jun 12, Dhata Ma 2024 User	nage Jun 12, 2024	
							Privacy

Archiving a Student

To remove students from the waiting list, you can archive them, which effectively removes their status from the list while retaining their information for future reference if needed.

To Archive Students, perform the following steps:

1. On the Pre-K Program Welcome page, click the **Waiting Lists** tab on the left panel.

Ğ	Georgia Dept of Early Care and Learning Pre-K Program	A Notifications	DU Dhata Manage User •	
Welco	me to John Doe Provider ID 17	73709		← Return to Pre-K provider list
	Home	Dashboard		
09	Class Reporting Manager	Important Communications		
=	Manage Rosters	Upload/Input Financial Information		Upload
E	Waiting Lists			

The **Waiting List > Student Waiting Lists** page will be displayed.

GAPREK Data Management User Guide



Name Of Document

Georgia Dept of Entry Care and Care and Care Pre-K Program	n 173709	Noi	tifications
Home	Waiting List	Archive Students	+ Add Student to Waiting List
Class Reporting Manager	Student Waiting Lists		
≔ Manage Rosters	* indicates required field		
o Waiting Lists	Select School Year 2023-2024		
Need Support?	Provider Details		
Contact Pre-K 🗗 Phone +1 844 480 2029	Legal Name John Doe	Address 3150 Junior Avenue, Norcross, GA, 30003	Phone
Email <u>prek@decal.ga.gov</u>	Arabivad Studente (1)		View Arabived Students

2. Scroll the **Waiting List > Student Waiting Lists** page to the Waiting List per Site section. Then, click the checkbox to select the **Student**.

Georgia Dept of Early Care and Learning Pre-K Program			Notifications	DU Dhata Manage	User 🖣
Welcome to John Doe Provider ID 173709				← Return to Pre-K pro	ovider I
🔂 Home	Waiting Lists per Site				
S Class Reporting Manager	Select Sites				
■ Manage Rosters	Select Sites	•			
Waiting Lists	sparkle Acadamy				
Need Support? Contact Pre-K a	Sparkle Acadamy Kids Listed Status 1		Move Students to Class Rep	porting Manager	
Phone <u>▶1 844 480 2029</u> Email	Select Last First DOB Name Name	Gender Phone Email Id	Entered On	l Last Last Modified Modifie By Date	ed
<u>orek@decal.ga.gov</u>	Oliver James Jun 12, 2019	Male chinmaye	e.chirasmita@mtxb2b.com Jun 12, 2024	Dhata Jun 12, Manage 2024 User	
	1				Priva

3. Scroll to the top, then click the **Archive Students** button.

GAPREK Data Management User Guide



Name Of Document

Georgia Dept of Early Care and Learning Welcomment	Notifications
Welcome to John Doe Provider ID 1/3/	V09 ← Return to Pre-K provider list
 Home Class Reporting Manager 	Waiting List Archive Students + Add Student to Waiting List Student Waiting Lists
i≡ Manage Rosters	
Waiting Lists	* indicates required field * Select School Year 2024-2025
Contact Pre-K a* Phone +1 844 480 2029	Legal Name Address Phone John Doe 3150 Junior Avenue, Norcross, GA, 30003
Email prek@decal.ga.gov	Archived Students (0) View Archived Students Archiving students removes them from the waiting list and saves their details for future reference.
	Waiting Lists per Site

The Archive Students pop-up window will be displayed.

4. Click the radio button to select the **appropriate reason** for archiving students, then click the **Confirm Move** button.

Ğ	Georgia Dept of Early Care and Learning	Georgia's e-≮ Program						Notifications	DU Dhata Manage U	lser 🔻
Welco	me to John Doe Pr	ovider ID 173709							×Return to Pre-K prov	rider list
					Arc	hive Stu	dents			
企	Home	* indicates req	uired field						ident to Waiting Lis	
89	Class Reporting Ma	* Select one of t	he following reaso	ons for archiving the	student from t	the waiting li	st			
=	Manage Rosters	Enrolled in I Family With Could pet C	Program Idrew							
Ţ.	Waiting Lists	O Could not C	contact							
	Need Support?	Selected Stud	ents Informatio	n						
		Last Name	First Name	DOB	Gender	Phone	Email Id	Entered On		
	Contact Pre-K 🗗	Oliver	James	Jun 12, 2019	Male		chinmayee.chirasmita@mtxb2b.com	Jun 12, 2024		
Phon +1.84	ne 44 480 2029									
Emai <u>prek</u> (l @decal.ga.gov						C	ancel Confirm Move	red Students	
			Archiving	g students remove	s them from	the waiting	list and saves their details for future re	ference.		
			Waiting I	Lists per Site						Privacy - Terms



