GAPREK

Primary Authorized and Project Director User Guide

Version 3.11, February 28th, 2025

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PURPOSE

This user guide provides support to Primary Authorized Users and Project Directors in reviewing and approving the necessary records on the GA DECAL Integrated Provider Portal for the Pre-K program.

PERSONAS

Personas	Responsibilities
Primary Authorized User and Project Director	• Managing Users • Viewing Dashboards • Managing Profile • Submitting Continuation Application • Viewing Documents • Managing Sites and Classes • Managing Calendar • Creating Requests • Creating Waivers • Managing Visits • Managing the Class Reporting Manager • Managing Students Waiting List • Managing Waiting Lists • Managing Rosters • Managing Payments • Viewing Payment Holds • Submitting a New Incident

INTRODUCTION

This User Guide will assist Primary Authorized Users and Project Directors in efficiently navigating and utilizing the GA DECAL Integrated Provider Portal. It provides vital information and detailed instructions for managing your duties. The guide includes explanations of portal features, handling requests, waivers, rosters, student and teacher data, and visits. Utilizing this guide will help ensure the seamless and efficient operation of your Provider or Site.

LOGGING INTO YOUR ACCOUNT

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

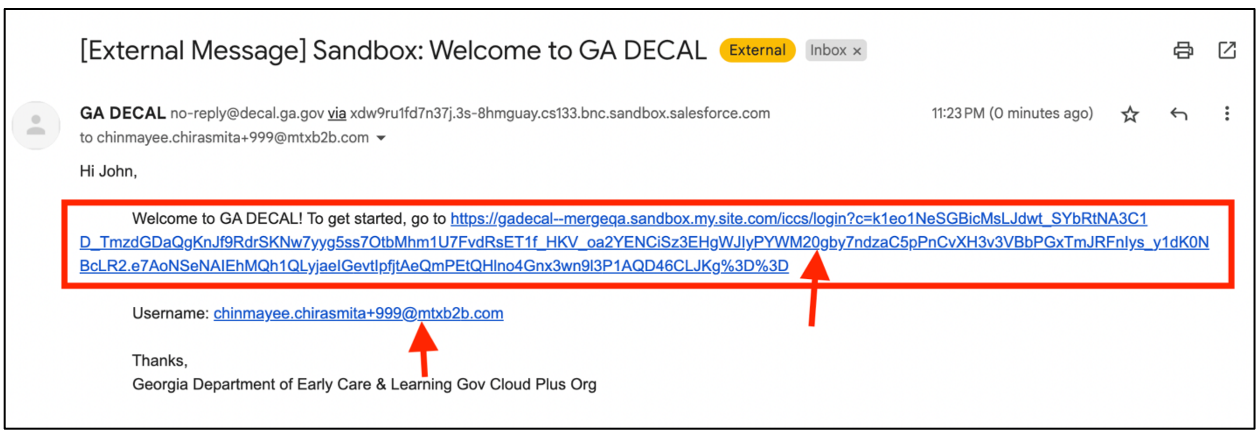
You will receive a welcome email on your Pre-K registered email.

Activating the GAPREK User Account

To activate your GAPREK provider account, perform the following steps:

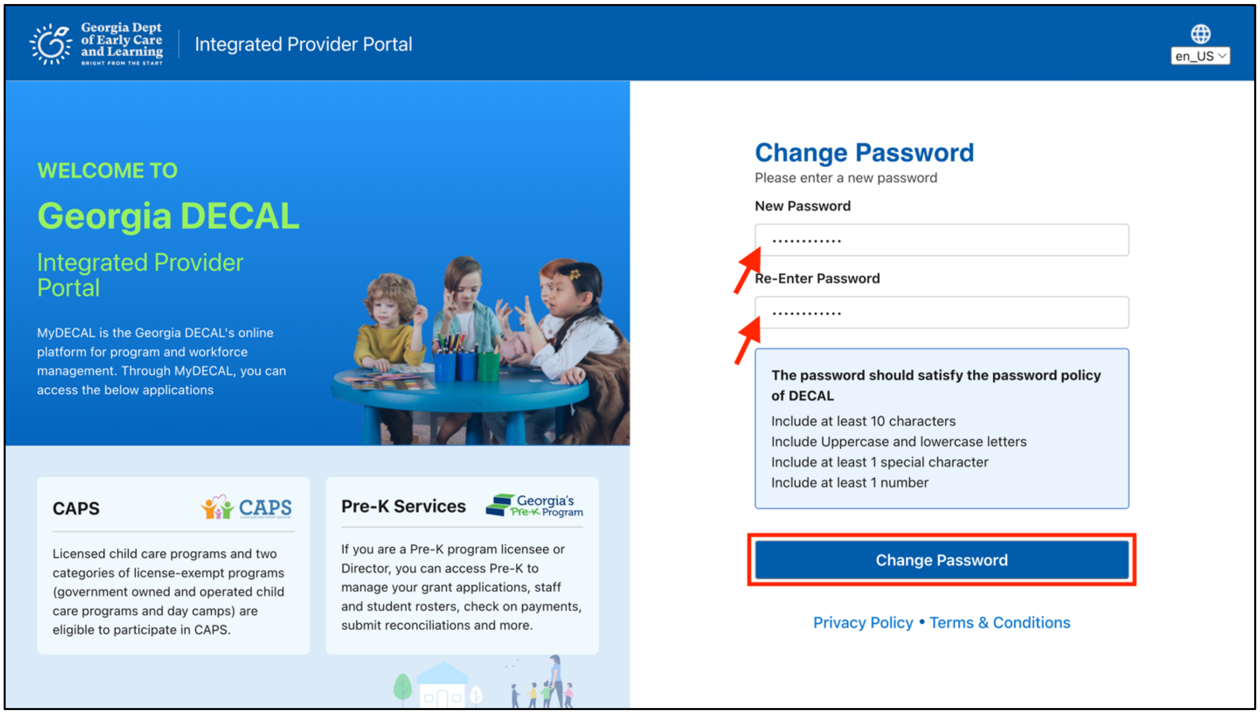
1. Go to your email inbox and search for a welcome email from GA DECAL.
2. Open the email and click the **link** you see in the email body.

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



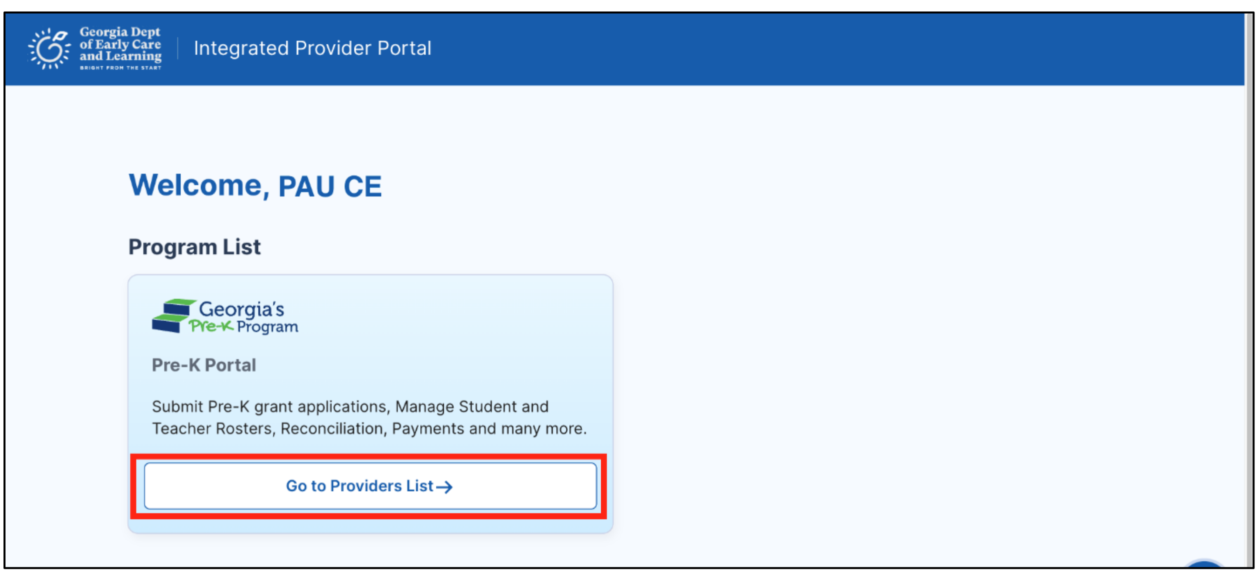
After you click on the link in the email, the Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.

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. Save it somewhere that you will remember.



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.

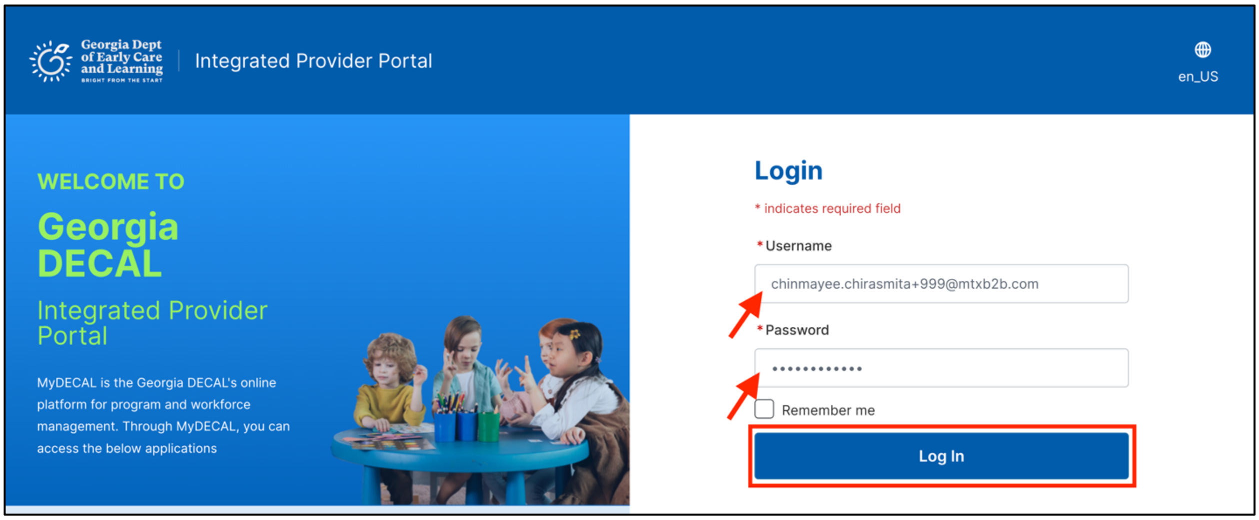


Logging in to the GAPREK Provider Portal

If you already have an account, you will need to Log in.

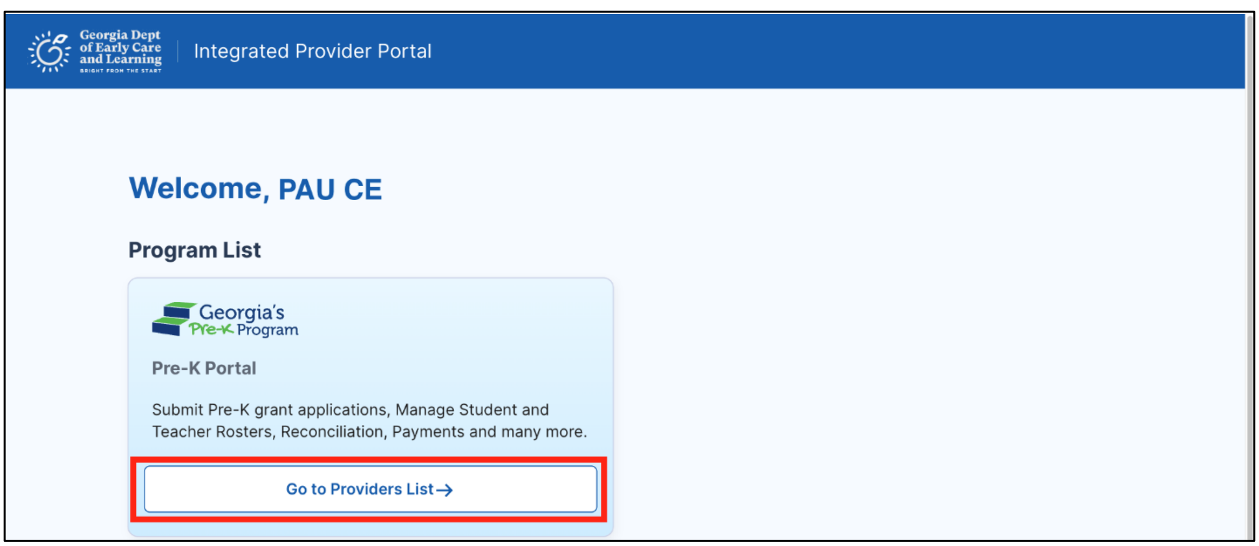
To login to the Provider Portal, perform the following steps:

1. Click here 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 programs, you will also see other program tiles (such as CAPS) in addition to Pre-K.

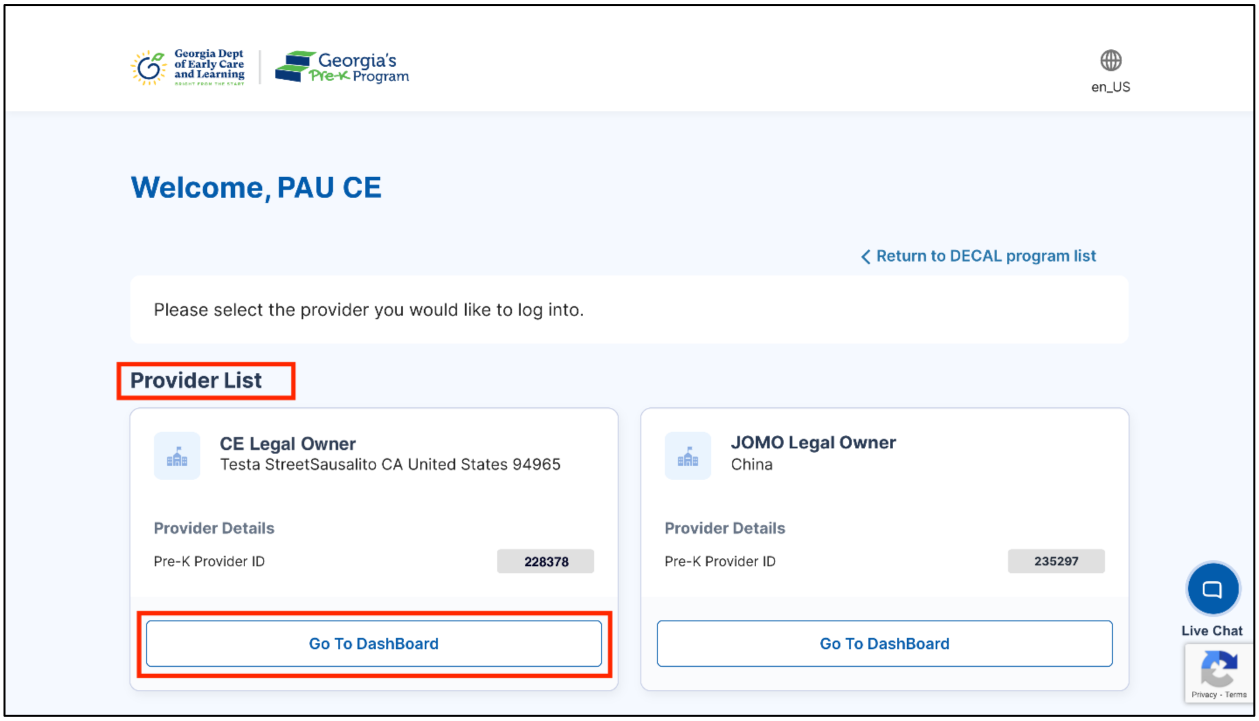
3. On the Pre-K Portal tile, click the **Go to the Providers List** button.



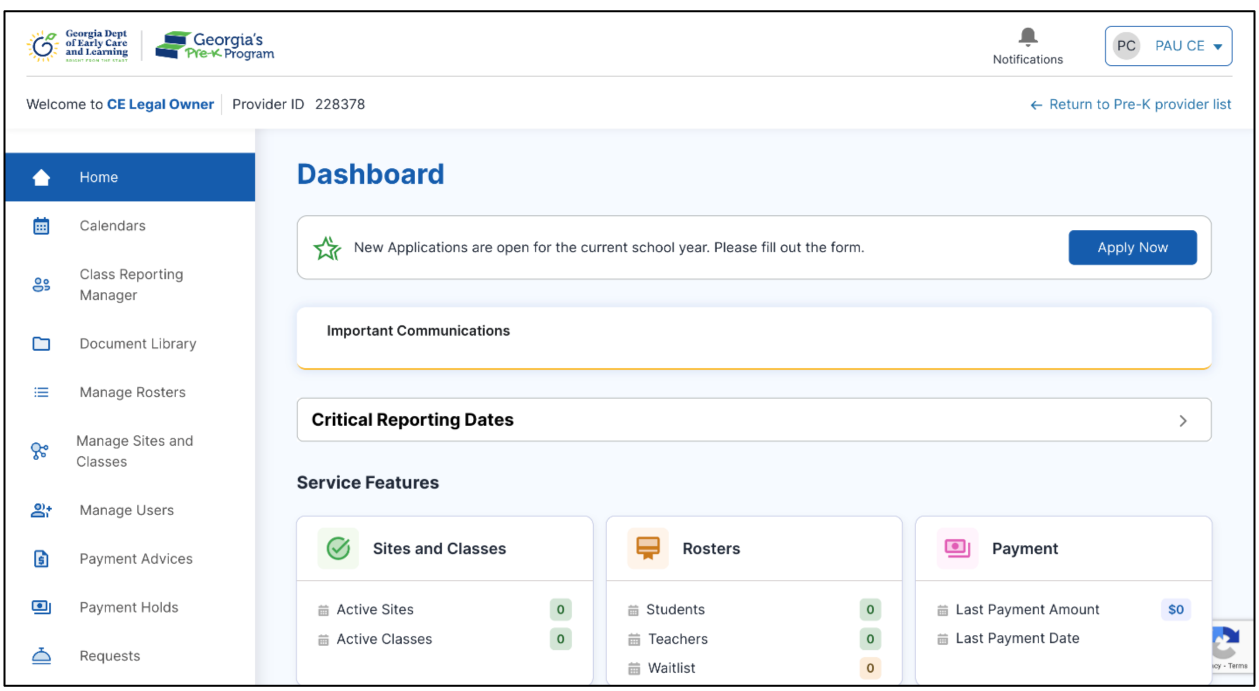
The Provider List page will be displayed.

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.



You will be directed to the provider dashboard page, and the **Provider ID** will be displayed at the top.

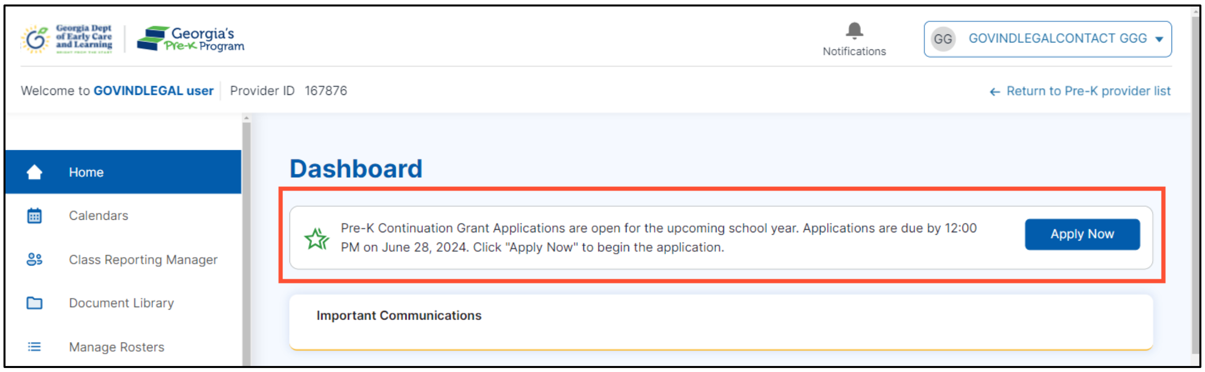


VIEWING DASHBOARD

Your Pre-K dashboard provides convenient access to information and data that you will frequently need to consult.

Apply Now

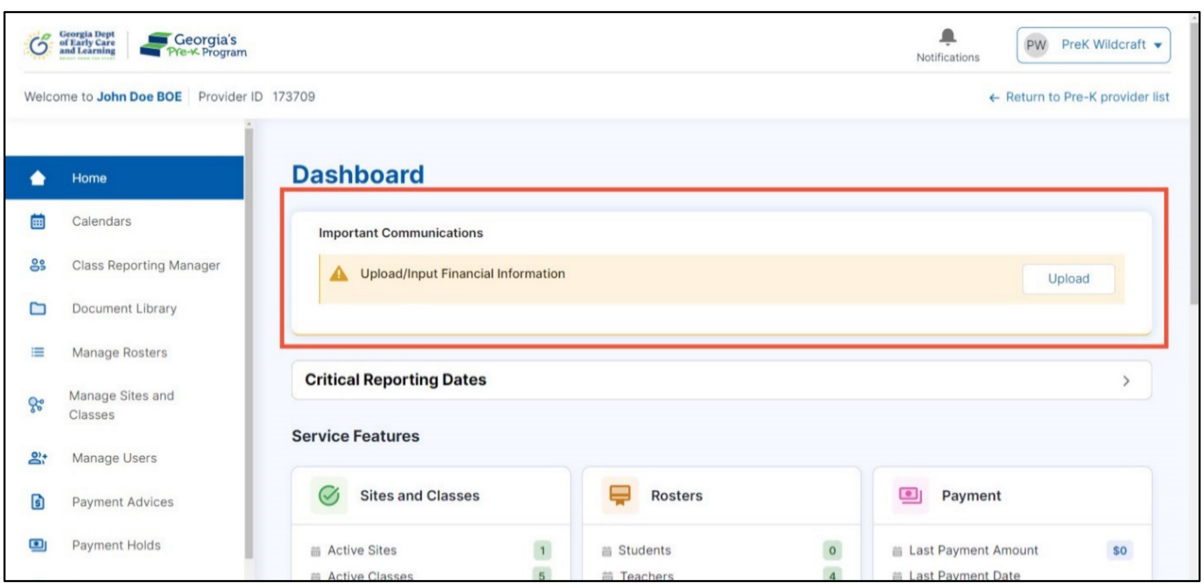
You can view the **apply now** button for applying for the new applications for the current year. As a provider, you can apply an application only once a year.



Important Communications

Important communication sections under the dashboard section assist the Primary Authorized User and Project Director in viewing notifications and pending actions to be carried out on the portal.

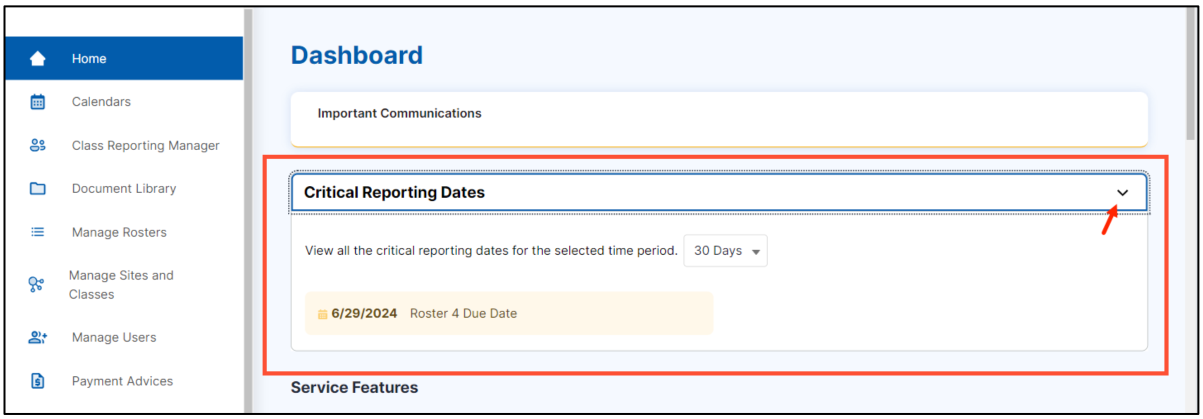
You can view the important communications in the section and respond appropriately.



Critical Reporting Dates

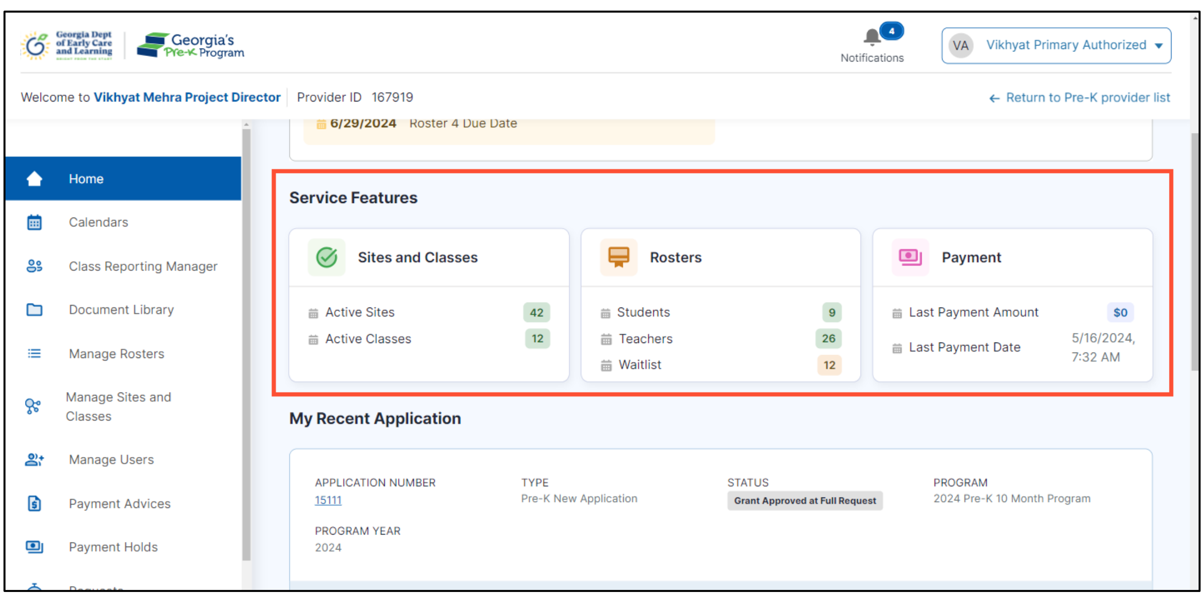
The critical reporting dates provide a centralized view of all key reporting deadlines. This dashboard is an essential tool for maintaining timely and accurate reporting, preventing missed deadlines, and ensuring the smooth operation of the program.