*The **Student data archived successfully** message will be displayed on the page and the student record will be removed from the waiting list.



Viewing a Student Roster

To view a Student Roster, perform the following steps:

1. On the Pre-K Program welcome page, click the **Manage Rosters** tab on the left panel.

Georgia Dept of Early Care and Learning Pre-K Program		A Notifications	DU Dhata Manage User 🔻
Welcome to John Doe Provider ID 173	709		← Return to Pre-K provider list
🔶 Home	Dashboard		
S Class Reporting Manager	Important Communications		
≔ Manage Rosters	Upload/Input Financial Information		Upload
Bo Waiting Lists			
Need Support? Contact Pre-K T Phone 11844 480 2029 Email Prek@decal.ga.gox			
			Physy-Terms

The Manage Rosters page will be displayed.

2. To select a site for accessing the roster, click the **Manage** button.



Home	Manage Rosters		n Print Rosters	
Class Reporting Manager	Select a site to access the roster.			
Manage Rosters	sparkle Acadamy 3564 Neville Street, TEST, Santa Claus, GA, Appling, 30436	Texas Acadamy 3664 Neville Street, Santa Claus, GA, 30436	Bakingo Acadamy 3564 Neville Street, Santa Claus, GA, 30436	
waiting Lists	Program Legal Name: John Doe	Program Legal Name: John Doe	Program Legal Name: John Doe	
Need Support?	Classes at this site: 4	Classes at this site: 1	Classes at this site: 3	
Contact Pre-K	Students in the Current Roster: 18 Roster Status Not Submitted	Students in the Current Roster: 0 Roster Status	Students in the Current Roster: 11 Roster Status Not Submitted	
one <u>844 480 2029</u> nail	Manage	Manage	Manage	

The selected site **Student Roster** page will be displayed allowing you to access the Student Roster.

Georgia Dept of Early Care and Larming Pre-K Program						Notifications	DU Dhata Manage	User 🔻
Welcome to John Doe Provider ID 173709	9						← Return to Pre-K pro	ovider list
	Manage Rosters					٩	← Return to ti	he list er
Waiting Lists	Student Roster							
Need Support? Contact Pre-K &	School Year: 2023-2024 Count Date: Jun 13, 2024	Site Roster Status: Not Submittee Roster Due Date: Jun 14, 2024	Roster: FY24 Roster C	ycle 4 Clas	ss Roster Submission Count: 0/3			
<u>+1844480 2029</u> Email prek@decal.ga.goy	Lead Teacher: Class ID: 100009	Total Students: 16 Category 2 with Transportation:	Category 1 with Transp 14 Roster Due Date: Jun 1	ortation: 0 Assist 2, 2024	ant Teacher:			
	Last Name	First Name	Student ID	Gender	Begin Date	End Date D	uplicate Flag	
	Antoine	Wright	0030310	Male	Jun 04, 2024			
	Antoine	Wright	0030310	Male	Jun 09, 2024			
	Beatriz	Hammond	0030308	Male	Jun 04, 2024		L	
	Beatriz	Hammond	0034905	Male	Jun 11, 2024		A	
	Coleman	Maria	0030304	Male	Jun 04, 2024		A	Privacy - Terms



Filtering a Roster

The Filter feature on the GAPREK portal allows you to search for students in the roster cycle using criteria like School Year, Roster Cycle, Class ID, Socioeconomic, Transportation, Multilingual Learner, and Special Education Services, with results matching any criteria (OR conditions).

To filter a student roster, perform the following steps:

1. On the selected site > Student Roster page, click the **Filter** button.

Note: You can search for a student by entering their First Name or Last Name in the Search bar.