You can view the **critical reporting dates** by clicking the down arrow in the critical reporting dates section.



Service Features

The service features provide an analysis of the number of sites and classes, rosters, and the details of the last payment.



MANAGING USERS

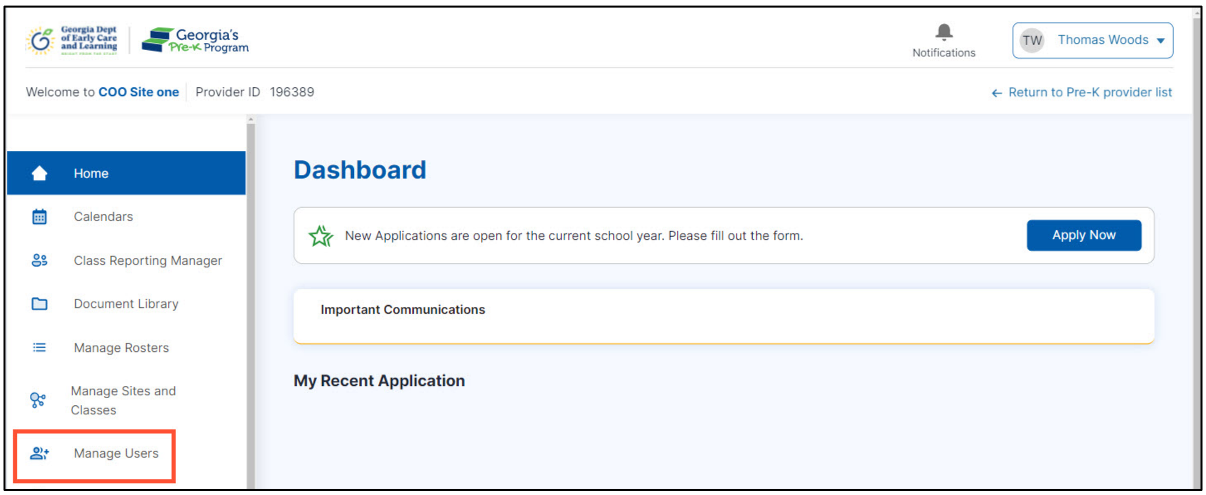
You can update and remove user contacts for providers and families. However, only a Primary Authorized User can add the user contact for the providers.

Adding Users

You can add Project Directors, Site Directors, Financial Users, and Data Management Users.

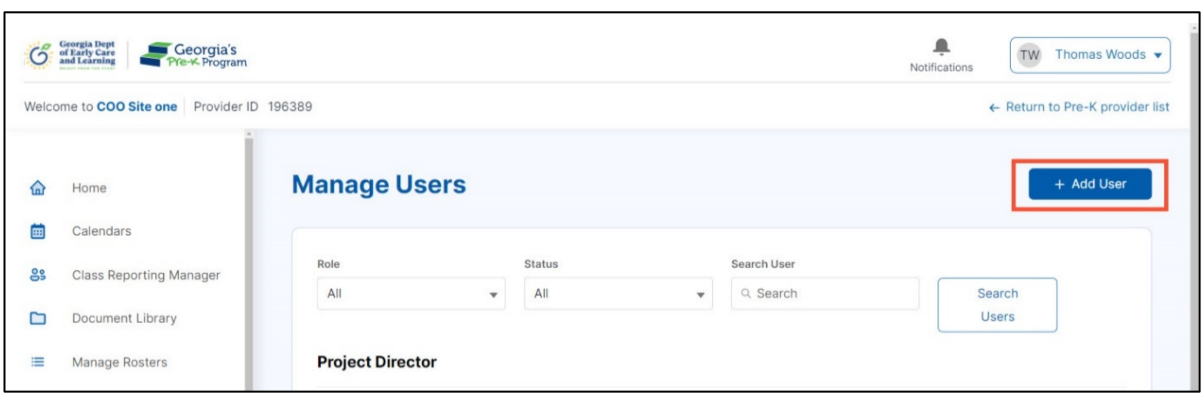
To add a user, perform the following steps:

1. Go to the **Manage Users** tab on the left panel.



You will be directed to the Manage Users page.

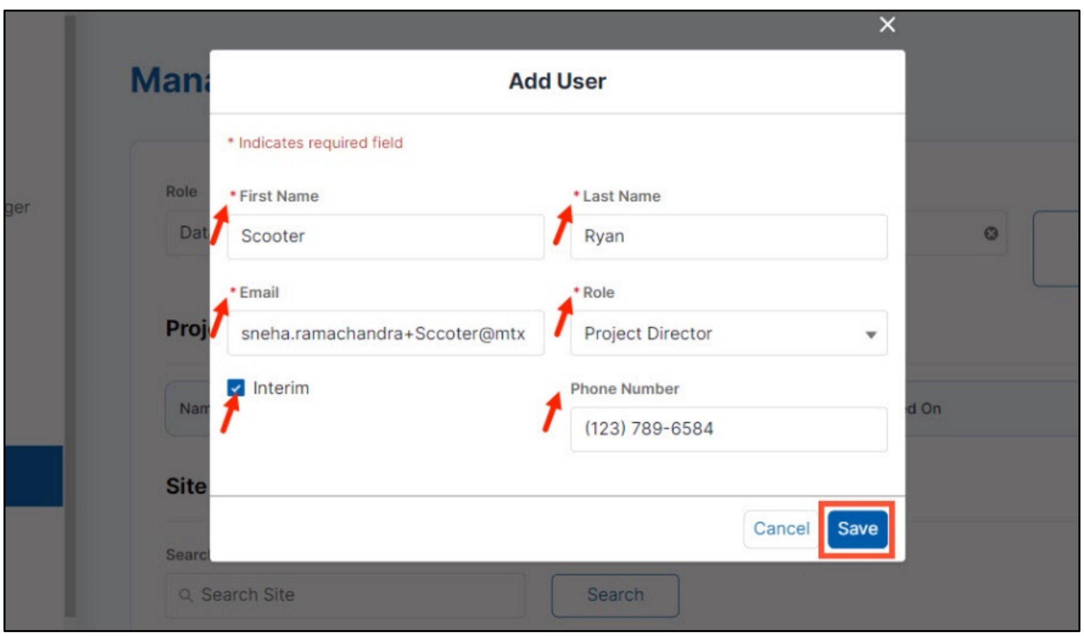
2. Click the **Add User** button.



The add user pop-up window will be displayed.

3. Enter the following information:
    a. Enter the *First Name* in the **First Name** textbox.
    b. Enter the *Last Name* in the **Last Name** textbox.
    c. Enter the *Email Address* in the **Email** textbox.
    d. Select the *desired* role from the **Role** drop-down list.
    e. Enter the *10-digit phone number* in the **Phone Number** field.
    f. Click the **Save** button.

    Notes:
    - There will be only one active Project Director and Site Director for a Provider or Site.
    - If an existing Project Director/Site Director already exists in the system, remove them before adding a new one.
    - An additional field called **Site Name** will be displayed if you choose the **Role** as *Site Director*.
    - To assign a *Project Director or Site Director* role temporarily, click the **Interim** checkbox.
    - Fields marked with a red asterisk (*) are mandatory.
    - Please note that the portal will take a few seconds to show the newly added data.

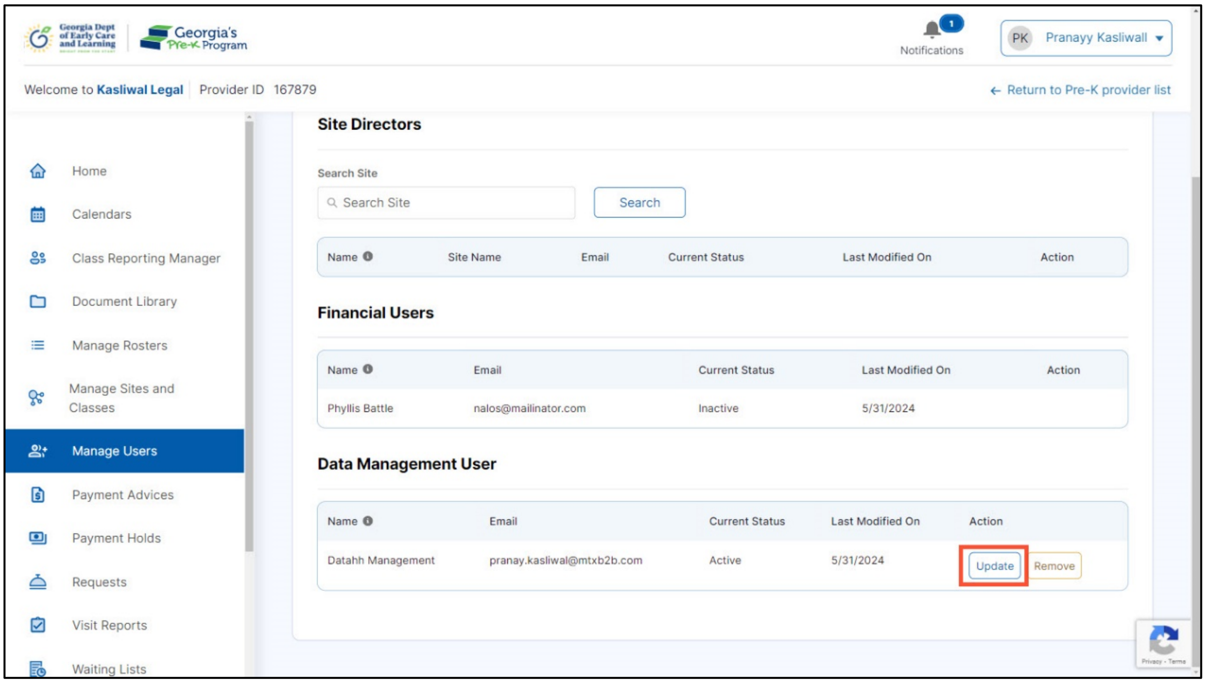


**After saving, a success message will be displayed, and a newly added contact record will be displayed on the Manage Users page.*

Updating Users

To update the user record, perform the following steps:

1. On the Manage Users page, to update user details scroll to the required user section.
2. Click the **Update** button.



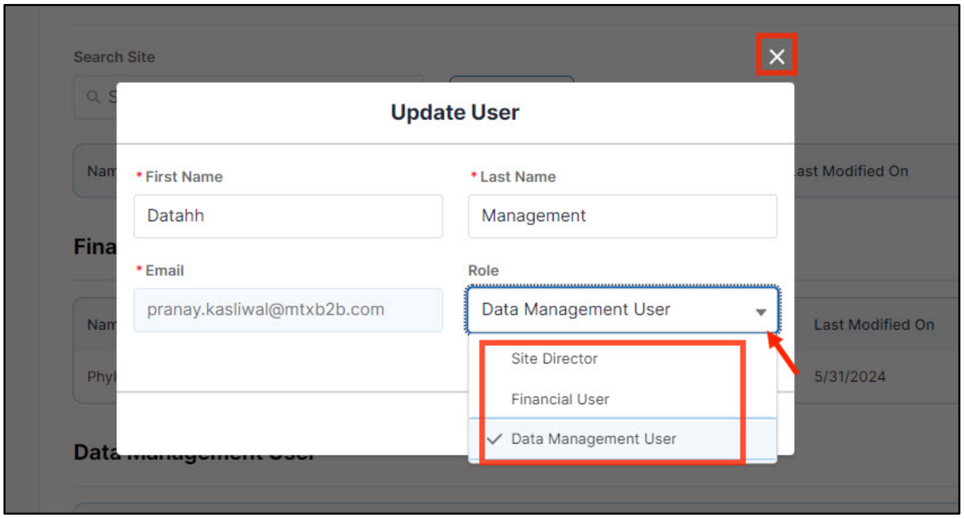
The Update User pop-up will be displayed.

3. Select the required *role* from the **Roles** drop-down list.

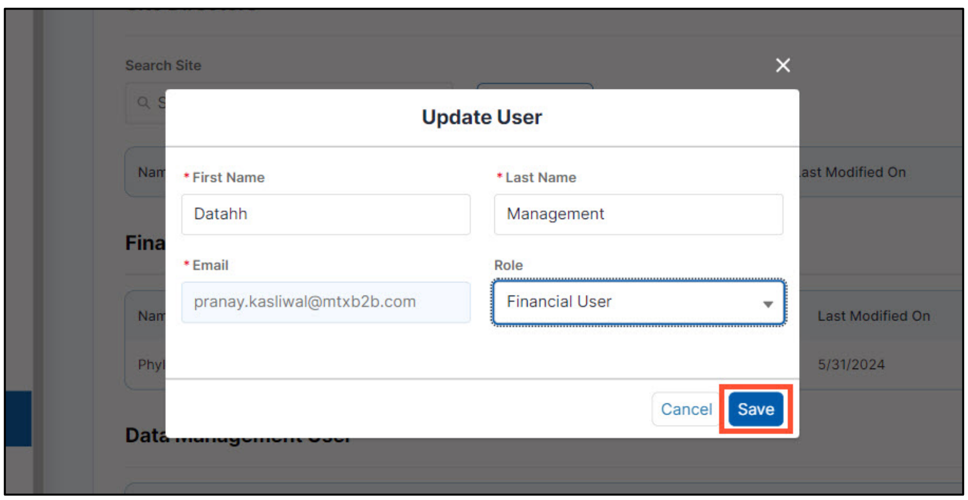
Notes:

- Fields marked with a red asterisk (*) are mandatory.
- The Email field can be updated by the Primary Authorized User only. Once updated, an email notification will be sent to the updated email address.
- If the **Role** is selected as *Site Director*, a **Site Name** field will be displayed on the pop-up window, then you can select the *Site* from the **Site Name** drop-down list.
- To assign the *Site Director* role temporarily, you can check the **Interim** checkbox.

- Click the **X** icon to close the pop-up window.



4. Click the **Save** button.

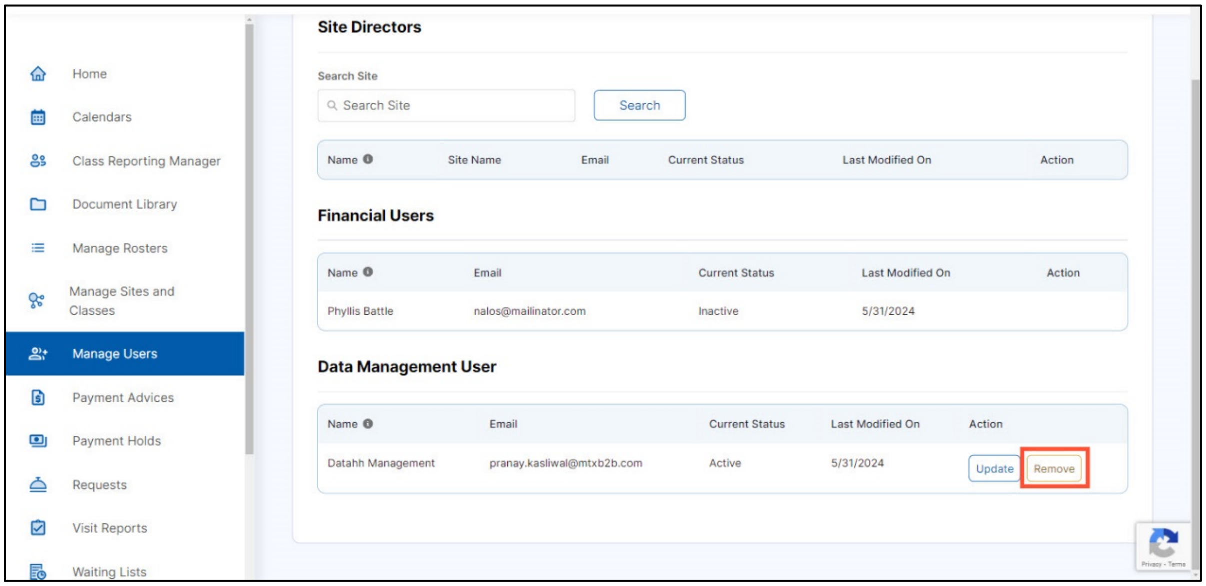


**After saving, a success message will be displayed on the page and the updated contact record will be displayed on the Manage Users page.*

Removing Users

To remove the user, perform the following steps:

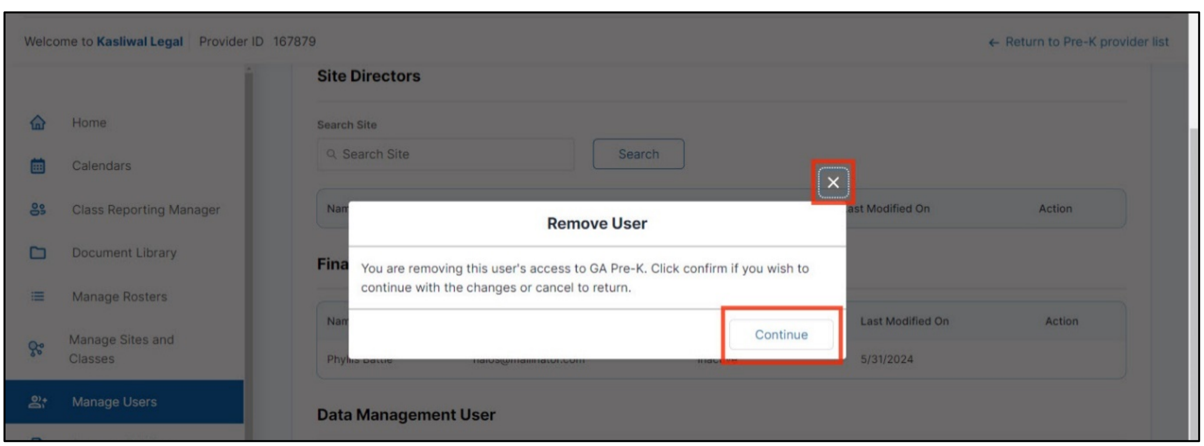
1. On the Manage Users page, scroll to the required user's section.
2. Select the user you wish to remove.
3. Click the **Remove** button to proceed with your selection.



A Remove User pop-up window will be displayed.

4. To remove the user, click on the **Continue** button.

Note: Click the **X** icon to close the pop-up window.



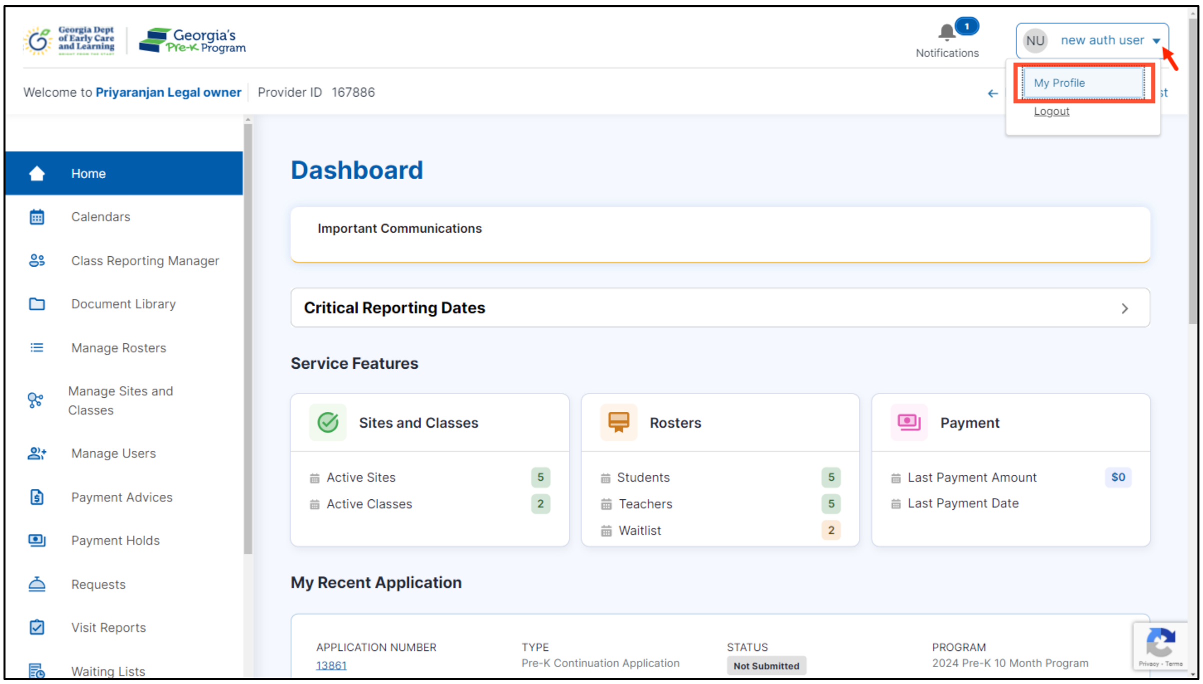
**After saving, a success message will display on the page and the current status of the contact record will be displayed as inactive and the user will not have access to this Provider/Site.*

MANAGING PROFILE

This activity ensures that your contact information, role-specific details, and account settings are accurate and up to date. Proper profile management facilitates seamless communication with program administrators, ensures that you receive important updates and notifications, and maintains the security of your account.

To manage your Profile, perform the following steps:

1. On the Pre-K Program welcome page, click the Username [User Profile] down arrow.
2. Select the **My Profile** button from the drop-down list.

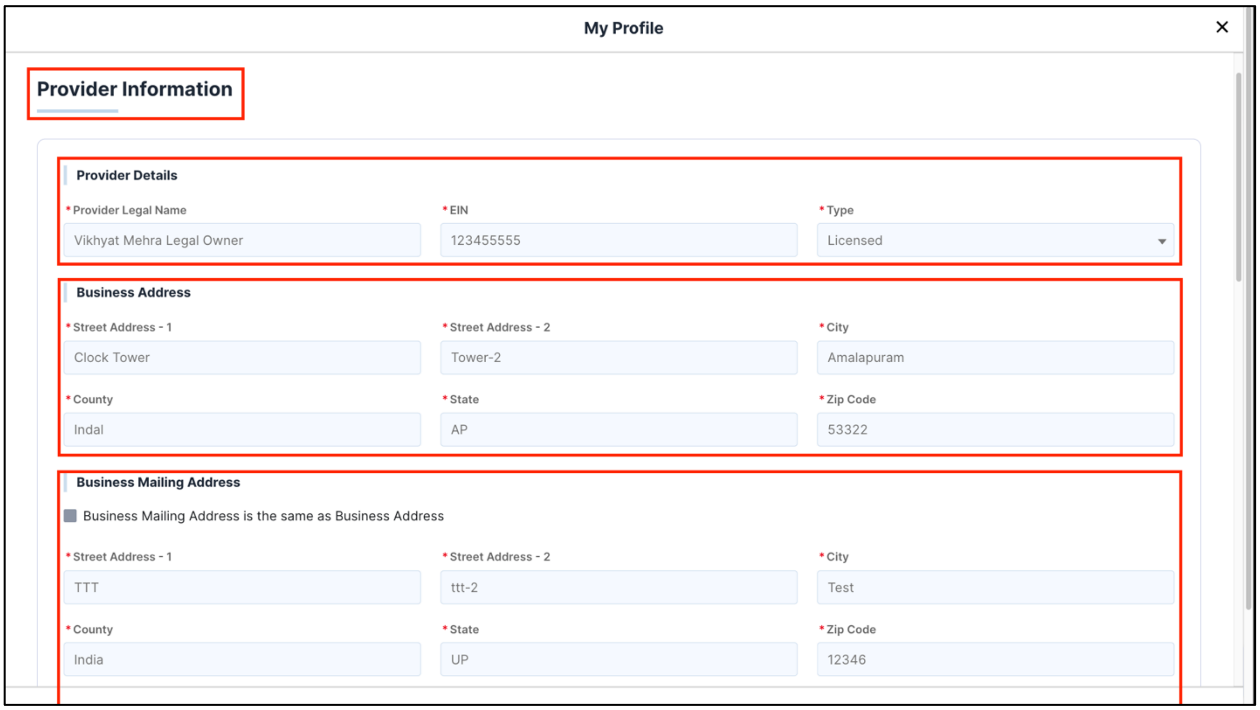


You will be directed to the My Profile page.

Viewing Provider Information

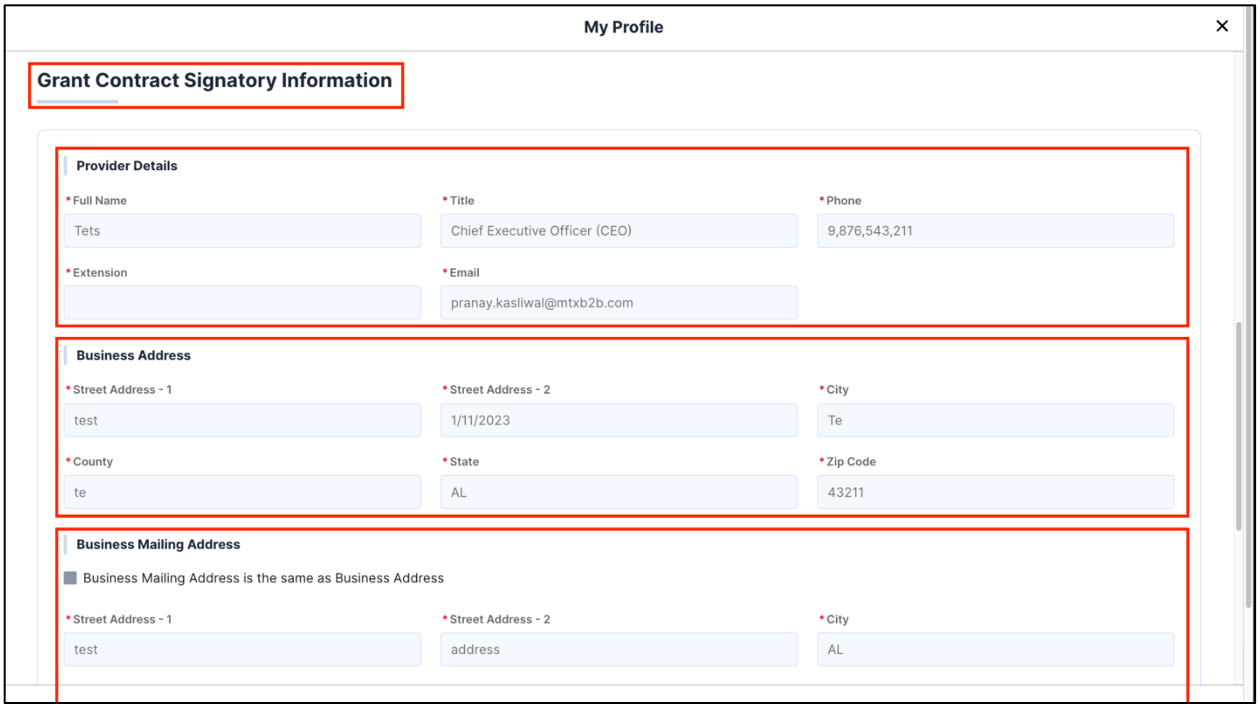
On My Profile page, this section helps you organize and update all details about your Pre-K program, including site locations, contact details, and operational status, to be current and accurate. This supports effective communication with state administrators and ensures compliance with program requirements. Accurate provider information also aids in resource allocation, monitoring program performance, and facilitating audits.

The **Provider Information** section displays the **Provider Details**, **Business Address**, and **Business Mailing Address sections**.



Viewing Grant Contract Signatory Information

1. 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 **Grant Agreement Finalized**.



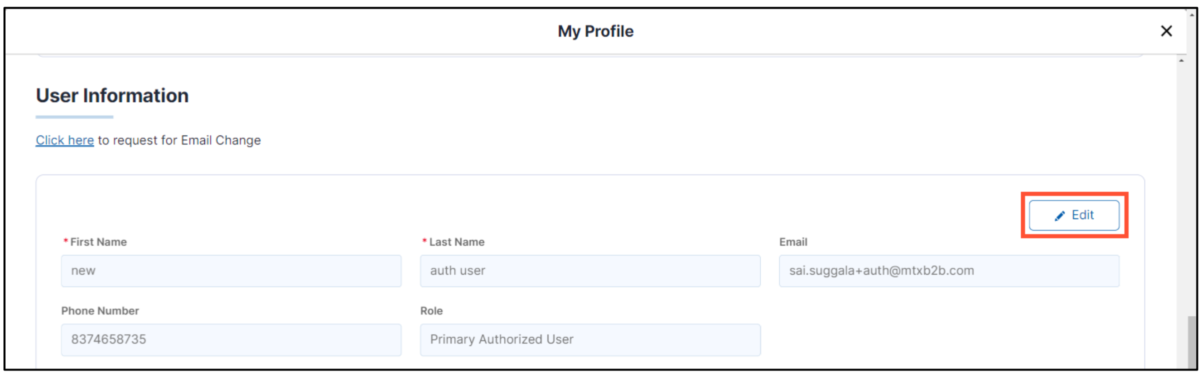
View and Edit User Information

This information helps streamline communication, ensuring that important updates and notifications are received promptly. It also allows for efficient management of user roles and access levels, ensuring that the right individuals have the correct permissions to perform their tasks. Maintaining exact user information supports accountability, enhances security, and helps smooth operation within the program.

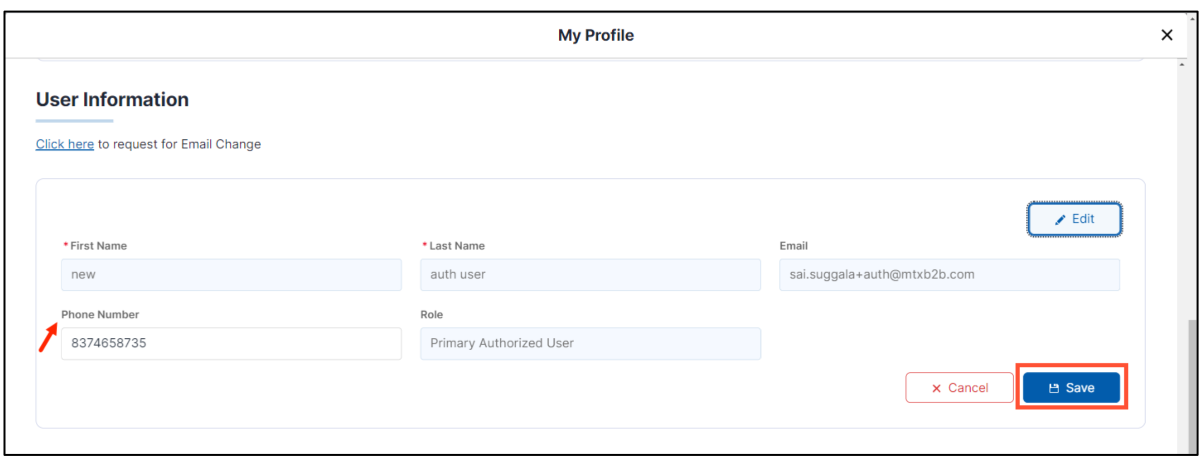
To modify/change the User Information, perform the following steps:

1. Scroll to the **User Information** section and click the **Edit** button.

   Note: The **Click here to request for the Email Change** hyperlink is not displayed for the Project Director login.



2. Enter/Modify the *Phone Number* in the **Phone Number** field, then click the **Save** button.



**After saving, a success message will be displayed on the screen.*

View and Edit Financial Information

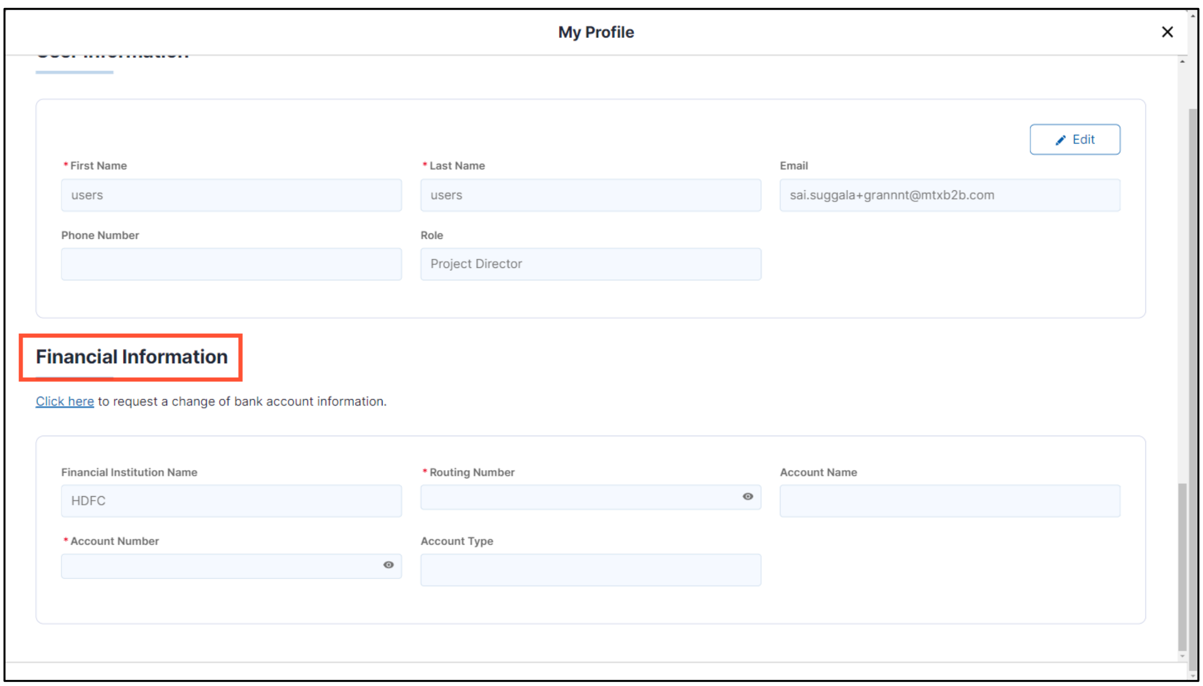
This information helps in tracking funding allocations, monitoring expenditures, and ensuring financial compliance with state guidelines. Accurate financial records support budget planning and resource allocation, enabling efficient use of funds to enhance program quality.

To modify/change the Financial Information, perform the following steps:

1. Scroll to the **Financial Information** section to view the data.

Notes:

- The **Click here to request a change of bank account information** hyperlink is not displayed for the Project Director login.
- You will be directed to the **Change Request** tab by visiting the **Click here to request a change of bank account information** hyperlink.



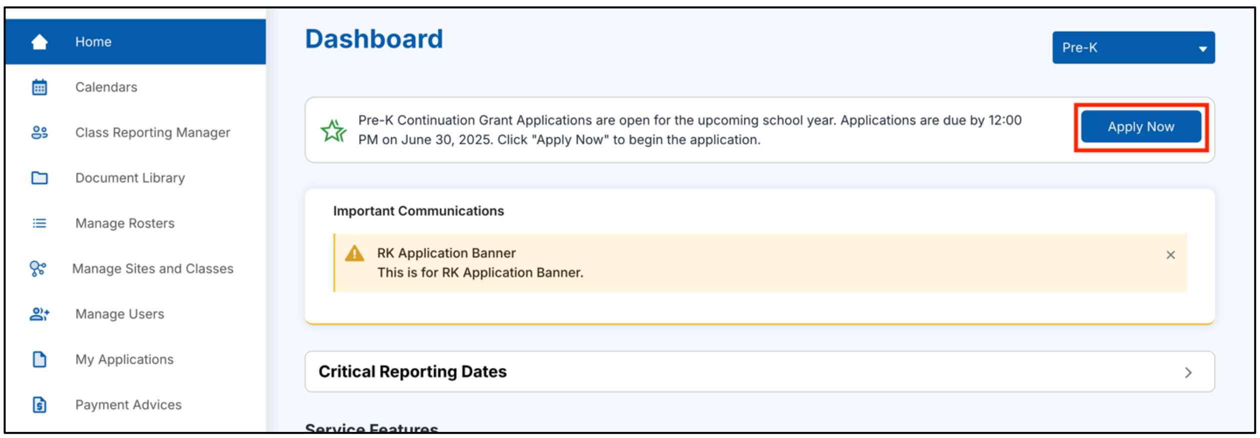
MANAGING APPLICATION

Managing Applications includes submitting a Pre-K Application for continuation or expansion providers and a Verification of Lawful Presence or Delegation of Authority form based on the business designation and US citizenship status. Project Directors with Board of Education (BOE) in their legal name must submit the Delegation of Authority form, while others might be required to submit the Verification of Lawful Presence form. For continuation applications, the Project Director may submit either the Verification of Lawful Presence or the Delegation of Authority form, or neither, as applicable.

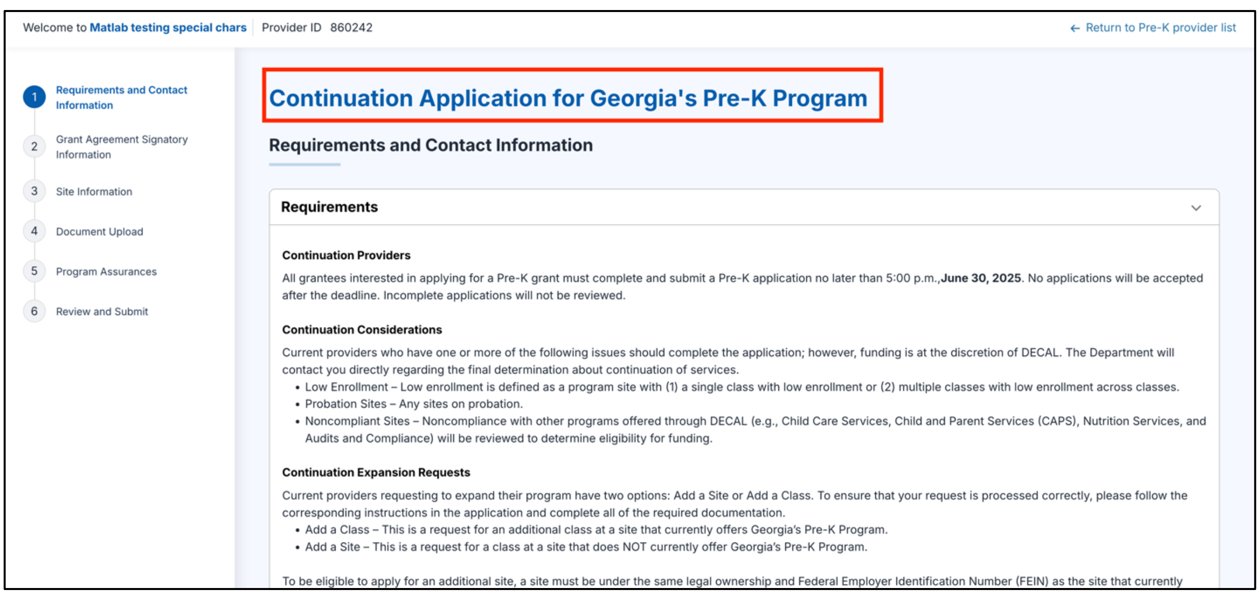
Submitting a Pre-K Continuation Application

To submit the Pre-K continuation application, perform the following steps:

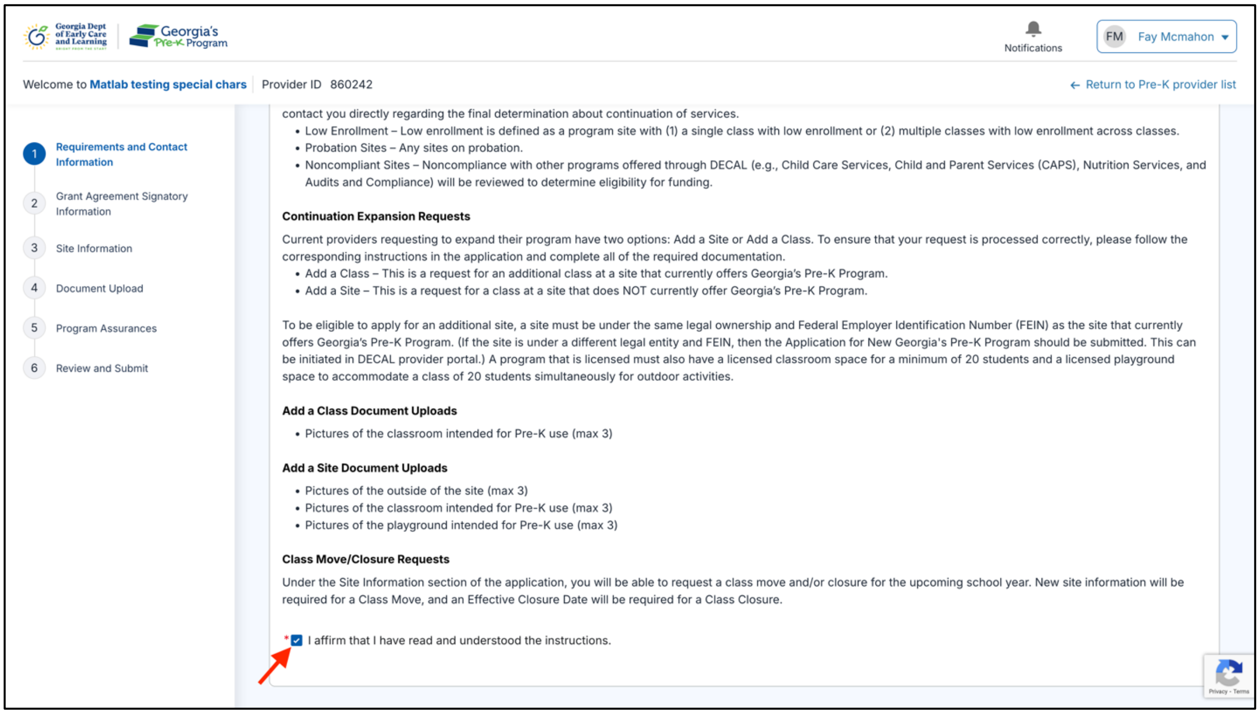
1. On the Dashboard, click the **Apply Now** button.



The **Requirements and Contact Information** page will be displayed.

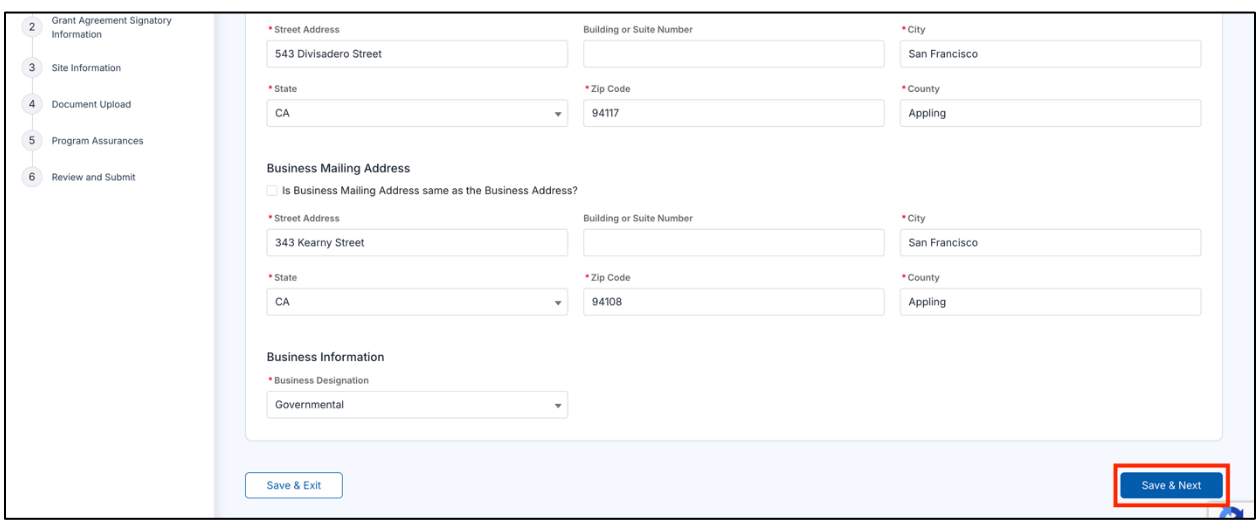


2. Read the instructions then click the **I affirm that I have read and understood the instructions** checkbox.



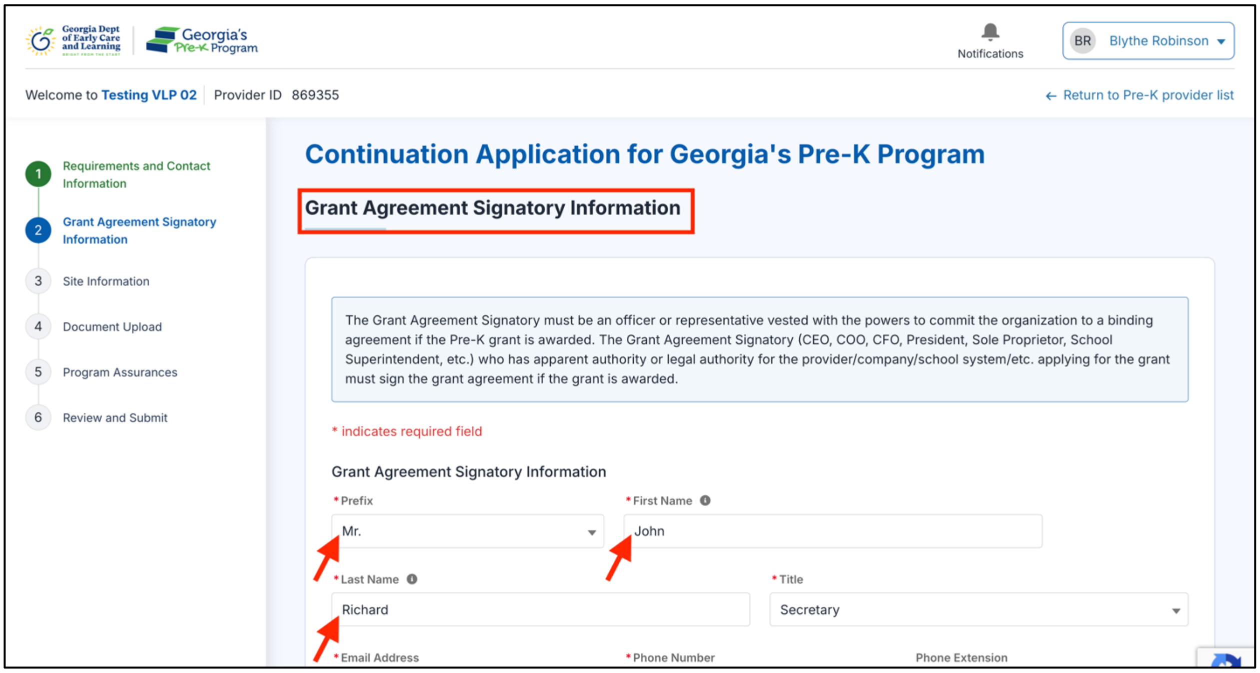
3. Review the information in the **Contact Information**, **Project Director Contact Information**, **Business Mailing Address**, and **Business Information** section, then click the **Save & Next** button.

   Note: You can update the information in the Contact Information, Project Director Contact Information, Business Mailing Address, and Business Information sections if needed.

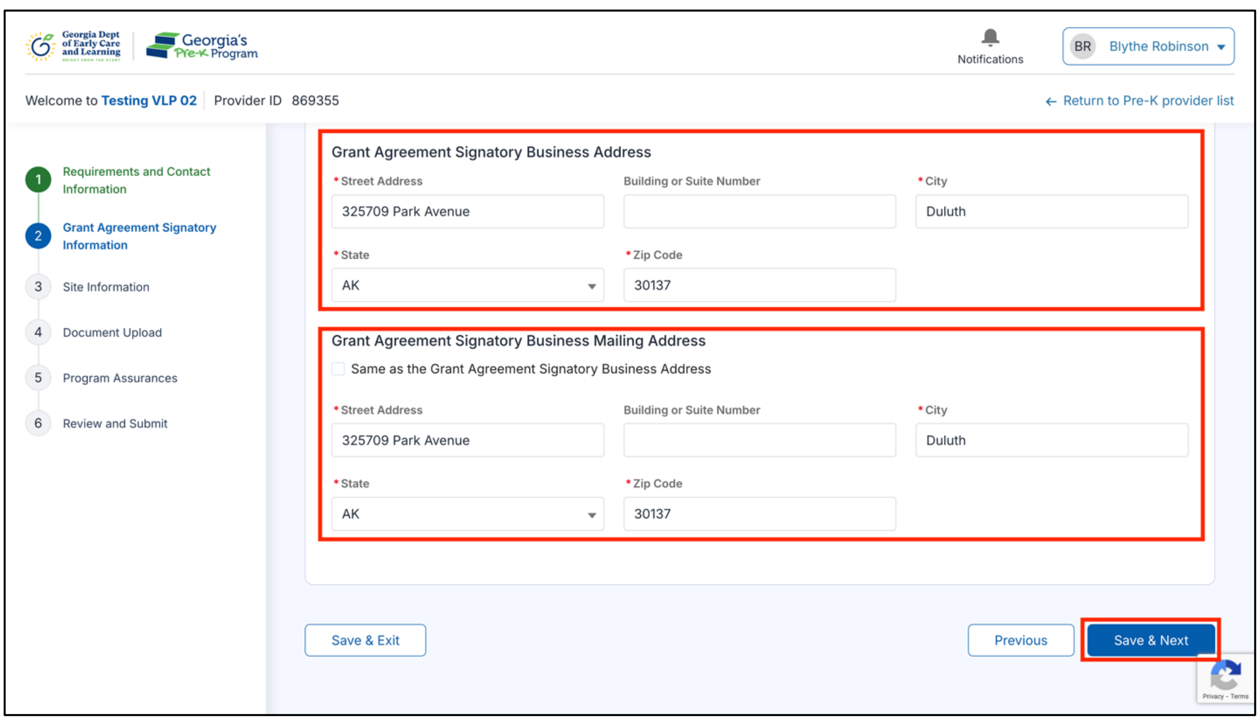


The **Grant Agreement Signatory Information** page will be displayed.

4. Select the **Prefix** and enter the **First Name** and **Last Name**.



5. Review the details in the **Grant Agreement Signatory Business Address** and **Mailing Address** sections, then click **Save & Next**.

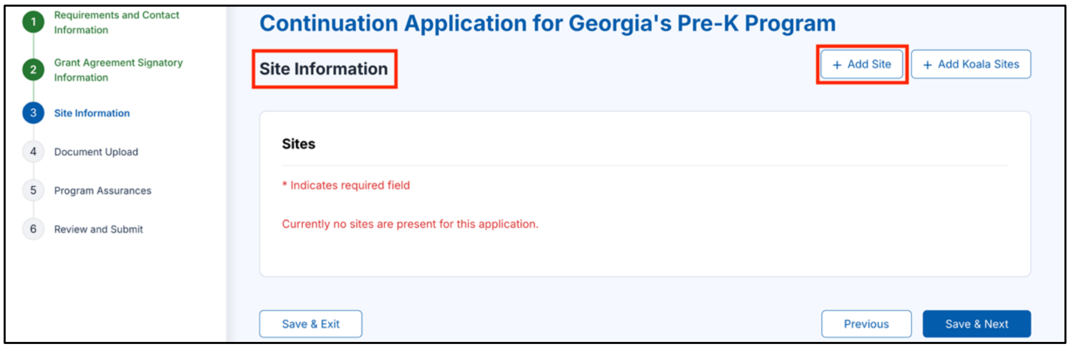


The **Site Information** page will be displayed. For providers who are interested in adding an expansion site. You can also import a site from Koala only if you are a Licensed Provider.

6. To add an expansion site, click the **+ Add Site** button.

   Notes:

   - Licensed Childcare Providers should use the **+Add Koala Sites** button to add their sites.
   - Click the **Save & Next** button if you wish to continue submitting your Continuation Application without a site expansion.



The **Add New Site** pop-up window will be displayed.