Ğ	Georgia Dept of Early Care and Learning Pre-K Program	1		L. Notifications	DU Dhata Manage User 🔻
Welco	me to John Doe Provider ID	173709			← Return to Pre-K provider list
습	Home	Manage Roste	rs		← Return to the list
89	Class Reporting Manager	Bakingo Acadamy		٩	⊊ Filter
≡	Manage Rosters				
Eo	Waiting Lists	Student Roster			
1 @	Need Support?	School Year: 2024-2025 Count Date: Jul 01, 2024	Site Roster Status: Not Submitted Roster Due Date: Jul 10, 2024	Roster: FY25 Roster Cycle 1	Class Roster Submission Count: 0/4
Phon	e	Print Submit All Ro	sters		



2. Select the School Year/Roster Cycle/Class ID/

Socioeconomic/Transportation/Multilingual Learner/Special Education Services from the drop-down list, then click the **Show Results** button.

Georgia Dept of Early Care and Learning Pre-K-Program						N	otifications
Welcome to John Doe Provider ID 173	709						← Return to Pre-K provider lis
	Manage Rost	ers					← Return to the list
Home Class Reporting Manager	Bakingo Acadam	/				٩	a≣ Filter
≔ Manage Rosters	Student Roster						School Year
Waiting Lists	School Year: 2024-2025	Site Roster Stat	us: Not Submitted Roster: F	Y25 Roster Cycle 1	Class Roster Submission Co	ount: 0/4	2024-2025
D Need Support?	Count Date: Jul 01, 2024	Roster Due Date	e: Jul 10, 2024				Roster Cycle FY25 Roster Cycle 1
Contact Pre-K		ROSTETS					Class ID
Phone	Lead Teacher:	Total Students:	7 Category 1	with Transportation: 0	Assistant Teacher:		100007
<u>+1800 413 9935</u>	Class ID: 100010	Category 2 with	Transportation: 0 Roster Due	Date: Jul 10, 2024			Socioeconomic (category 1 students)
Email GAPREK.Support@decal.ga.gov	Print Submit	Roster					Category 1
	Last Name	First Name	Student ID	Gender	Begin Date	End Date	Transportation
	AnDersonn	coReyy	0034979	Male	Jun 05, 2024		All
	Benton	Branden	0007332	Male	Jun 11, 2024		Multilingual Learner
	Garner	Daquan	0043635	Male	Jun 17, 2024		All
	KinGG	chEEnaa	0040581	Male	Jun 12, 2024		Special Education Services
	Kingg	Cheenaa	0040580	Male	Jun 12, 2024		All
	Mushqill	Commandoo	0043634	Male	Jun 14, 2024		Show Results Reset

The search results will be displayed based on the selection entered.

Georgia Dept of Early Gre and Locaria Pre-K Program		Notifications
Welcome to John Doe Provider ID 17	73709	← Return to Pre-K provider list
🔂 Home	Manage Rosters	← Return to the list
Since the second secon	Bakingo Acadamy	۹. بې Filter
Bo Waiting Lists	Student Roster	
Contact Pre-K g*	School Year: 2024-2025 Site Roster Status: Not Submitted Roster: FY25 Roster Cycle 1 Class Roster Submission Count Date: Jul 01, 2024 Roster Due Date: Jul 10, 2024 Print Submit All Rosters	on Count: 0/1
<u>+1 800 413 9935</u> Email <u>GAPREK.Support@decal.ga.gov</u>	Lead Teacher: Total Students: 1 Category 1 with Transportation: 0 Assistant Teacher: akhill T Class ID: 100007 Category 2 with Transportation: 0 Roster Due Date: Jul 10, 2024 Print Submit Roster	Testet
	Last Name First Name Student ID Gender Begin Date Enc	d Date Duplicate Flag
	Rabel James 0043717 Male Jul 02, 2024	
		Read-Land



SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

The Need Support section provides a feature that helps you create an incident for reporting issues, seeking assistance, and requesting support for the Provider Portal. You can submit an Incident to quickly connect with the Pre-K staff for prompt resolution of technical issues, feature questions, or process guidance.