7. Enter the **Site Name**.

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

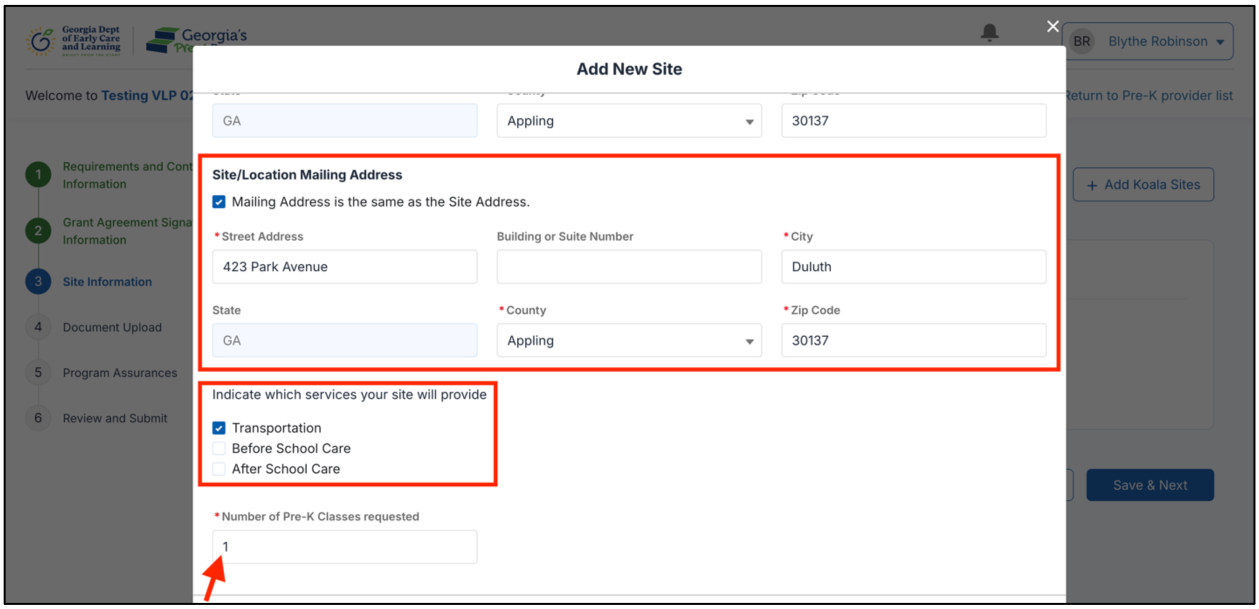
8. In the Site Director section, enter the **First Name**, **Last Name**, **Email**, and **Phone Number**.

9. In the Site Location Street Address section, enter the **Street Address**, **Building or Suite Number**, **City**, **Country**, and **Zip Code.**

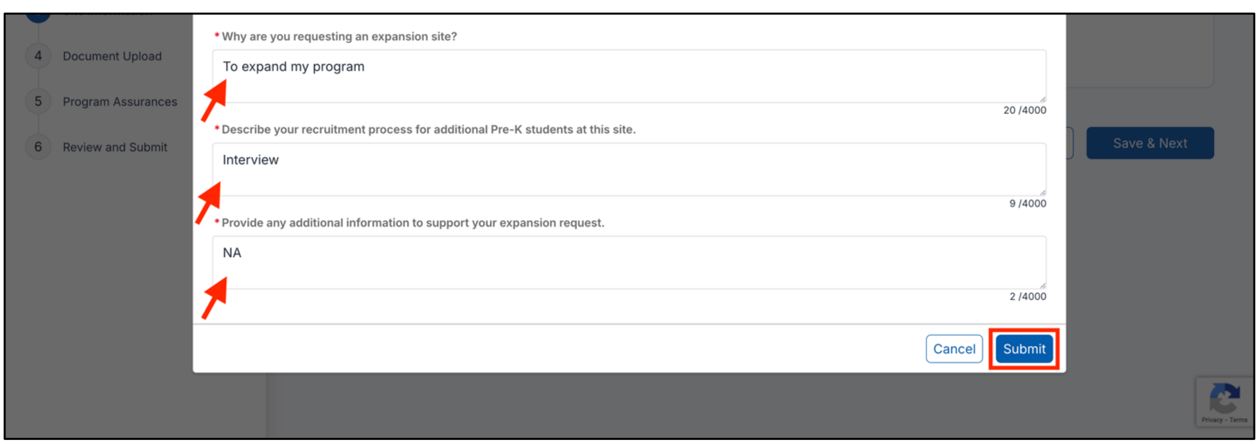
10. Select the **Mailing Address is the same as the above Address** checkbox if both addresses are identical.

    Note: Enter the **Site/Location Mailing Address** if different from the Site Business Address.

11. Select the **services** that your site will provide to the Pre-K Students.
12. Enter the **Number of Pre-K Classes** required.



13. Enter the reason **Why are you requesting an expansion site?**
14. **Describe your recruitment process for additional Pre-K students at this site.**
15. **Provide any additional information to support your expansion request,** then click the **Submit** button.



A success message will be displayed and you will be directed to the Site Information page.

16. Now, click the **Save & Next** button.

    Note:

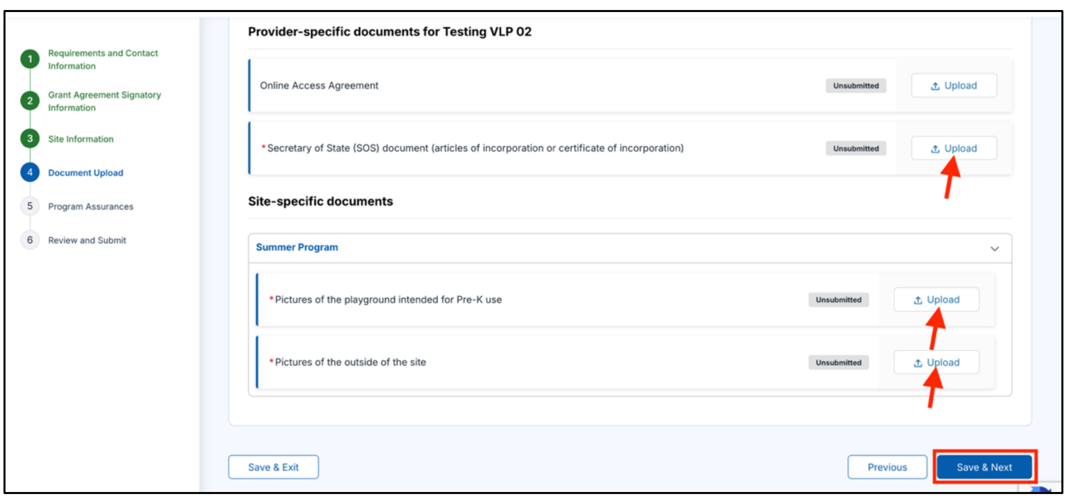
    - You can add new classes to the site using the **Add Class** button, move a class to a different site using the **Move Class** button, and close a class using the **Close Class** button.
    - For newly added sites you will only be able to see the **Add Class** button to add a class to the site.

The **Document Upload** page will be displayed.

17. To submit the documents, click the **Upload** button, then click the **Save & Next** button.

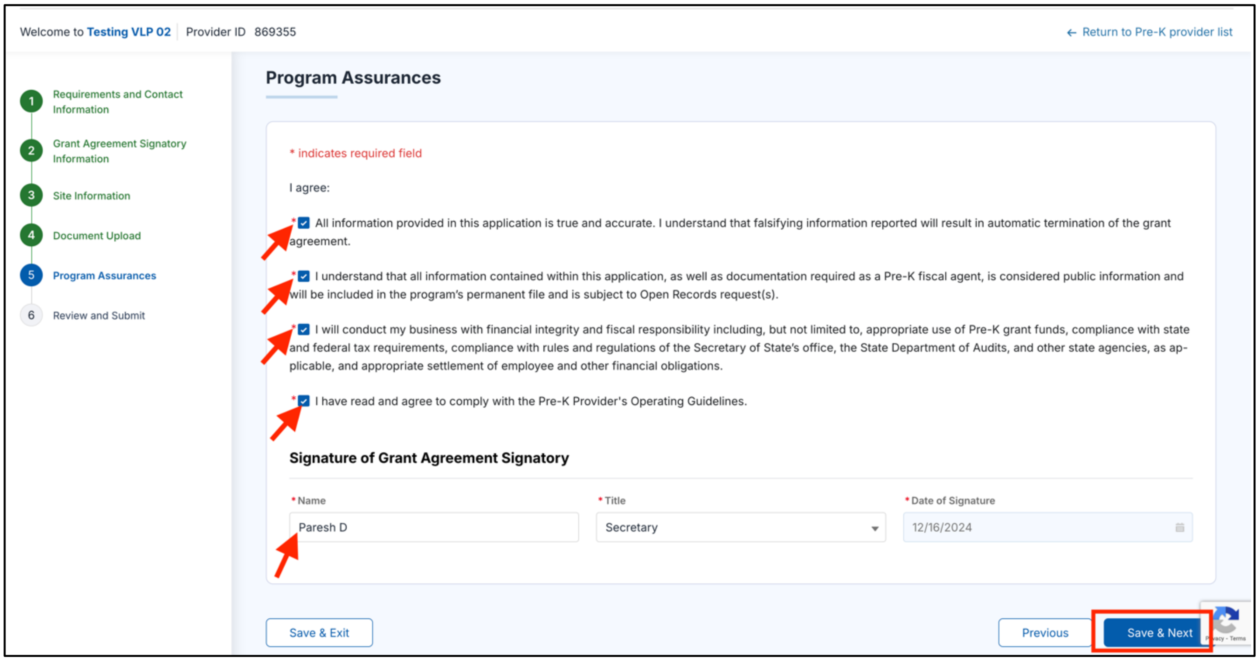
    Notes:

    - The Documents marked with a red (*) asterisk are mandatory.
    - Refer to the File Upload section for the detailed procedure for uploading the files.



The **Program Assurance** page will be displayed.

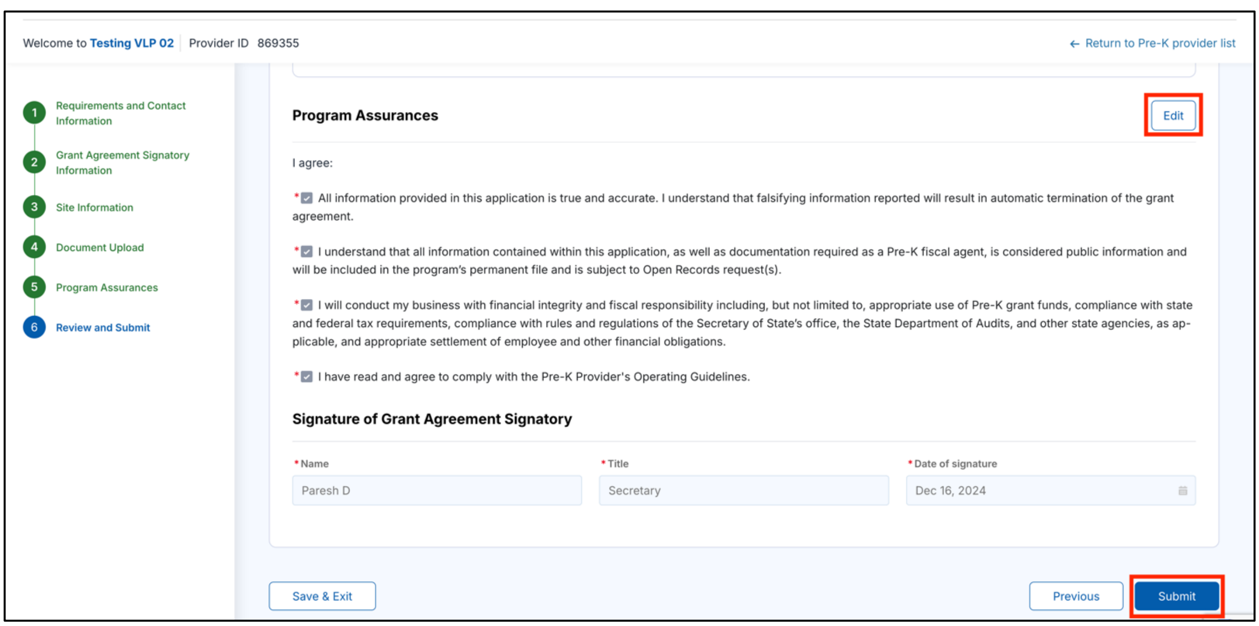
18. Select the checkboxes to affirm the Program Assurance, enter the **Name**, then click the **Save & Next** button.



The **Review & Submit** page will be displayed.

19. Review the information provided in the previous sections, then click the **Submit** button.

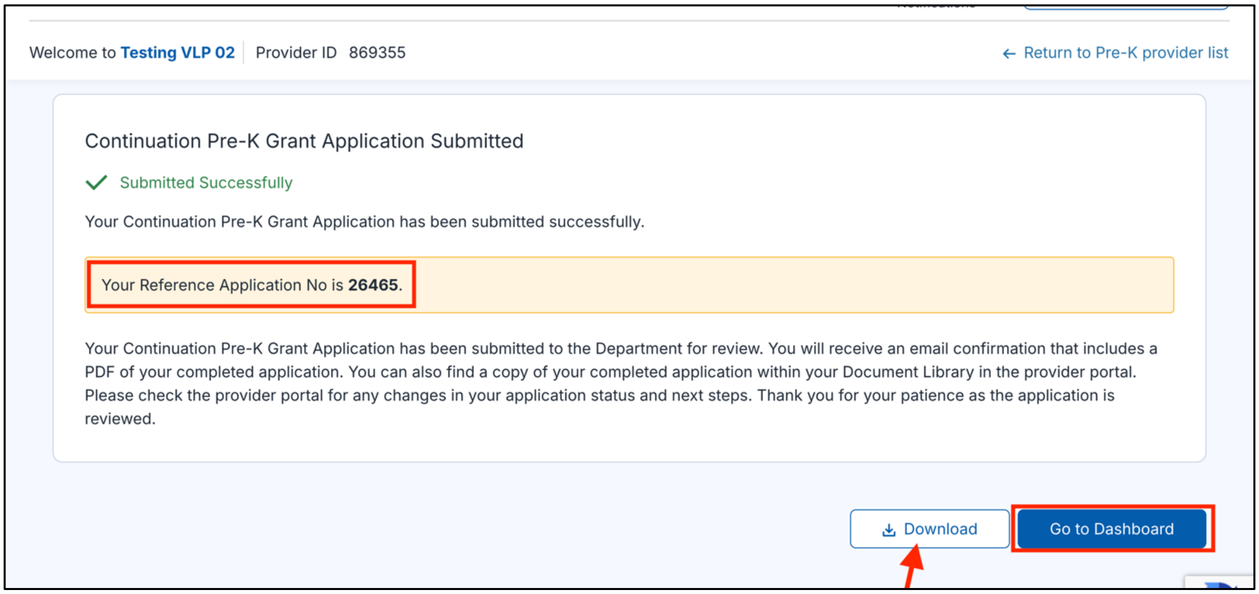
   Note: You can update the information provided in the previous sections by clicking the **Edit** button.



Upon successful submission, the **Reference Application number** will be displayed along with the submitted successfully status.

Notes:

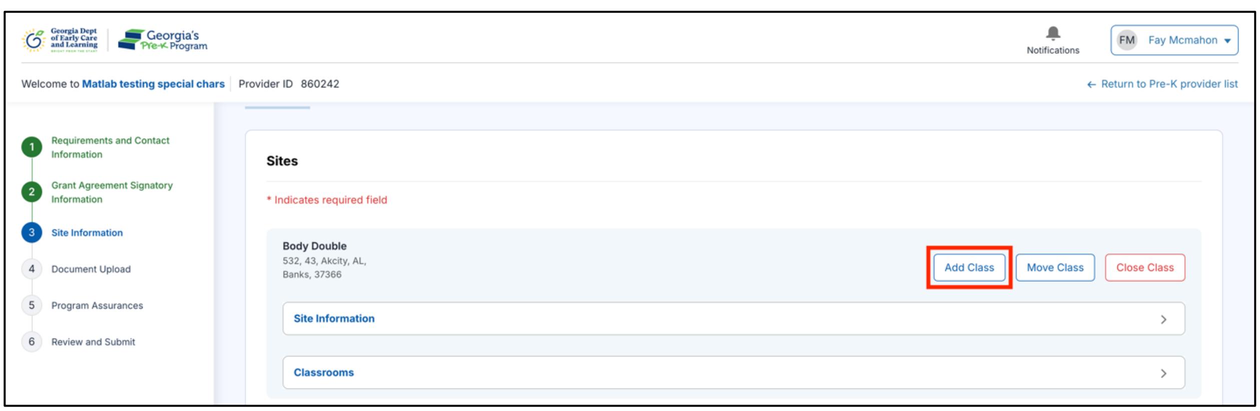
- To download the application, click the **Download** button.
- You can go back to the Dashboard using the **Go to Dashboard** button.



Adding a Class to the Site

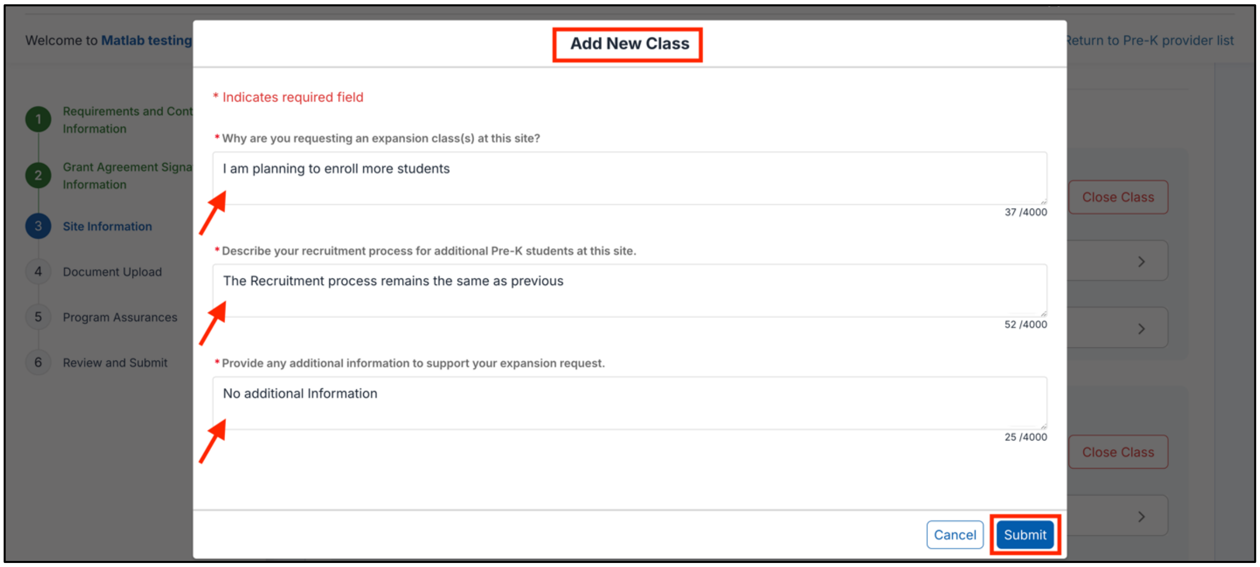
To add a Class to the site, perform the following steps:

1. On the Sites page, click the **Add Class** button.



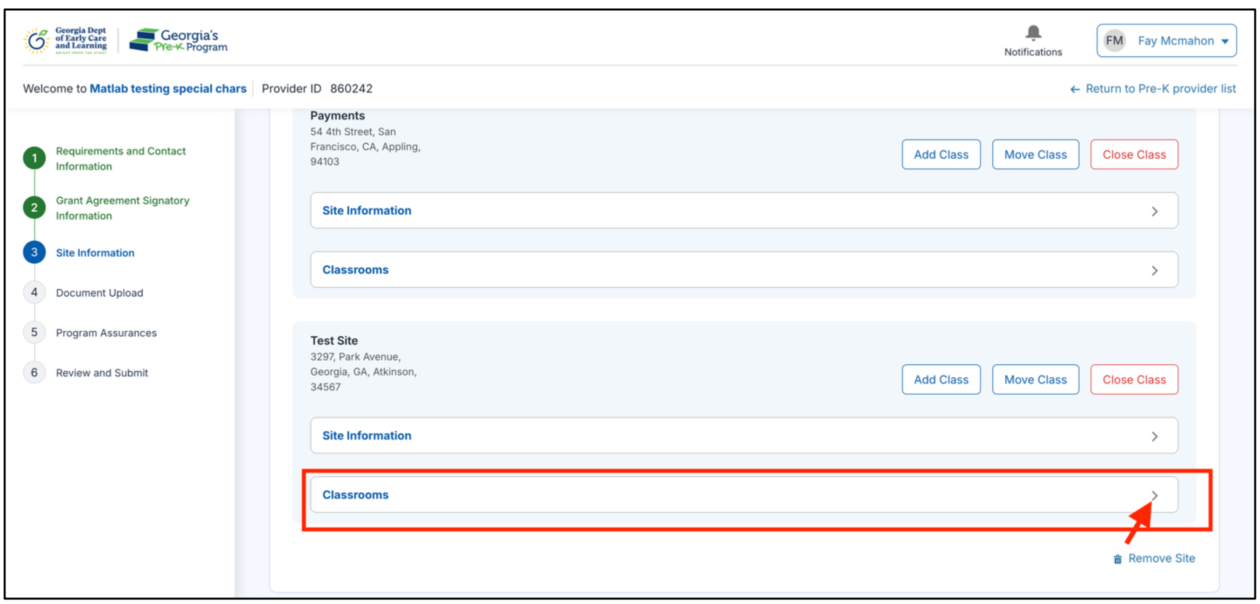
The **Add New Class** pop-up window will be displayed.

2. Answer the questions, then click the **Submit** button.



**The Class added successfully message will be displayed.*

3. Click the **Chevronright** icon to view the details of the class.

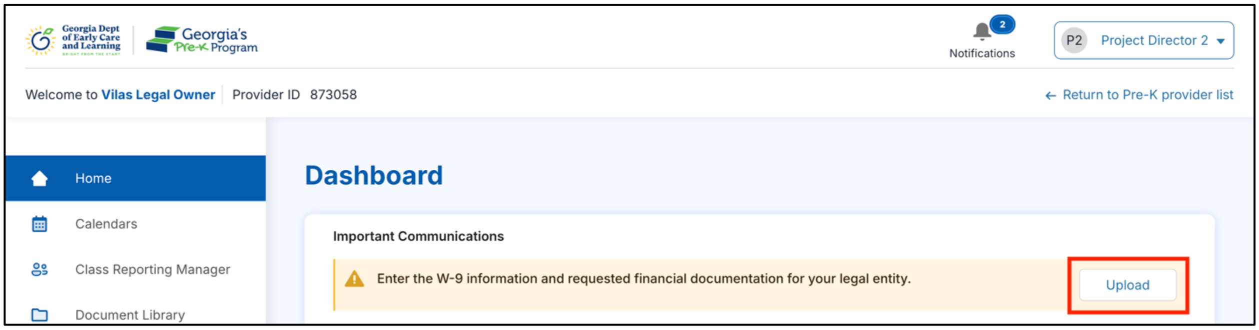


W9 and TIN Verification Submission for Newly Funded Providers

The Primary Authorized Users must submit the W9 and TIN verification forms to ensure the Department receives their financial information.

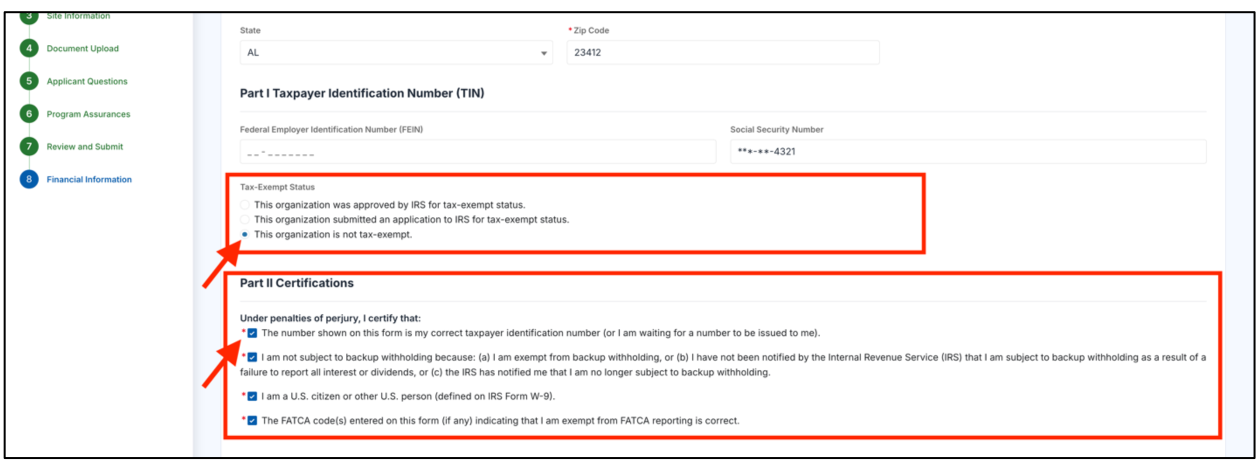
To submit the W9 and TIN form, perform the following steps:

1. On the Dashboard, click the **Upload** button.

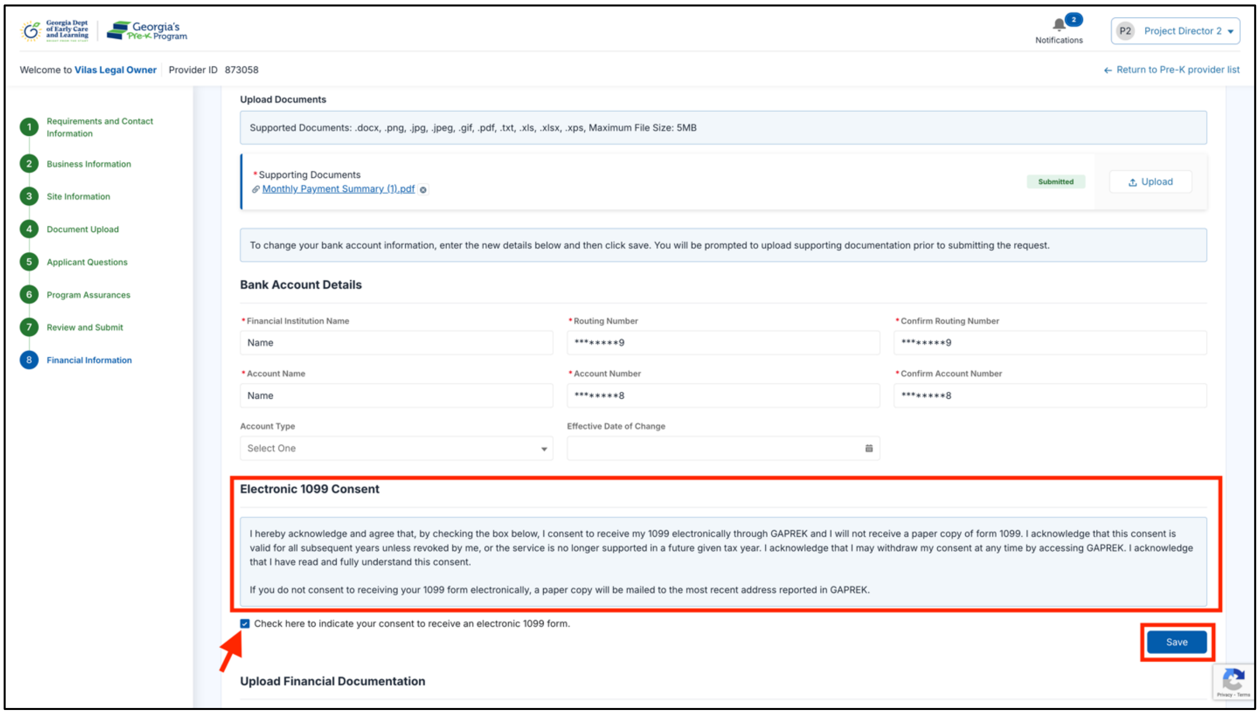


**The Taxpayer Information (W-9) page will be displayed.*

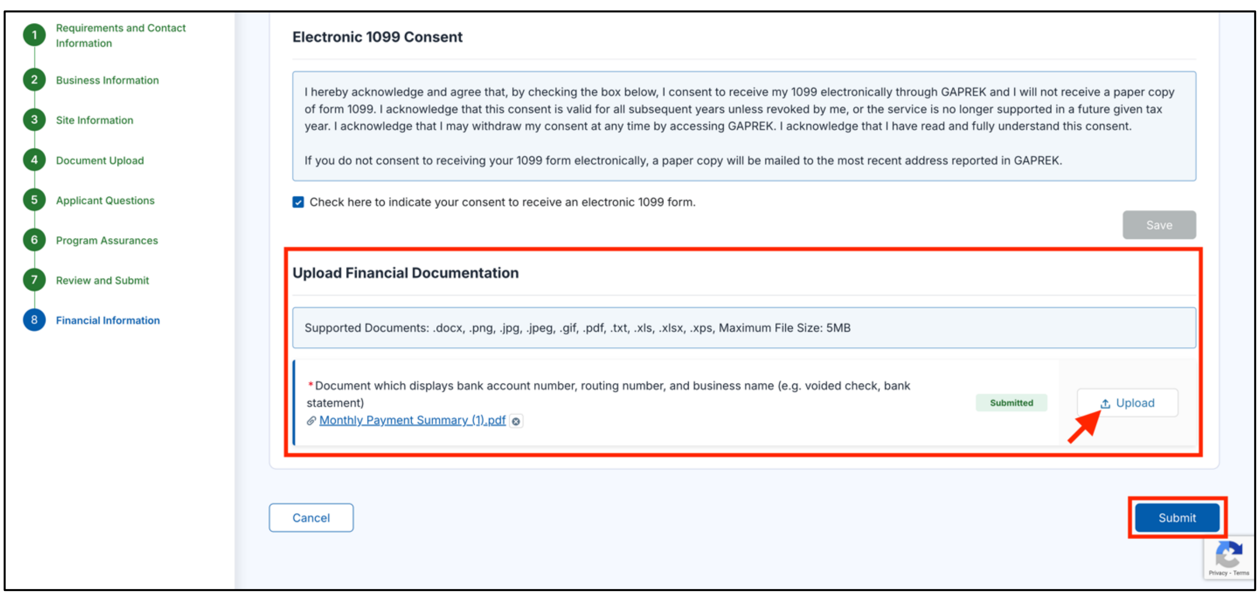
2. Scroll to Part I Taxpayer Identification Number (TIN) section, then select the **Tax Exempt Status**
3. Select the checkboxes in the **Part II Certification** section to affirm the certification.
4. Upload a copy of the Company EIN **or** Individual TIN verification in the Supporting Documents section
    a. A TIN is issued by the Social Security Administration or the IRS and should be used for tax returns and other tax related documents.
    b. An Employer Identification Number (EIN) is a tax ID for business entities such as LLCs and Corporations.



5. Click the **Upload** button in the Financial Documentation section to upload files after completing the Bank Account Details section.
6. Next, scroll to the **Electronic 1099 Consent** section.
7. Select the **Check here to indicate your consent to receive an electronic 1099 form** checkbox, then click the **Save** button.



8. To submit the W9 form, click the **Submit** button.

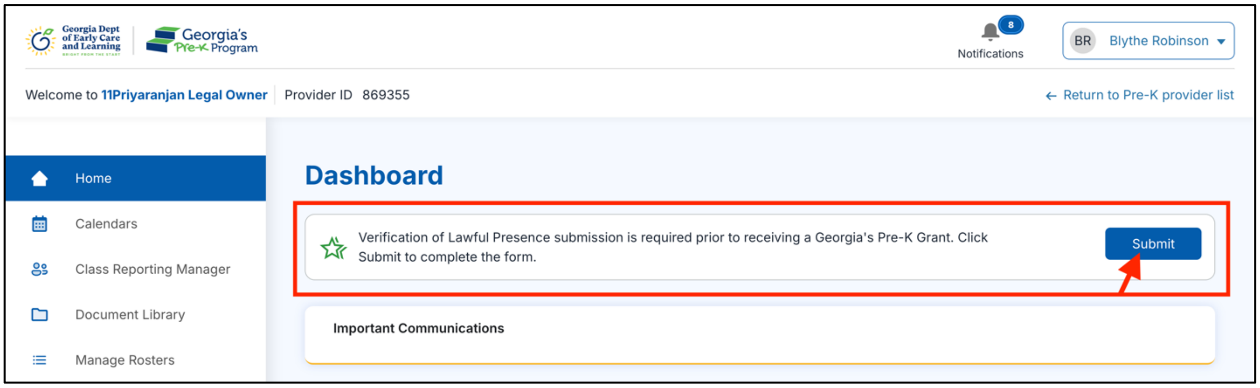


Verification of Lawful Presence

As a Project Director, you have the ability to submit the Verification of Lawful Presence form, if it is required for your legal entity.

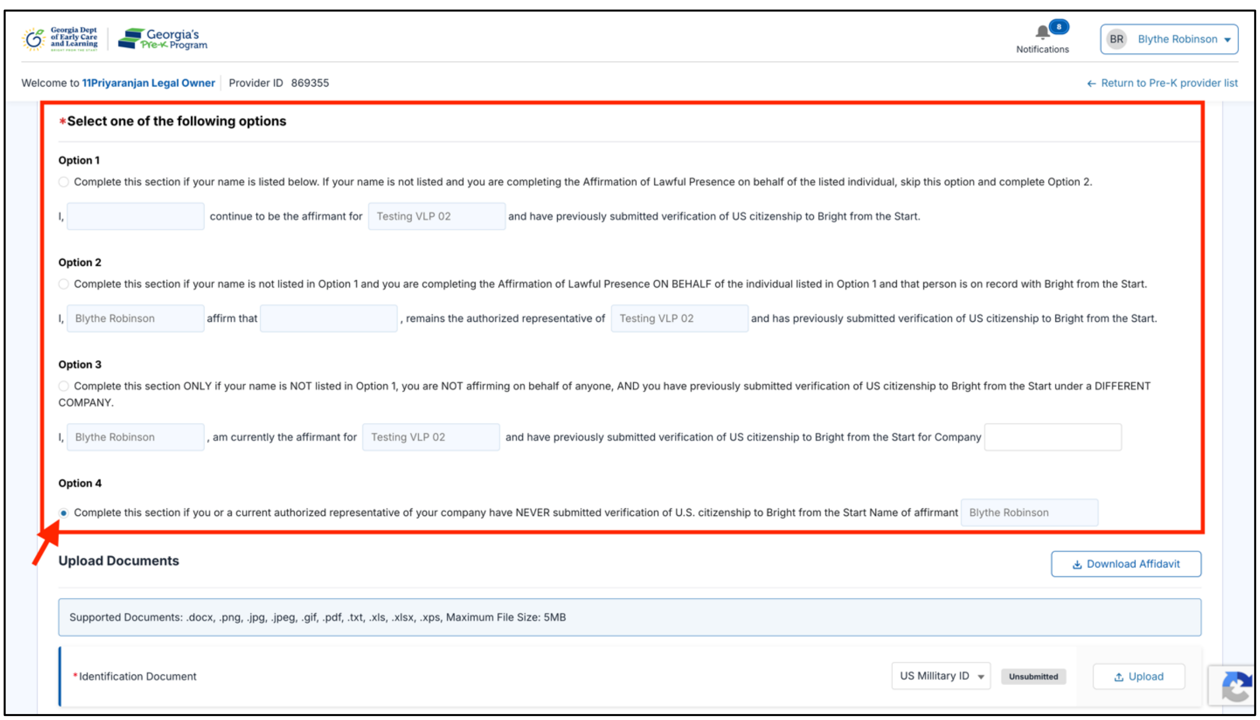
To submit the Verification of Lawful Presence form, perform the following steps:

1. On the Dashboard, click the **Submit** button.



**The Lawful Presence Submission page will be displayed.*

2. Scroll to the **Select one of the Following Options** section.
3. Review the details for Options 1, 2, 3, and 4, and select the most suitable one.

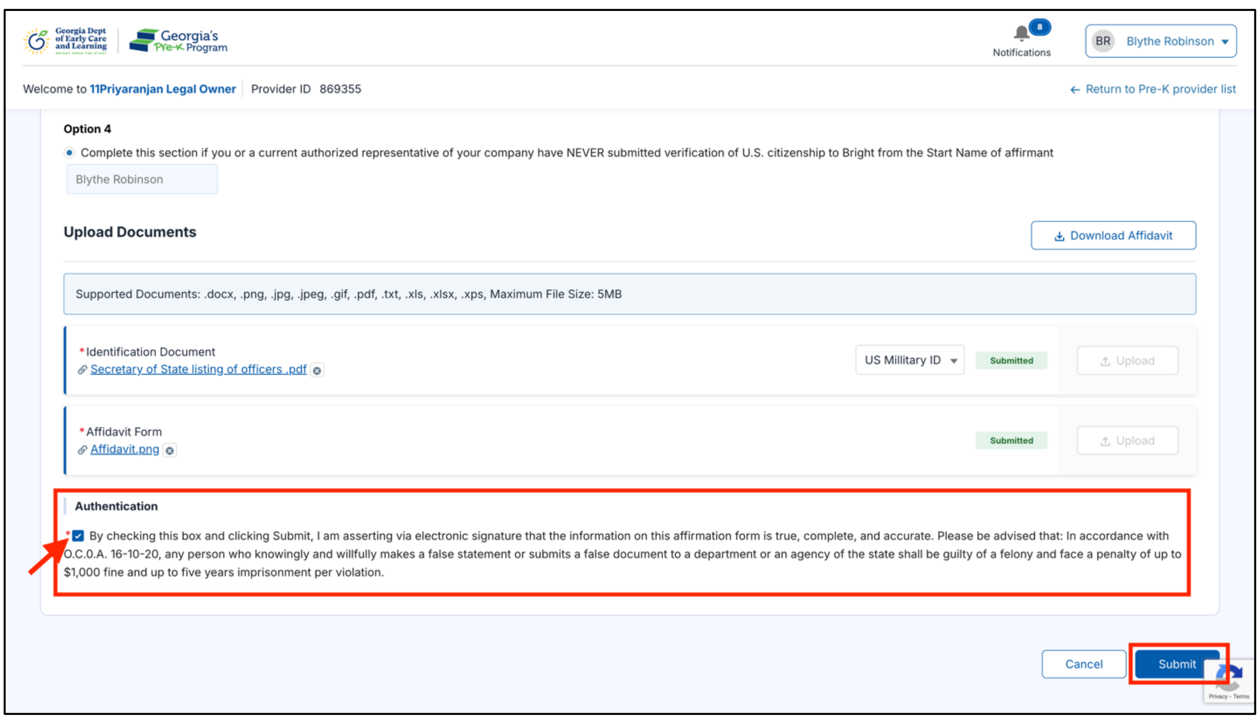


4. If you have chosen Option 4, upload the **Identification Document** and **Affidavit Form** using the **Upload** button.

   Notes:

   - Refer to the File Upload section for the detailed procedure for uploading the files.
   - Selecting Options 1, 2, and 3 would not require document upload.

5. Select the checkbox to confirm the **Authentication**, then click the **Submit** button.



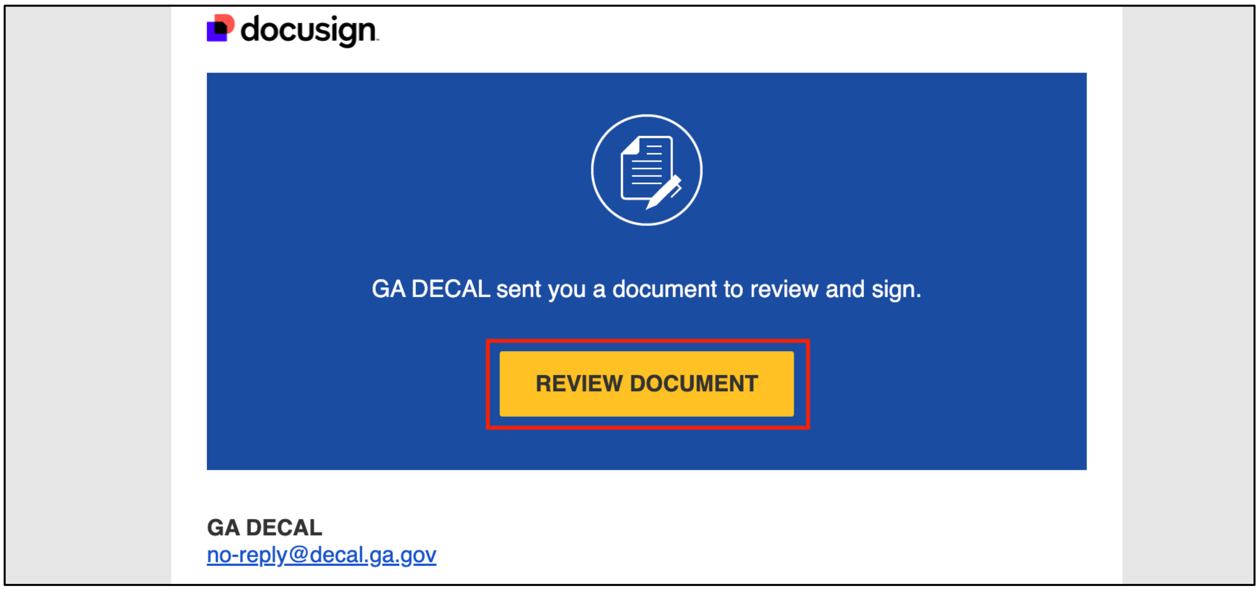
**Upon successful submission, the Verification of Lawful Presence submitted successfully message will be displayed on the page.*

Delegation of Authority (DocuSign)

As a Project Director, you will receive an email to sign the Delegation of Authority form, if your legal entity includes Board of Education in the legal name.

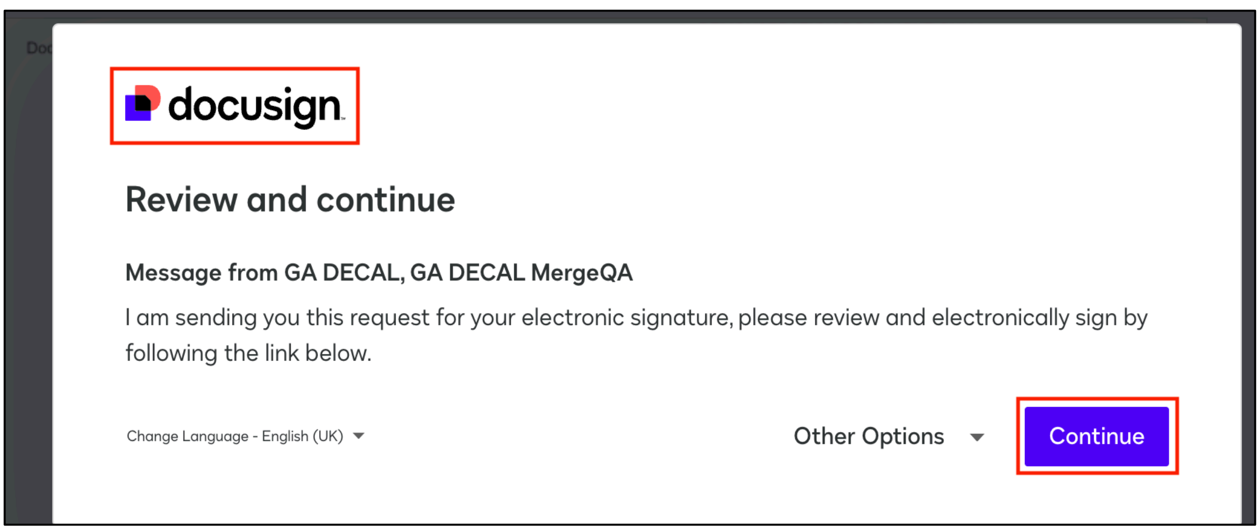
To review and submit the Delegation of Authority form, perform the following steps:

1. Open your email inbox and search for the Documents for your DocuSign Signature email from GA DECAL.
2. To open the document, click the **REVIEW DOCUMENT** button.



The **DocuSign** pop-up window will be displayed.

3. On the DocuSign pop-up window, click the **Continue** button.



The **Delegation of Authority from School District to Board of Education** form will be displayed.

4. Read the information on this page, then select the necessary checkboxes.

Docusign Envelope ID: 8C254D56-C0F9-4E04-A0AF-0DE5CD530665

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Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

Delegation of Authority from School District to Board of Education

Dear Pre-K Provider:

To be compliant with the law concerning grants and contracts, grant agreements must reflect the legal name of the School District. In the 2019-2020 school year, programs with the legal name listed as Board of Education were provided two options to be compliant:

Option 1: Submit the *Delegation of Authority from School District to Board of Education* form to DECAL to delegate the management of Georgia's Pre-K and receipt of Pre-K payments from the School District to the Board of Education.

Option 2: Submit the *Change Addendum Form for Contract Signatory* and required documents to DECAL to change the legal name on the grant agreement from Board of Education to that of the School District.

Your program selected Option 1. To complete the Delegation of Authority process for the 2024-2025 school year, review the responses below and select the appropriate one for your Georgia's Pre-K Program. If you do not know what your program documented on the Delegation of Authority from School District to Board of Education form submitted to DECAL, email: PreK@decal.ga.gov to request a copy.

☐ There are no changes to the Delegation of Authority from School District to Board of Education form my program submitted to DECAL for the 2019-2020 school year. Each party that signed the Delegation of Authority form is expressly authorized to execute it and bind such parties to its terms in the 2024-2025 school year.

☐ My program submitted an updated Delegation of Authority from School District to Board of Education form after the 2019-2020 school year. There are no changes to the updated form submitted to DECAL. Each party that signed the Delegation of Authority form is expressly authorized to execute it and bind such parties to its terms in the 2024-2025 school year.

☐ Changes have occurred since my program submitted the Delegation of Authority from School District to Board of Education form to DECAL for the 2019-2020 school year.

☐ Changes have occurred since my program submitted an updated *Delegation of Authority from School District to Board of Education form after the 2019-2020 school year.

5. Scroll down the page, then select **Option 1**/ **Option 2**.
6. To upload the signature, click the **Sign** button.

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If you selected the first or second checkbox above, continue to the signature section below.

If you selected the third or fourth checkbox above, you have indicated there are changes to the Delegation of Authority form. Choose one of the following options below to complete the Delegation of Authority process for the 2024-2025 school year. These additional forms must be submitted by November 29, 2024

☐ **Option 1: This option requires that a delegation of authority be completed annually.**
Complete the *Delegation of Authority from School District to Board of Education* form. This form should be completed if the School District wishes to delegate the management of Georgia's Pre-K and receipt of Pre-K payments to the Board of Education.

☐ **Option 2: This option indicates that the School District wishes to manage Georgia's Pre-K and receive Pre-K payments. The option will not require annual submission of documents. Once documents are submitted, programs will not submit them again.**

Submit the following:

1. Change Addendum Form for Contract Signatory
2. W-9 Online Form
3. Online Access Agreement Form

A Grant Agreement cannot be executed for the 2024-2025 school year until the program has selected an option and submitted the required documents. If you have questions about the option your program selected for the Delegation of Authority process or questions about the required documents for Option 2, email: PreK@decal.ga.gov. If you need consultation regarding which option to select, please consult with your school district's legal counsel. For questions concerning the Delegation of Authority from School District to Board of Education form or documents relating to the form, contact Alethea Cicero-Brown, Legal Officer, at 404-670-5418 or alethea.cicero-brown@decal.ga.gov.

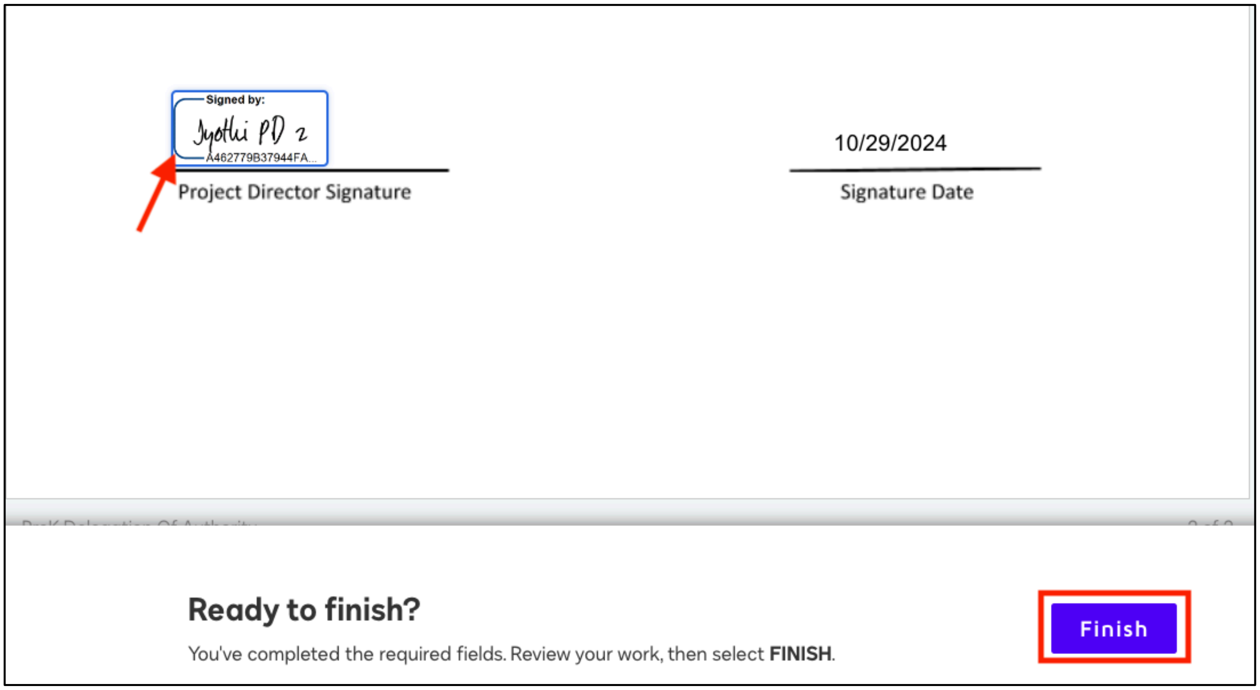
Sign

10/29/2024

Project Director Signature | Signature Date

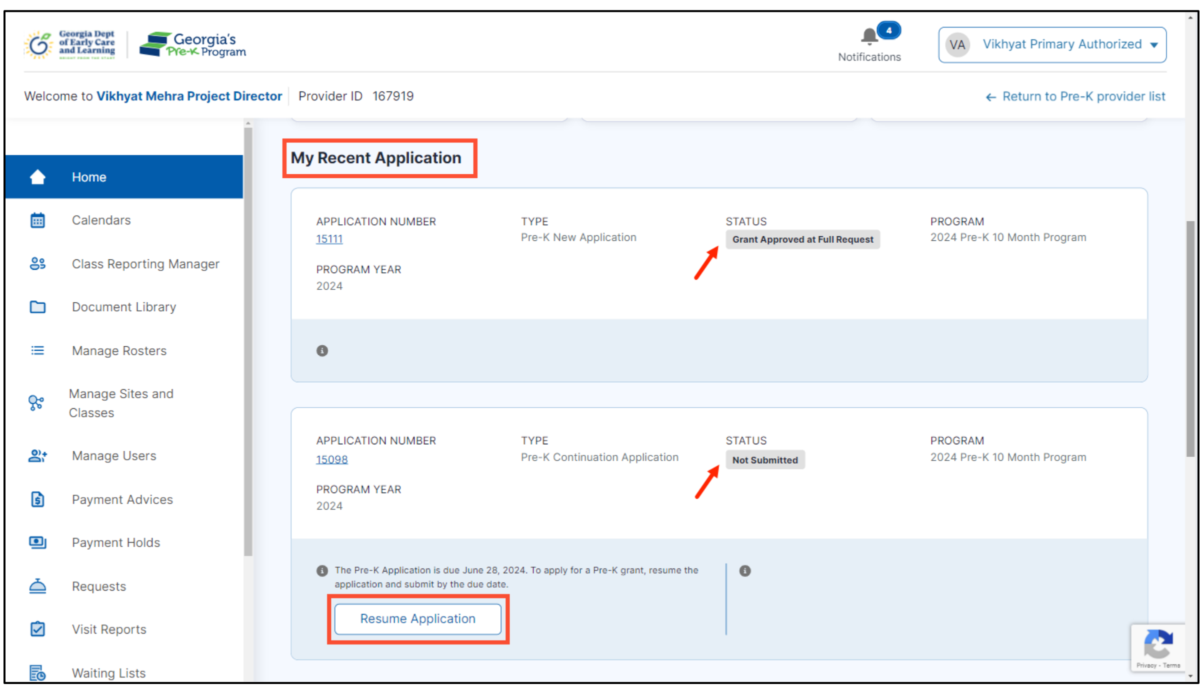
Once the signature is successfully uploaded, it will be displayed on the page.

7. To submit the form, click the **Finish** button.



My Recent Application

My recent application section displays the basic details of the application which includes application number, type, status, program, and the program year. You can complete the unfinished application by clicking on the **resume application** button.

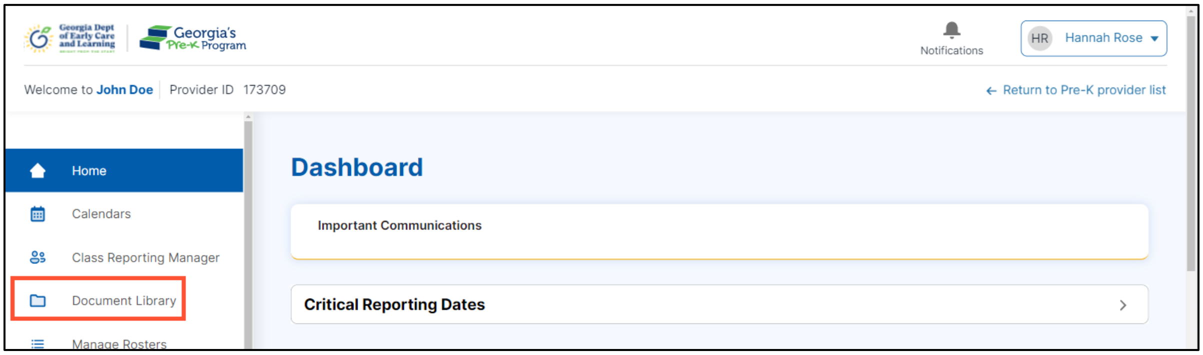


VIEWING DOCUMENT LIBRARY

The purpose of this activity is to view and manage essential resources, guidelines, and updates for documents related to the Pre-K Program.