To submit a New Incident, perform the following steps:

1. On the Pre-K Program welcome page, click the **Contact Pre-K** button in the Need Support section.

Note: You can also use the Phone number and Email address mentioned in the Need Support section to contact the Pre-K staff.

Ĝ	Georgia Dept of Early Care and Learning Deter fees to total	n	Notifications
Welco	ome to John Doe Provider ID	173709	← Return to Pre-K provider list
	Home	Dashboard	
000	Class Reporting Manager	Important Communications	
≔	Manage Rosters		
Đ	Waiting Lists		
Phor +18 Ema	Need Support? Contact Pre-K 📑 1e 44 480 2029		
prek	@decal.ga.gov		Piracy - Terms

The **Pre-K Incident > New Incident** page will be displayed.



- 2. Select the **Category** and **Sub Category** from the drop-down list.
- 3. In the **Description** field, enter the reason for creating the incident.

Note: The Provider Name, Provider Type, Provider Number, Provider ID, Email, and Phone Number fields will be auto-populated and are not editable.

4. Click the **Save&Next** button.

New Incident All Incident		
Provider Name	Provider Type	
Vikhyat Mehra Project Director	Licensed	
Provider Number	Provider ID	
360022853	167919	
Email	Phone Number	
testone@gmail.com	5443217897	
Category	Sub Category	
Payment	Teacher Salary	
Description		
Need more information	1	

A successful incident creation message will be displayed, and you will be directed to the **Pre-K Incident > New Incident** tab.

5. To attach relevant documents or images, click the **Select Files To Upload** button.

Pre-K Incident	
New Incident All Incident	
Select Files To Upload	
Submit	

The **Uploaded Files** pop-up window will be displayed.



6. To select the file, click the **Upload Files** button.

-			
	Select	Upload Files	
	Subm	File T Upload Files Or drop files	
		Close	

You will be directed to your local system to select a file.

7. Select the file, then click the **Open** button.

Pre-K	Favourites	$\langle \rangle \blacksquare \bullet$	000 v	esktop — iCloud	Q 9	Search
	🙏 Applications					
New I	Downloads	-				
Calar	iCloud		k			
Selec	📑 Shared	Help Ticket	gadecal	gadecal	СС	NMDWS
	🛆 iCloud Drive	Issue.png	mergeq) (1).png	mergeqtop).png		
	Desktop					
Subi	Documents	GA Presk				
	Tags	DOCX				
	• Red	GA_Pre- K_Prima24.docx				
	Orange					
	Yellow					
	Green					
	• Blue	Show Options			Ca	ncel Open

The uploaded file will be displayed on the Uploaded Files pop-up window.

8. To finish uploading the file, click the **Upload** button.

Upload Files		Upload Files	New	
Sele 1. Help Ticket Issue.png Upload]	. Help Ticket Issue.png	Sele	
Su]	Close	Sul	

A message stating File Successfully Uploaded will be displayed.



9. To close the Uploaded Files pop-up window, click the **Close** button.

Now		
	Upload Files	
Sele Help T	1. Help Ticket Issue.png File Successfully Uploaded.	×
Sul		Close

You will be directed to the Pre-K Incident > New Incident tab.

10. To submit the incident, click the **Submit** button.

Pre-K Incident	
New Incident All Incident	
Select Files To Upload Help Ticket Issue.png	
Submit	



MANAGING PROFILES

The Managing Profiles feature allows you to edit the user information section and view the Provider Information and Grant Contract Signatory Information sections.

To view the information, perform the following steps:

- 1. On the Provider Dashboard page, click the drop-down arrow next to your name in the top right.
- 2. Select the My Profile button from the drop-down list.

Ĝ	Georgia Dept of Early Care and Learning Pre-K Program		Q Notifications	VU Very New Data Management User 🔻
Welco	me to Vikhyat Mehra Legal O	wner Provider ID 167919		My Profile provider list
	Home	Dashboard		
00	Class Reporting Manager	Important Communications		
=	Manage Rosters			

You will be directed to the **My Profile** page.

Viewing Provider Information

On My Profile page, the **Provider Information** section displays the **Provider Details**, **Business Address**, and **Business Mailing Address sections**.