To view the documents and their statuses, perform the following steps:

1. Go to the **Documents Library** tab on the left panel.



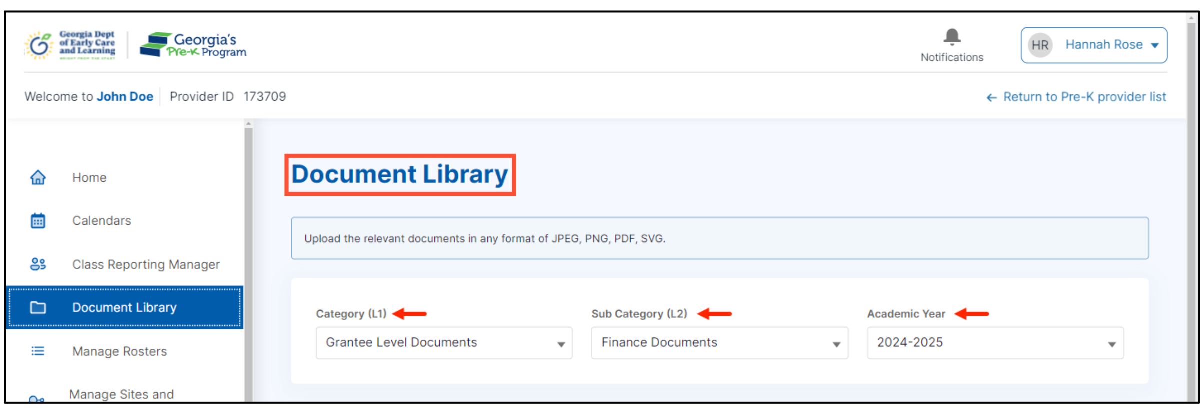
You will be directed to the Documents Library page.

2. On the Documents Library page, perform the following steps:

    a. Select the required *option* from the **Category (L1)** drop-down list.
    b. Select the required *option* from the **Sub Category (L2)** drop-down list.

    Note: The Sub Category (L2) drop-down list will update based on the option selected in the Category (L1) drop-down list.

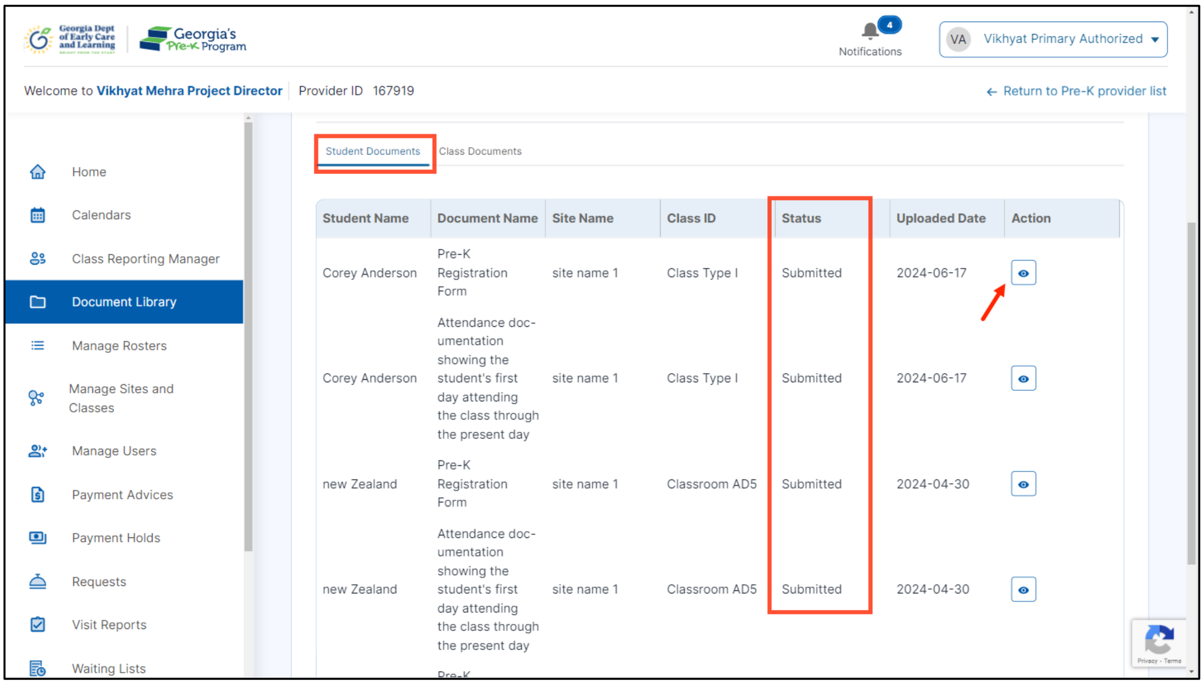
    c. Select the *year range* from the **Academic Year** drop-down list.



All the documents under selected Category (L1) and Sub Category (L2) will be displayed as a table with the required details.

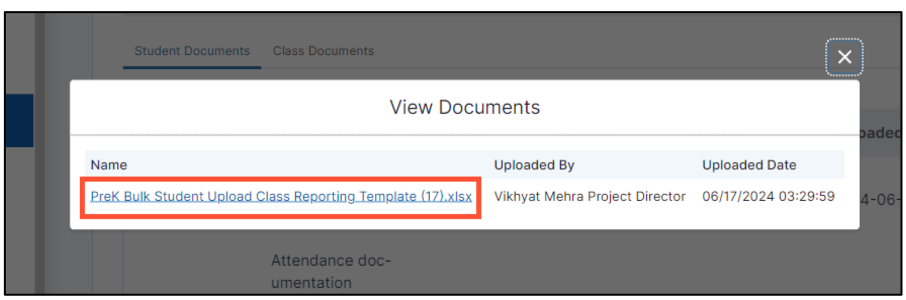
The status of the document will be displayed under the **Status** column. The Status is reflective of the Pre-K staff's review of your uploaded documents.

Note: The table layout will change based on the selected Category (L1) and Sub Category (L2).



The view documents pop-up window will be displayed.

3. Click the **Name** link to view the document.

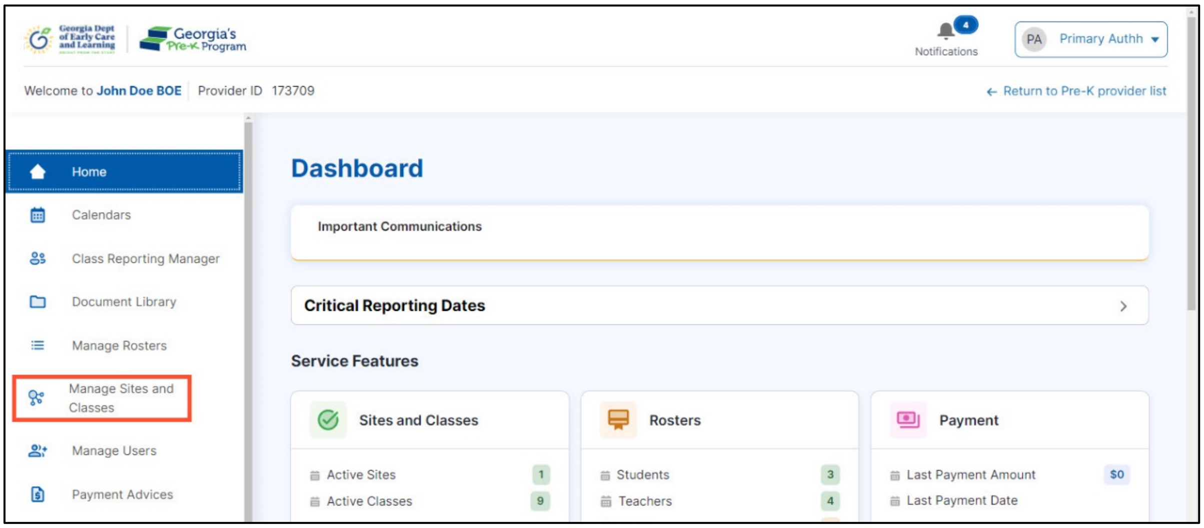


MANAGING SITES AND CLASSES

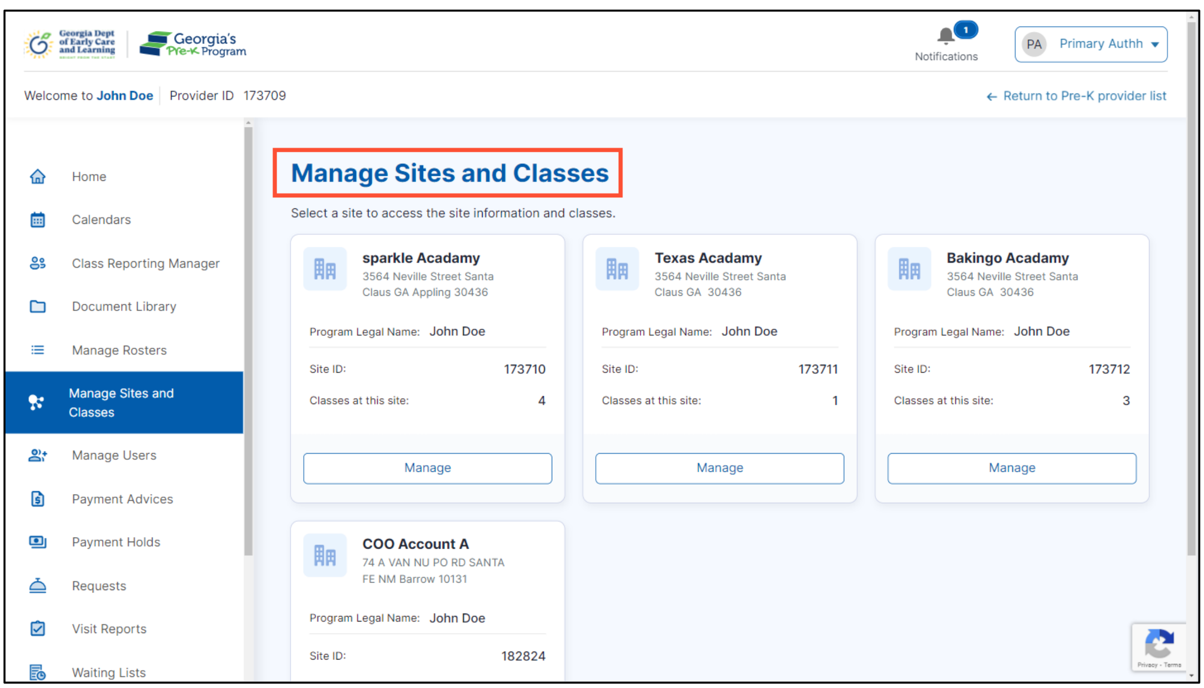
This responsibility involves overseeing site operations to ensure compliance with program guidelines and optimizing educational environments. Managing classes includes class movements and class closure.

To view Site details, perform the following steps:

1. Go to the **Manage Sites and Classes** tab on the left panel.



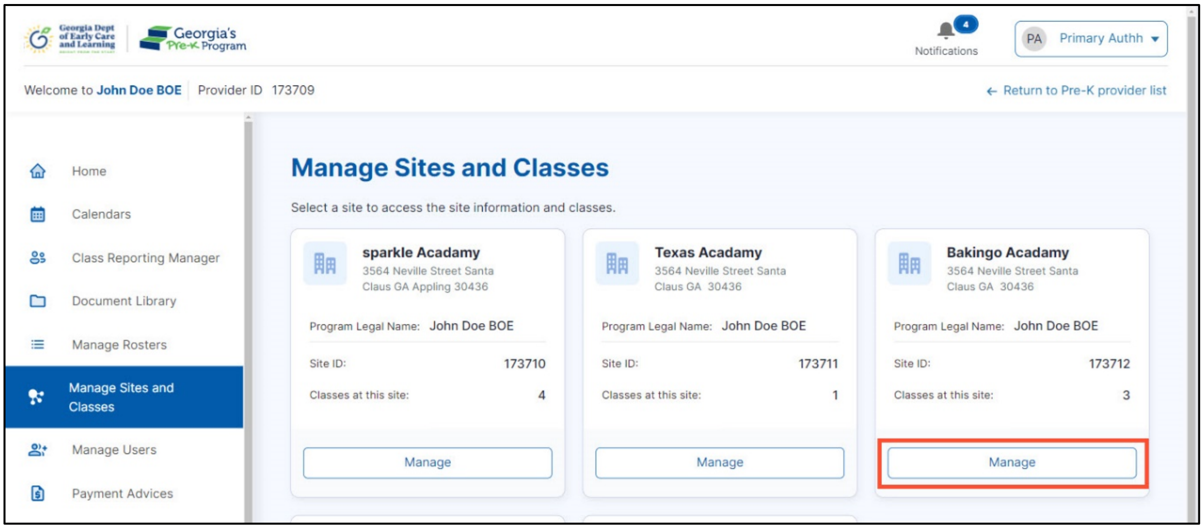
You will be directed to the Manage Sites and Classes page.



Sites

On the Manage Sites and Classes page, a list of sites associated with the provider will be displayed as tiles.

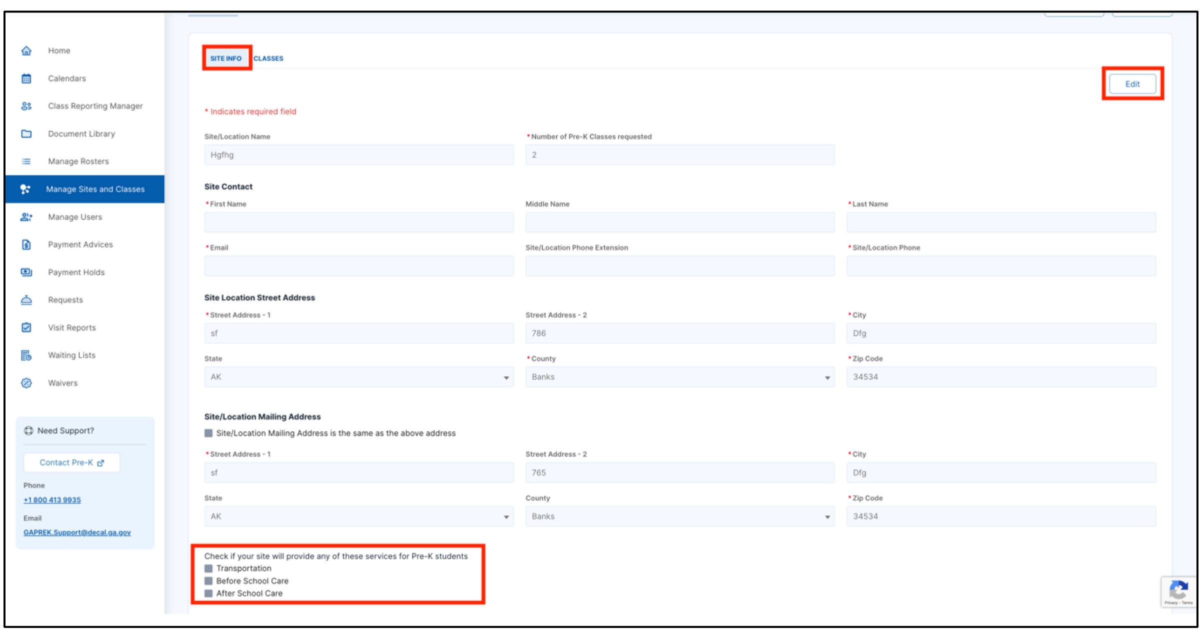
1. Click the **Manage** button on the desired Site tile.



You will be directed to the Site Info page.

The **Site Info** tab gives detailed information about the site.

Note: As a Primary Authorized User/Project Director you cannot be able to update the key Site information. However, you can enable **services** (i.e, Transportation, Before School Care, and After School Care) listed at the bottom of the page for the PREK Students.



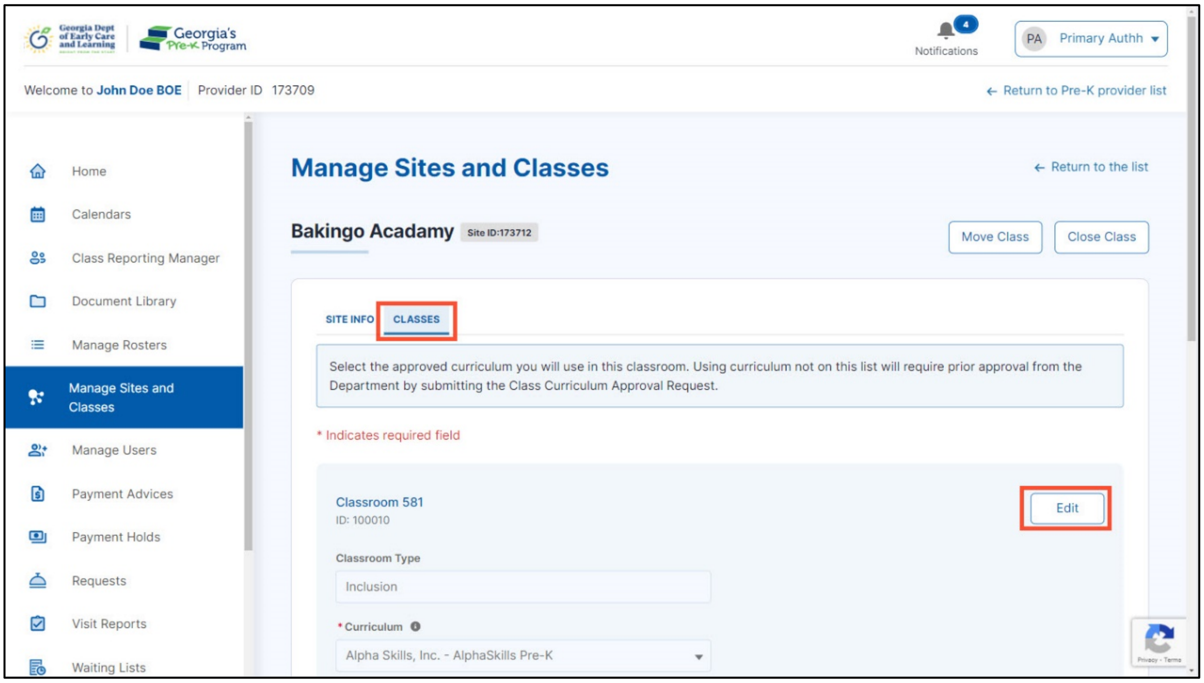
Classes

This section helps you to view, move, and close the classes.

Viewing Class Details

On the Manage Sites and Classes page, the **CLASSESS** tab gives detailed information about the class.

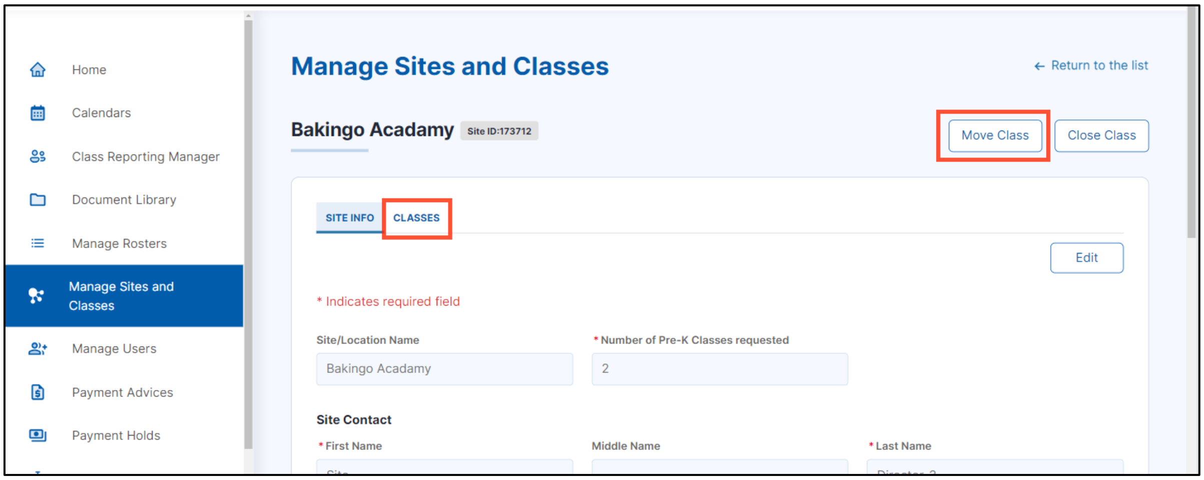
Note: You can edit the Class details by clicking on the Edit button.



Moving a Class

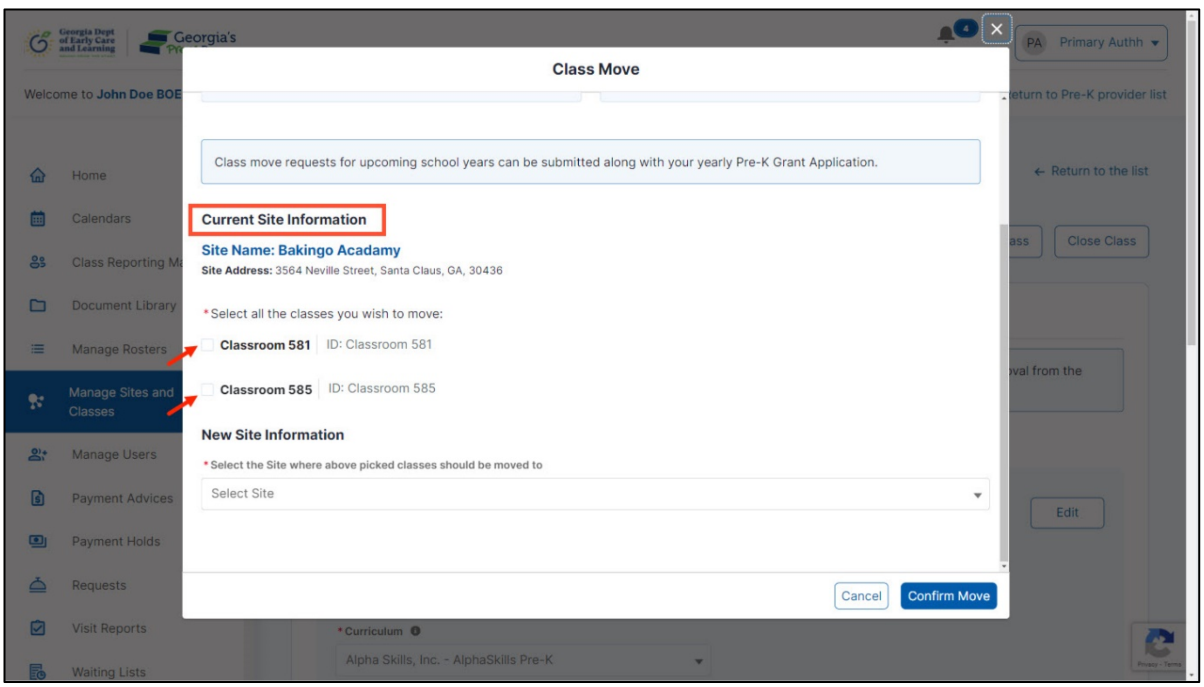
To move the Class, perform the following steps:

1. On the Manage Sites and Classes page, select the **Class** tab, then click the **Move Class** button.

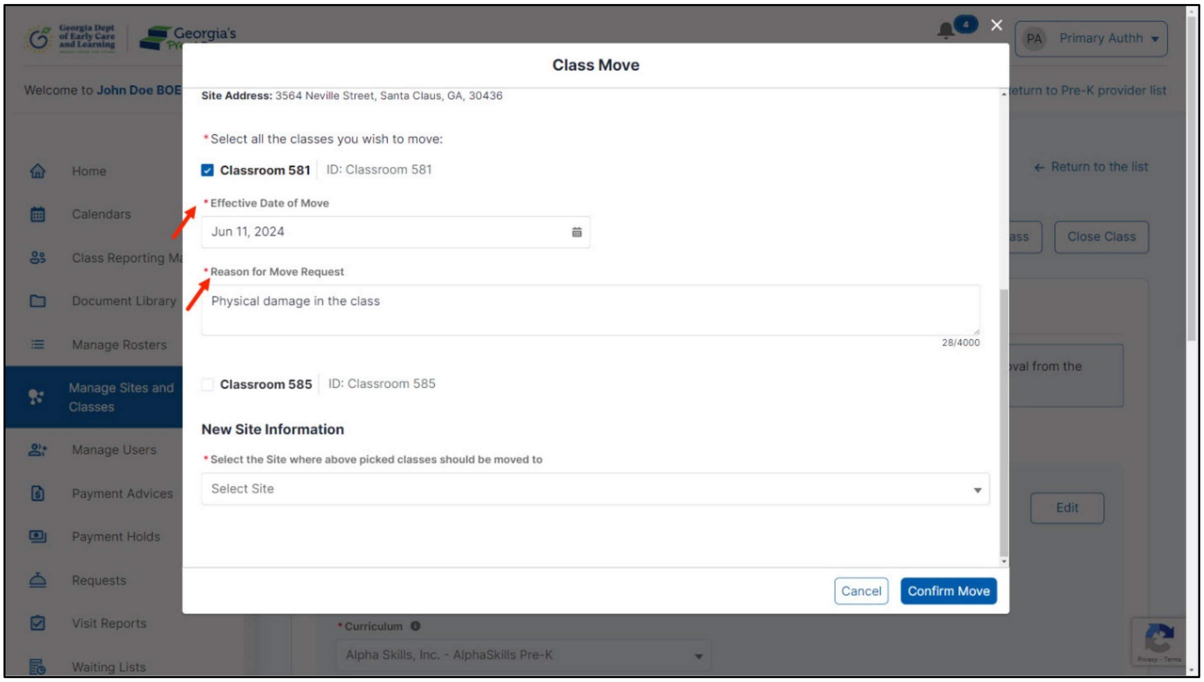


The Class Move pop-up window will be displayed.

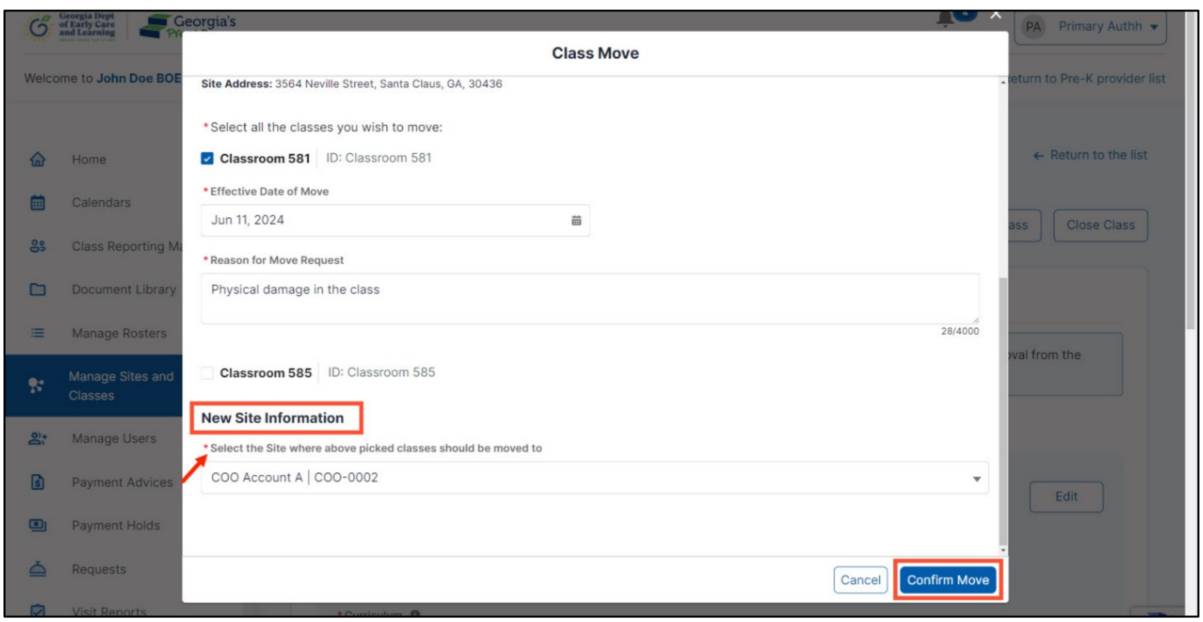
2. On the **Current Site Information** section, check the classroom ID from the classroom list. **Select all the classes you wish to move.**



3. Select the *date* in the **Effective Date of Move** field.
4. Enter the *details* in the **Reason for Move Request** textbox.



5. On the **New Site Information** section, select the *required site* from the **Select the site where the selected classes should be moved to** the drop-down list.
6. Click the **Confirm Move** button.

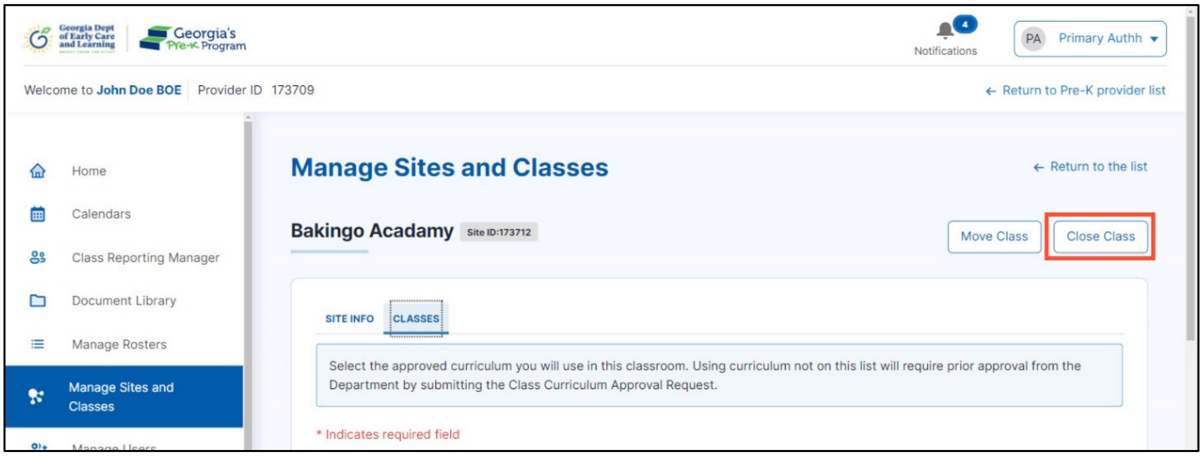


**After saving, a success message will be displayed on the page.*

Closing the Class

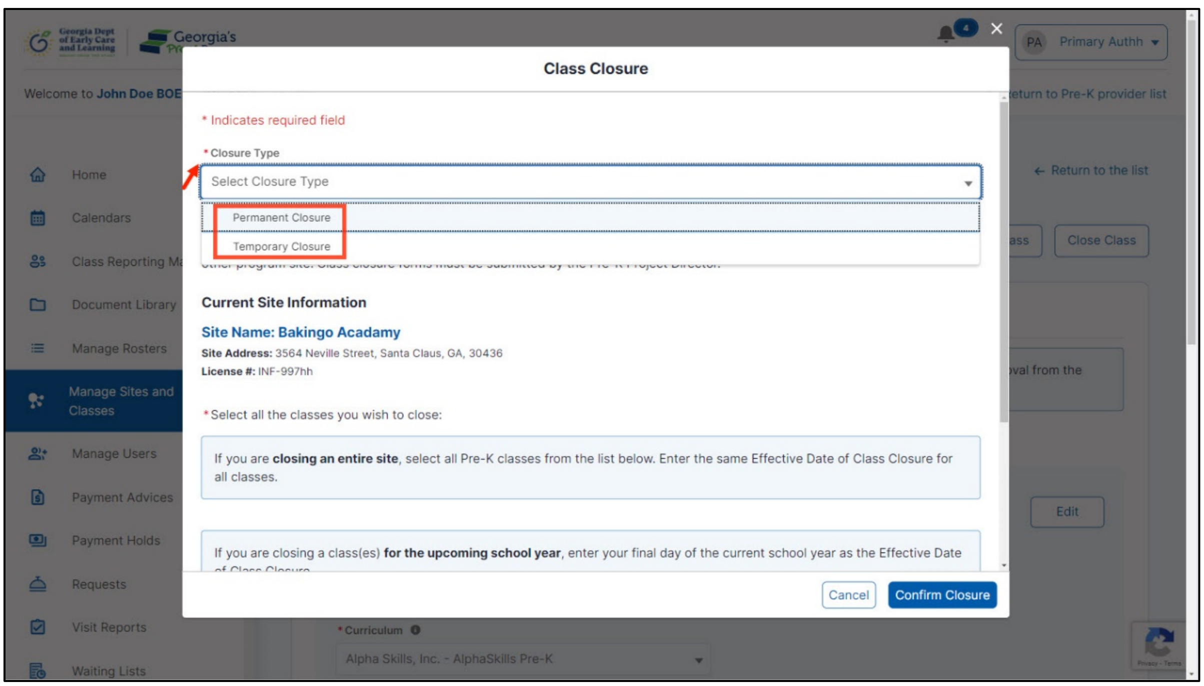
To close the Class, perform the following steps:

1. Click the **Close Class** button.

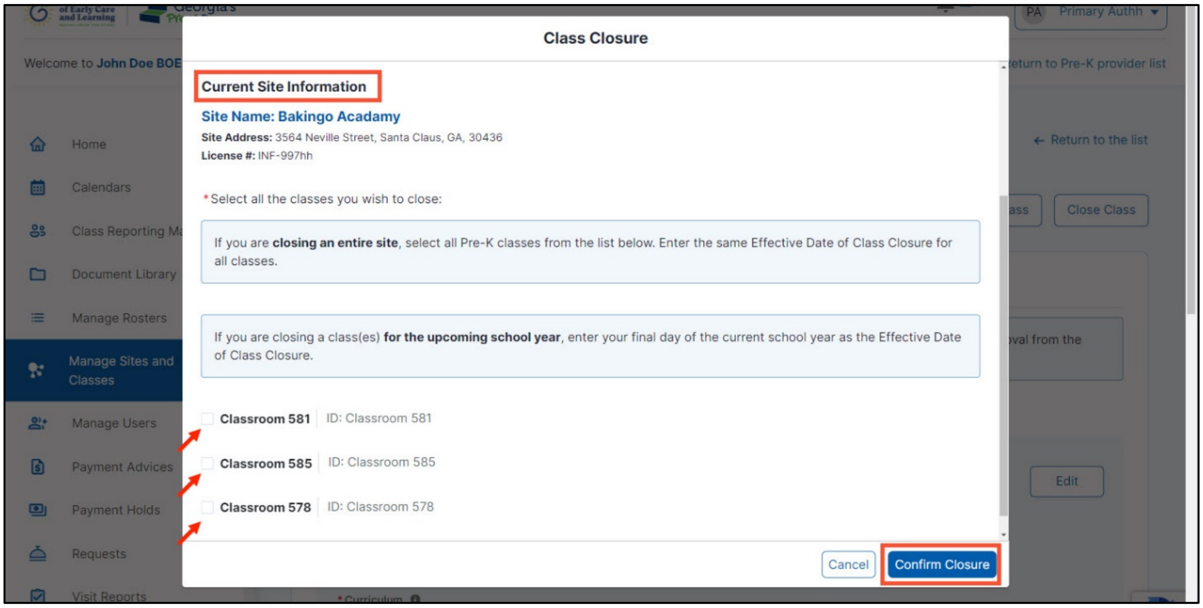


The Class Closure pop-up window will be displayed.

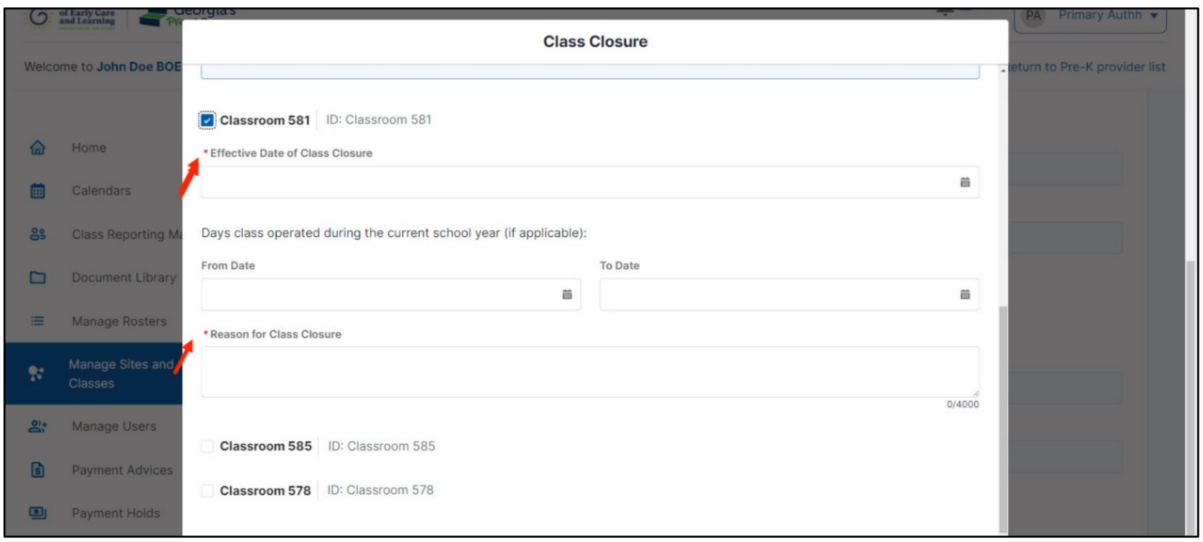
2. Select the required **Closure Type** from the drop-down list.



3. In the **Current Site Information** section, select the classroom ID from the **Select all the classes you wish to close** list to close the class.

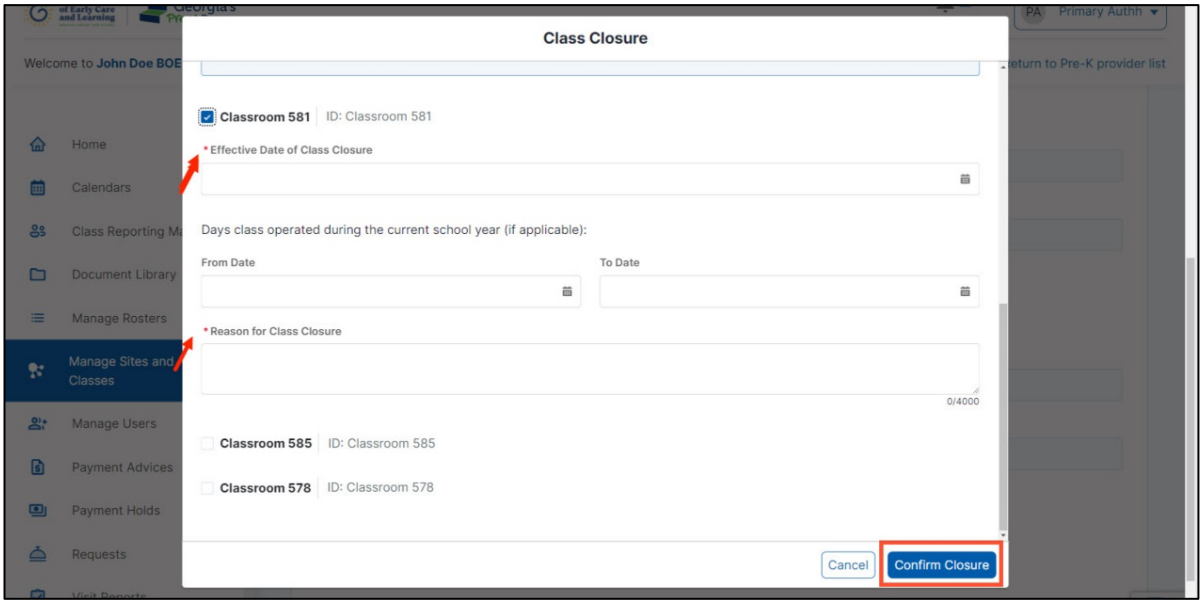


4. Select the *date* in the **Effective Date of Class Closure** field.
5. Enter the *details* in the **Reason for Class Closure** textbox.



Note: If you select the **Closure Type** as *Temporary Closure* option, you will need to enter a Reopen Date.

6. After updating the required details, click the **Confirm Closure** button.



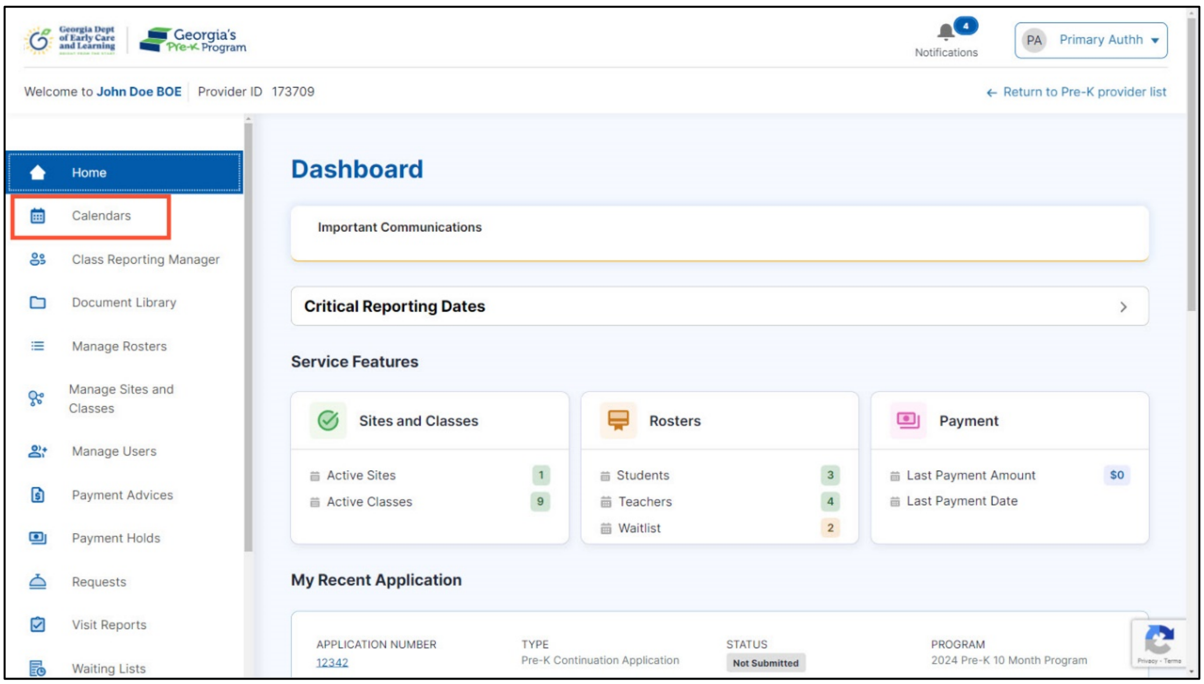
**After saving, a success message will be displayed on the page.*

MANAGING CALENDAR

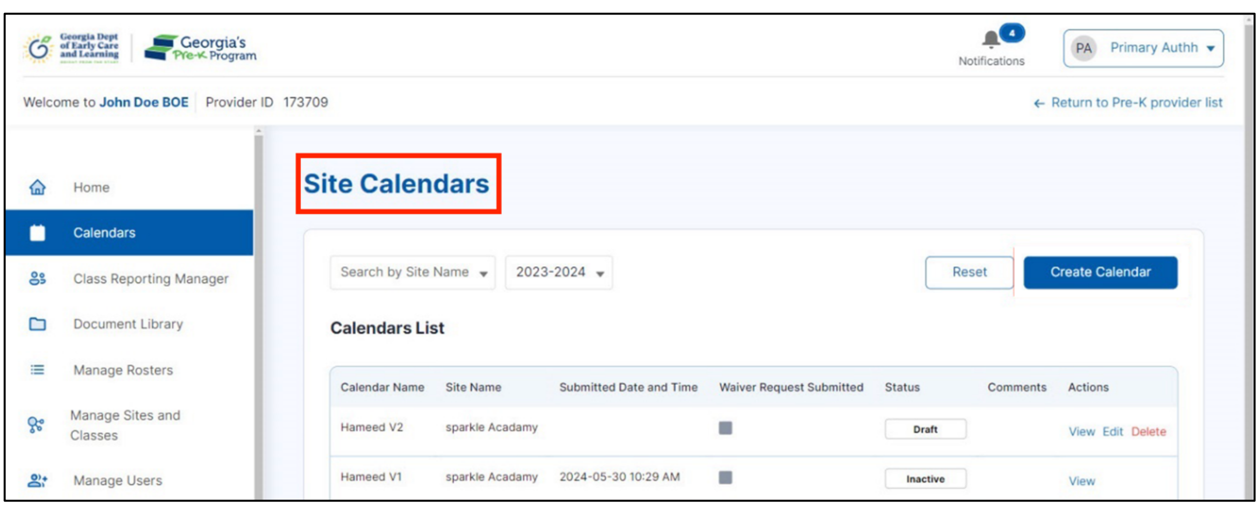
By keeping the calendar updated, you ensure that all staff are informed of upcoming events and deadlines, facilitating better coordination and planning. Effective calendar management also aids in avoiding scheduling conflicts and ensuring that all program activities run smoothly and on time.

To manage the Calendar, perform the following steps:

1. Go to the **Calendar** tab on the left panel.



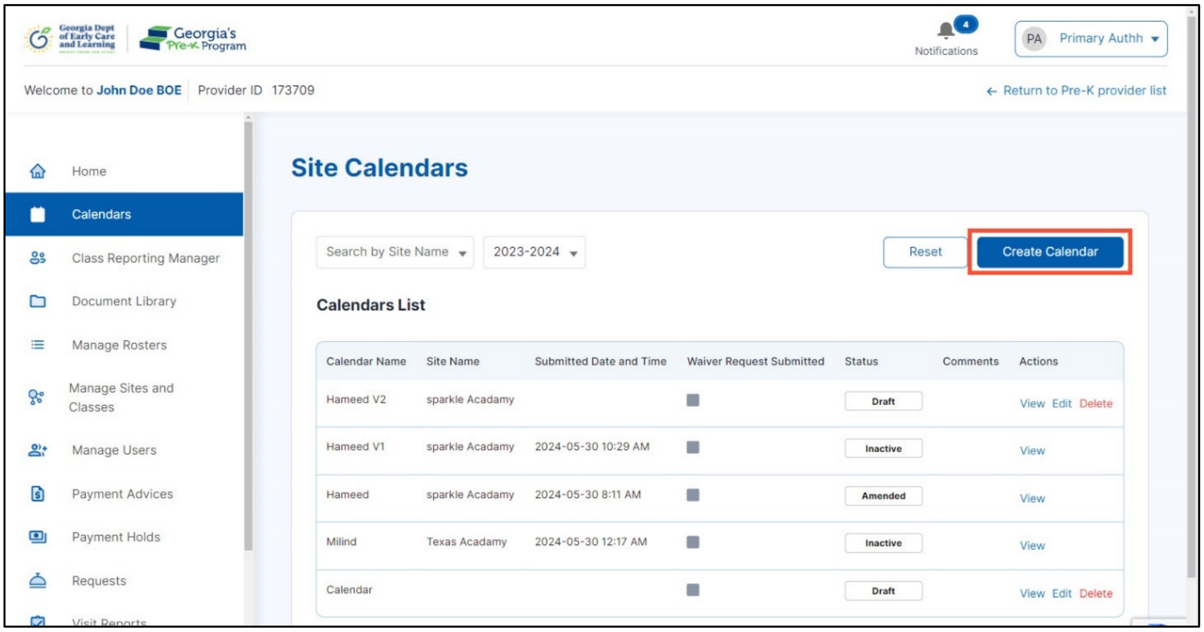
You will be directed to the **Site Calendars** page.



Creating Calendar

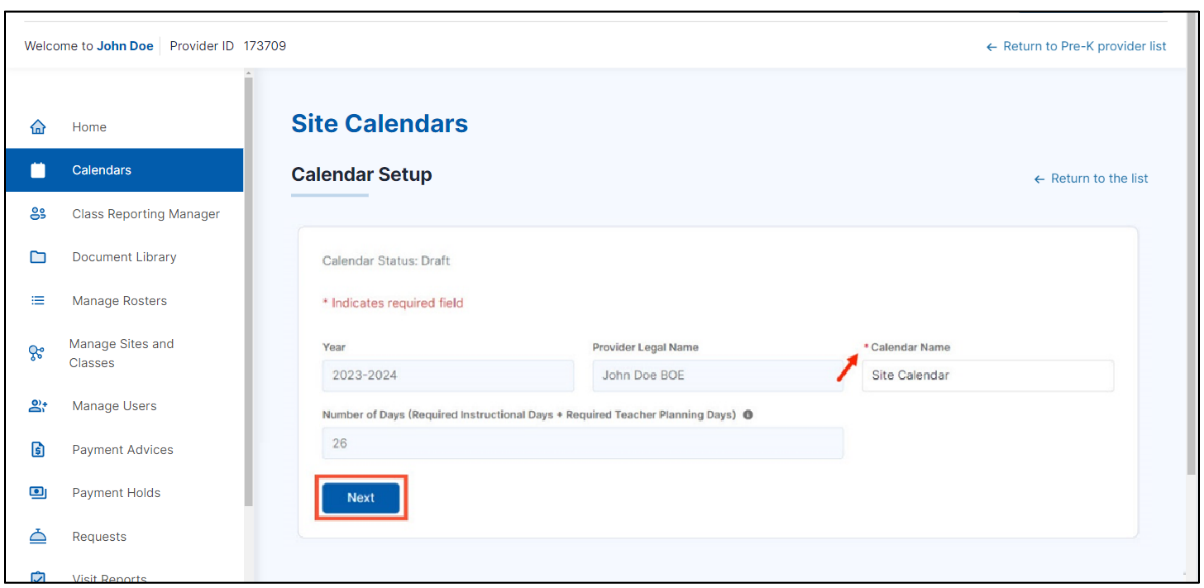
To create the Calendar, perform the following steps:

1. On the Site Calendar page, click the **Create Calendar** button.



You will be directed to the Site Calendars > Calendar Setup page.

2. Enter the name in the **Calendar Name** textbox and click the **Next** button.

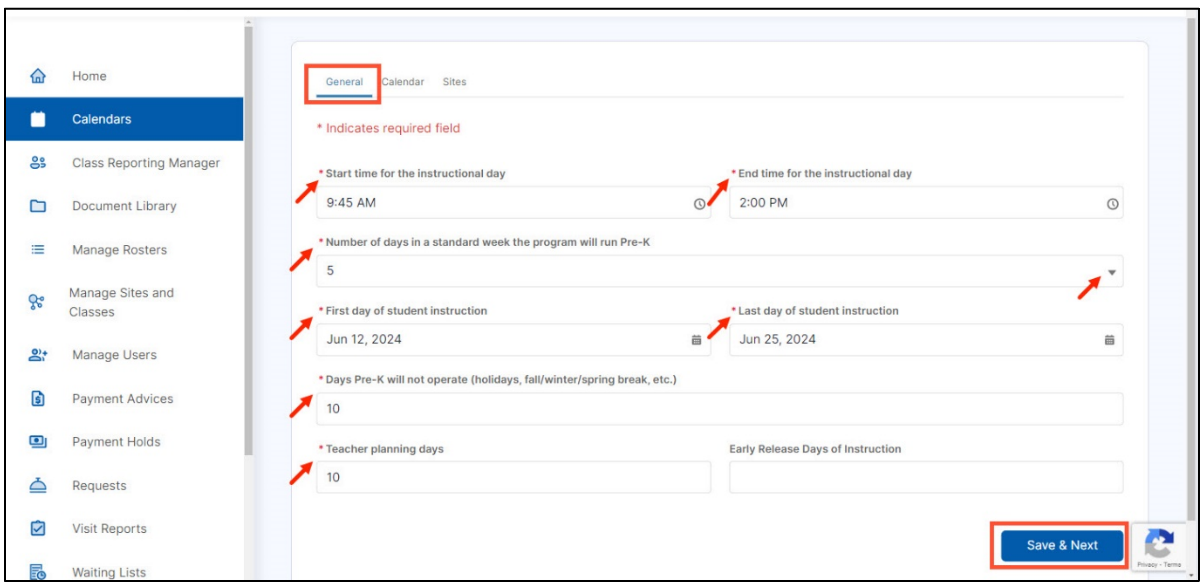


You will be directed to the **General** tab on the Site Calendars > Calendar Setup page.