Haci information		
B		
Provider Details	-	
Vikhvat Mehra Legal Owner	- EIN 123455555	Licensed
Business Address		
Street Address - 1	Street Address - 2	• City
Clock Tower	Tower-2	Amalapuram
County	* State	• Zip Code
Indal	AP	53322
Indal Business Mailing Address	АР	53322
Indal Business Mailing Address Usiness Mailing Address is the same as Busin	AP iness Address	53322
Indal Business Mailing Address Business Mailing Address is the same as Busin Street Address - 1	AP iness Address • Street Address - 2	53322 • City
Indal Business Mailing Address II Business Mailing Address is the same as Busin Street Address - 1 TTT	AP iness Address *Street Address - 2 ttt-2	• City Test
Indal Business Mailing Address Business Mailing Address is the same as Busin Street Address - 1 TTT County	AP iness Address *Street Address - 2 ttt-2 *State	*City Test *Zip Code
Indal Business Mailing Address Business Mailing Address is the same as Busin Street Address - 1 TTT County India	AP iness Address *Street Address - 2 ttt-2 *State UP	*City Test *Zip Code 12346



Viewing Grant Contract Signatory Information

 On the My Profile page, scroll to the Grant Contract Signatory Information section to view the Provider Details, Business Address, and Business Mailing Address of the provider who signed the Grant Contract.

Note: This information will be displayed only if the status of the new/continuous Pre-K application is updated to **Grant Agreement Finalized**.

	My Profile		
nt Contract Signatory Informatio	n		
Provider Details			
Full Name	• Title	• Phone	
Tets	Chief Executive Officer (CEO)	9,876,543,211	
• Extension	* Email		
	pranay.kasliwal@mtxb2b.com		
Business Address			
Street Address - 1	* Street Address - 2	* City	
test	1/11/2023	Te	
County	* State	• Zip Code	
te	AL	43211	

Viewing and Editing User Information

1. On the My Profile page, scroll to the **User Information** section to view the **First Name**, **Last Name**, **Email**, **Phone Number**, and **Role** of the user.

· · · · · · · · · · · · · · · · · · ·		
test	address	AL
* County	* State	* Zip Code
Те	AL	43211
er Information		
er Information	*Last Name	Email
• First Name Very New	•Last Name Data Management User	Email vikhyat.mehra+11@mtxb2b.com



To edit the First Name, Last Name, and Phone Number, click the Edit button.
 Note: As a Data Management user, you cannot edit the Email and Role of the User.

test	address	AL
* County	* State	* Zip Code
Те	AL	43211
er Information		
• First Name	*Last Name	Email
• First Name Very New	• Last Name Data Management User	Email vikhyat.mehra+11@mtxb2b.com
• First Name Very New Phone Number	• Last Name Data Management User Role	Email vikhyat.mehra+11@mtxb2b.com
• First Name Very New Phone Number	Last Name Data Management User Role Data Management User	Email vikhyat.mehra+11@mtxb2b.com

3. Make the necessary changes if needed, then click the **Save** button.

	My Profile		
test	address	AL	
* County	* State	*Zip Code	
Те	AL	43211	
er Information			
		🖌 Edit	t
* First Name	• Last Name	Email	t
• First Name Very New	•Last Name Data Management User	Email vikhyat.mehra+11@mtxb2b.com	t
• First Name Very New Phone Number	* Last Name Data Management User Role	Email vikhyat.mehra+11@mtxb2b.com	t
First Name Very New Phone Number 567890-123	Last Name Data Management User Role Data Management User	Email vikhyat.mehra+11@mtxb2b.com	t
First Name Very New Phone Number 567890-123	Last Name Data Management User Role Data Management User	Edit Vikhyat.mehra+11@mtxb2b.com	t
First Name Very New Phone Number 567890-123	Last Name Data Management User Role Data Management User	Emil vikhyat.mehra+11@mtxb2b.com x Cancel	t e
First Name Very New Phone Number 567890-123	Last Name Data Management User Role Data Management User	Email vikhyat.mehra+11@mtxb2b.com	t e

This concludes the GAPREK Data Management User Guide.