On the General tab, enter the following information:

a. Select the *time* in the **Start time for the instructional day** field**.**
b. Select the *time* in the **End time for the instructional day** field.
c. Select the *days* in the **Number of days in a standard week the program will run Pre-K** drop-down list.
d. Select the *date* in the **First day of student instruction** field.
   Note: The first day of student instructions date should not fall on a weekend.
e. Select the *date* in the **Last day of student instruction** field.
   Note: The last day of student instructions must be greater than the first day of student instructions.
f. Enter the *value* in the **Days Pre-K will not operate (holidays, fall/winter/spring break, etc.)** textbox.
g. Enter the *value* in the **Teacher planning days** textbox.
   Note: Teacher planning days should be less than 10 days.

3. Click the **Save & Next** button.
   Note: If the Number of days in a standard week is 4 days, then you need to select dates for **Not in session 4-day week** and **Teacher Furlough days**.



**After saving, a success message will be displayed on the page.*

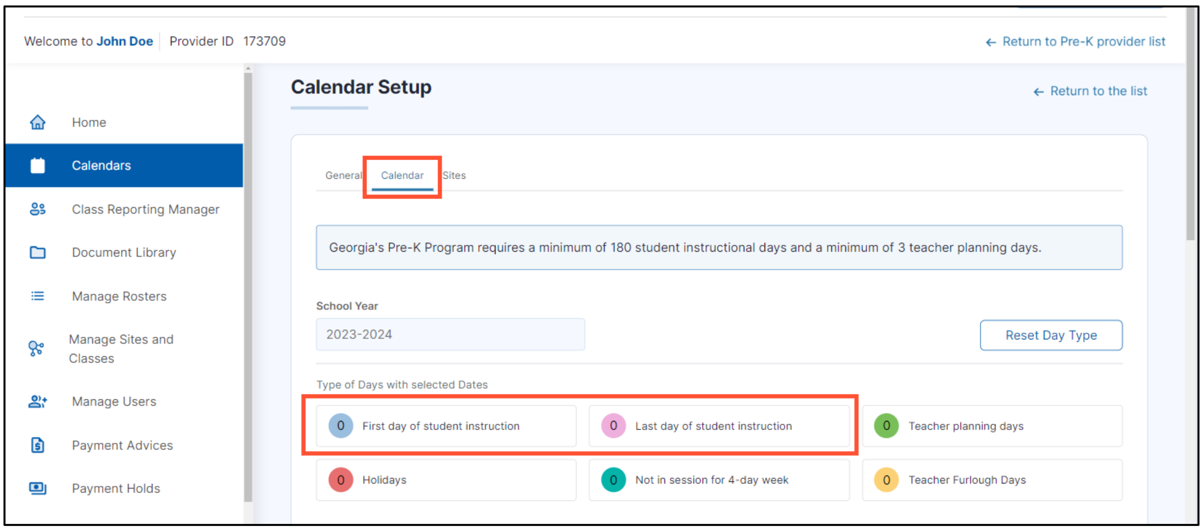
Notes:

- The Instructional days and hours entered on the General page must match the pre-determined Calendar days and hours . If they don't match, you won't be able to submit the Calendar. If the number of days and hours entered do not meet the pre-set requirements, an error message will be displayed. If you are not able to meet these pre-set days and hours requirements, you will need to submit a Calendar Waiver Request.

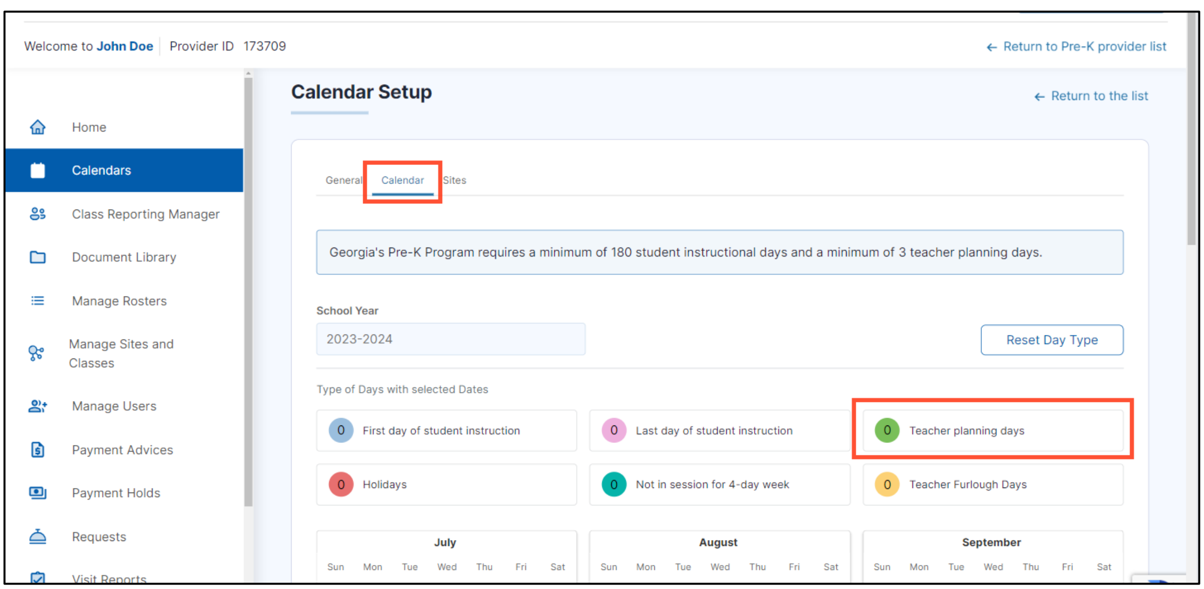
- The Teacher planning days, Teacher Furlough days, and Holidays are categorized under Assign day type. Please refer to Responding to Returned Calendar Requests section to learn how to reset Day Type.

You will be directed to the **Calendar** tab on the Site Calendars > Calendar Setup page.

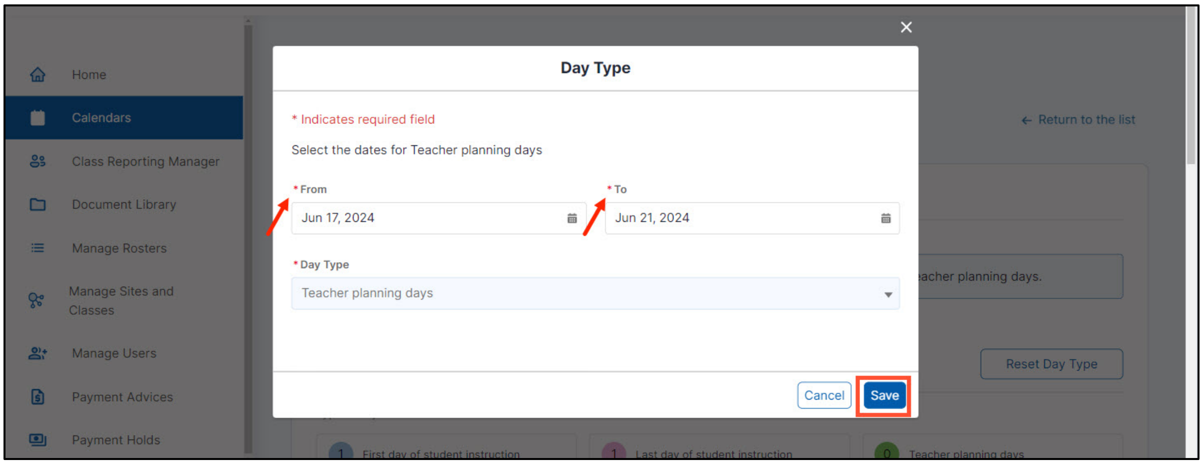
The **First day of student instruction** and the **Last day of student instruction** will be auto-populated based on the values mentioned in the General tab.



4. To add teacher planning days, click the **Teacher Planning Days** button.
   Note: You can click the **Reset Day Type** button to reset the dates.

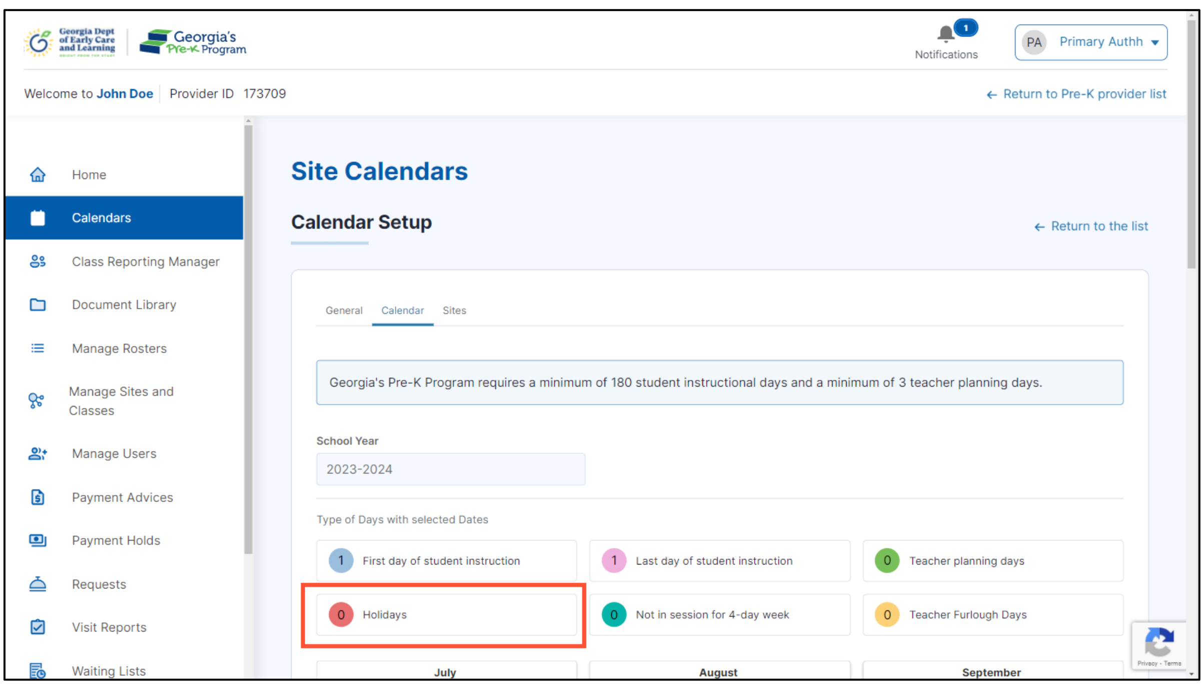


5. The Day Type pop-up window will be displayed, enter the required details:
   a. Select the date in the **From** field.
   b. Select the date in the **To** field.
   c. Click the **Save** button.



**After saving, a success message will be displayed on the page.*

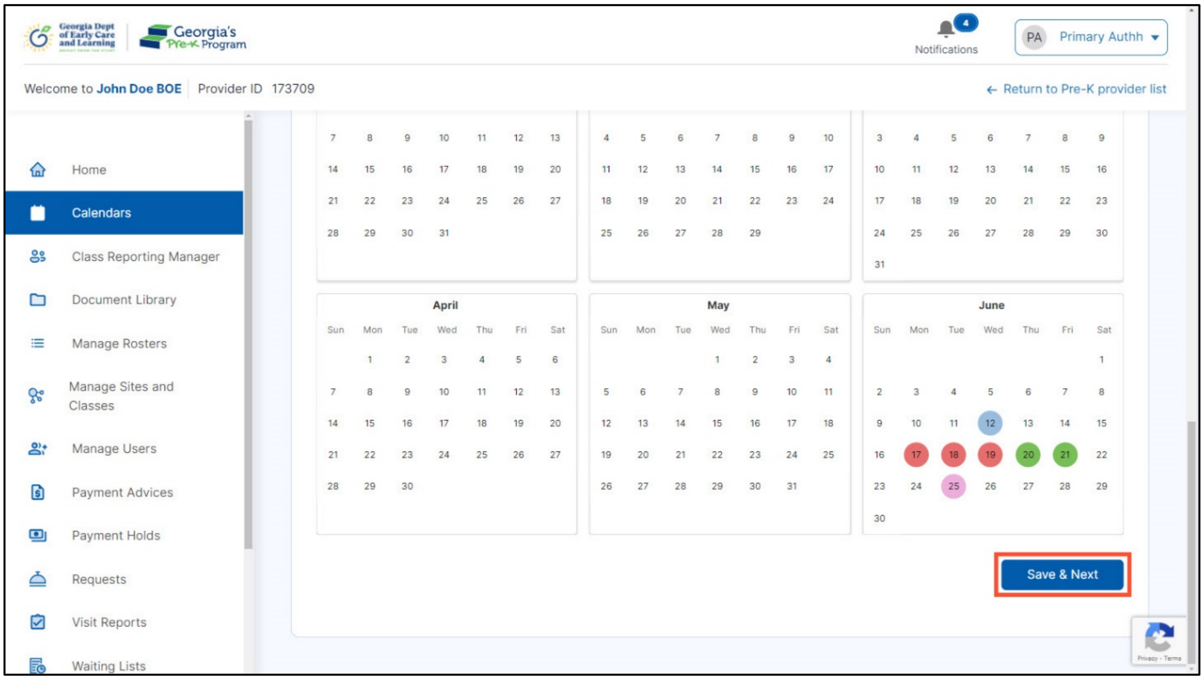
6. To add the holidays, click the **Holidays** button and follow the instructions under [Step 5](#).



**After saving, a success message will be displayed on the page.*

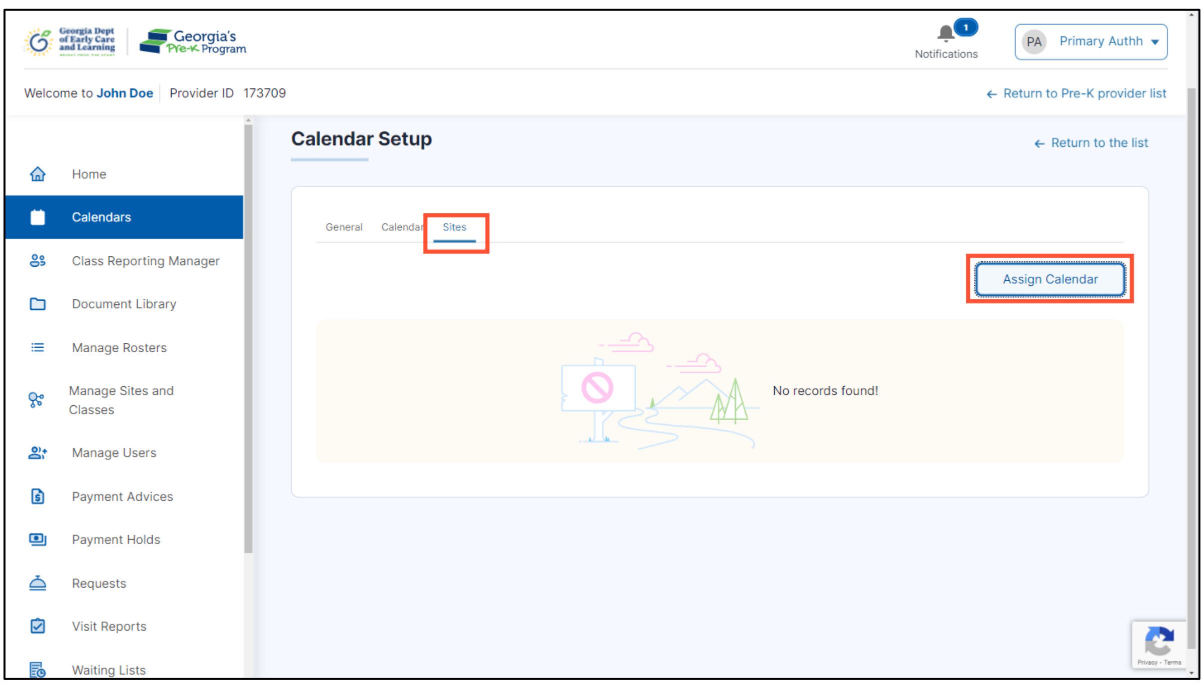
You will be directed to the **Calendar** tab on the Site Calendars > Calendar Setup page.

7. Scroll down and click the **Save & Next** button.



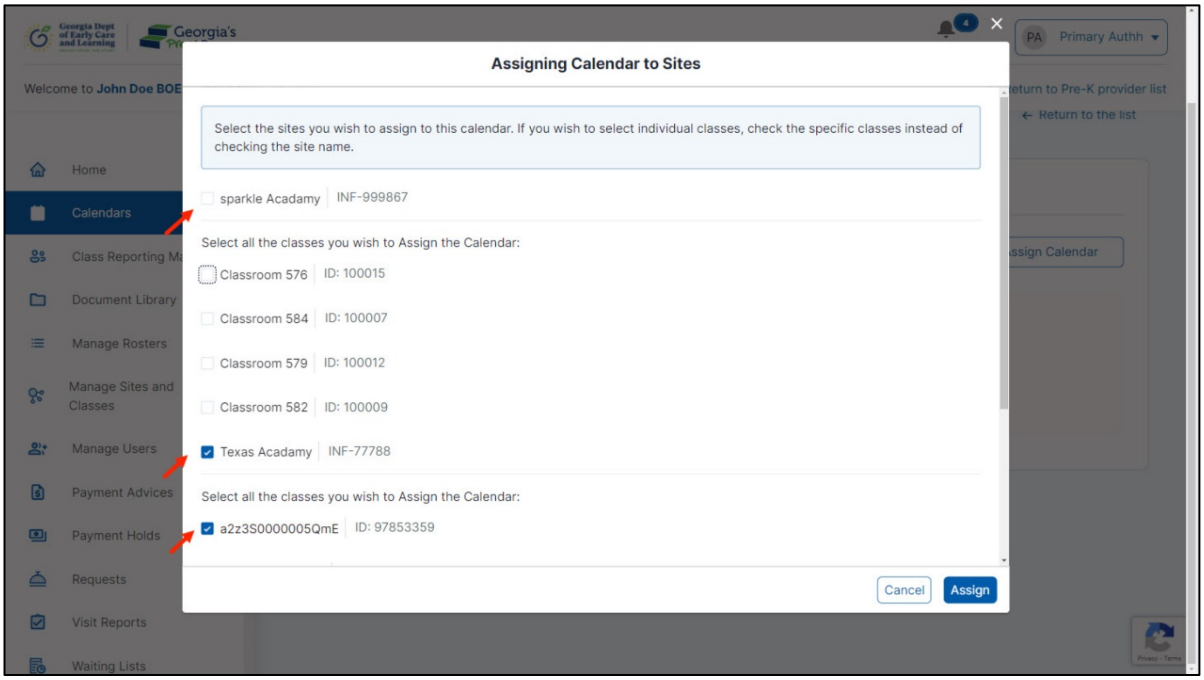
You will be directed to the **Sites** tab on the Site Calendars > Calendar Setup page.

8. To assign a Calendar, click the **Assign Calendar** button.

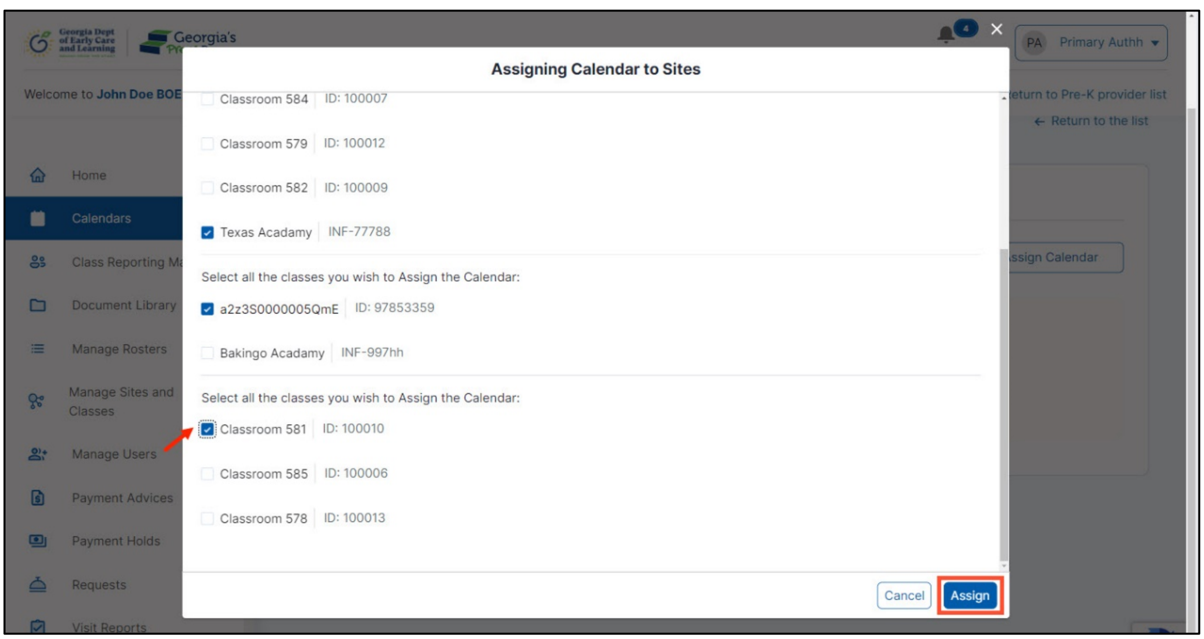


The Assigning Calendar to Sites pop-up window will be displayed.

9. Enter the required details in the **Assigning Calendar to Sites** pop-up window:
    a. Check the required Site name box.
    b. Check the required Class boxes from the **Select all the classes you wish to Assign the Calendar** section.



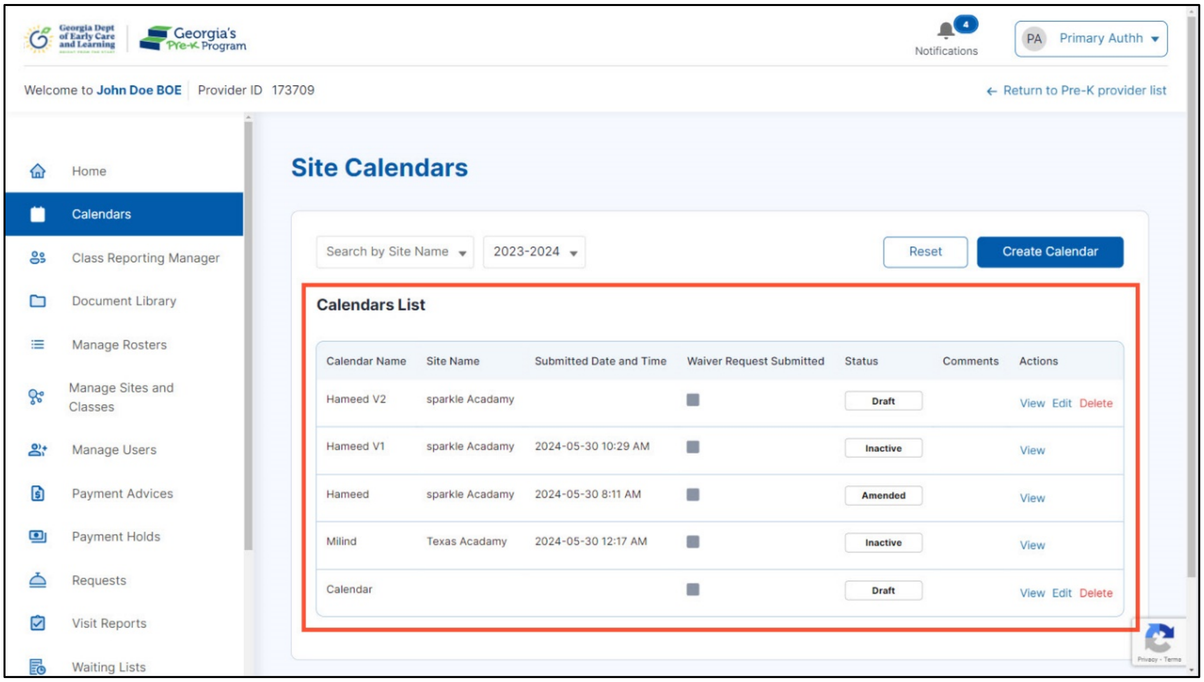
10. Click the **Assign** button.



**After saving, a success message will be displayed on the page.*

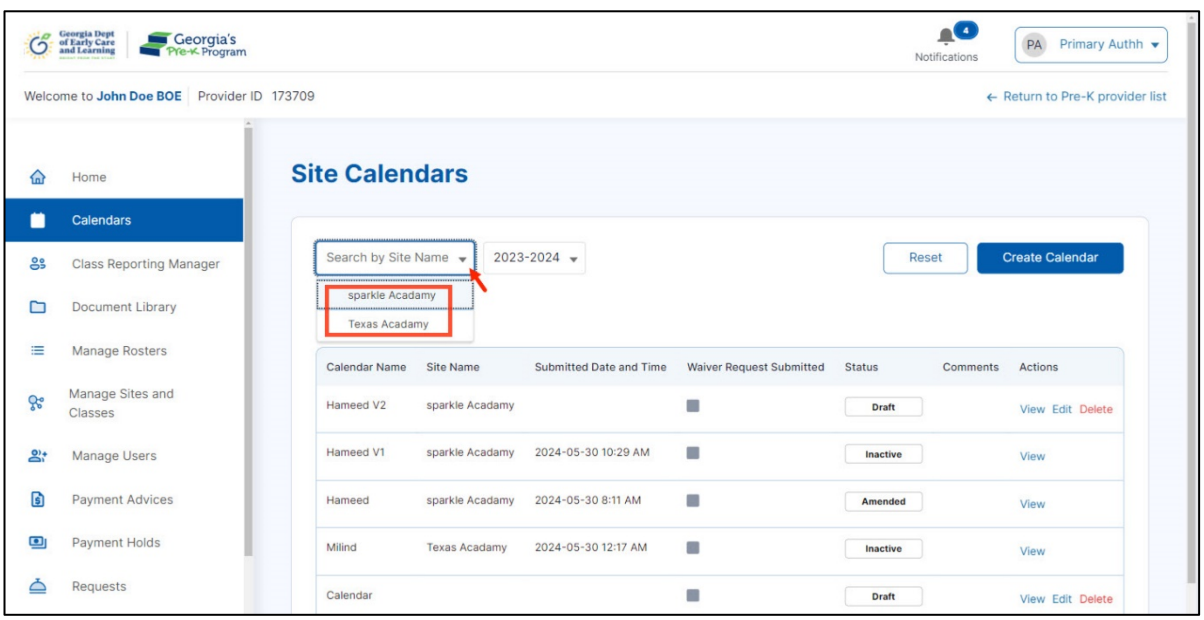
Viewing Calendar

On the Site Calendar page, a list of calendars associated with the provider will be displayed.



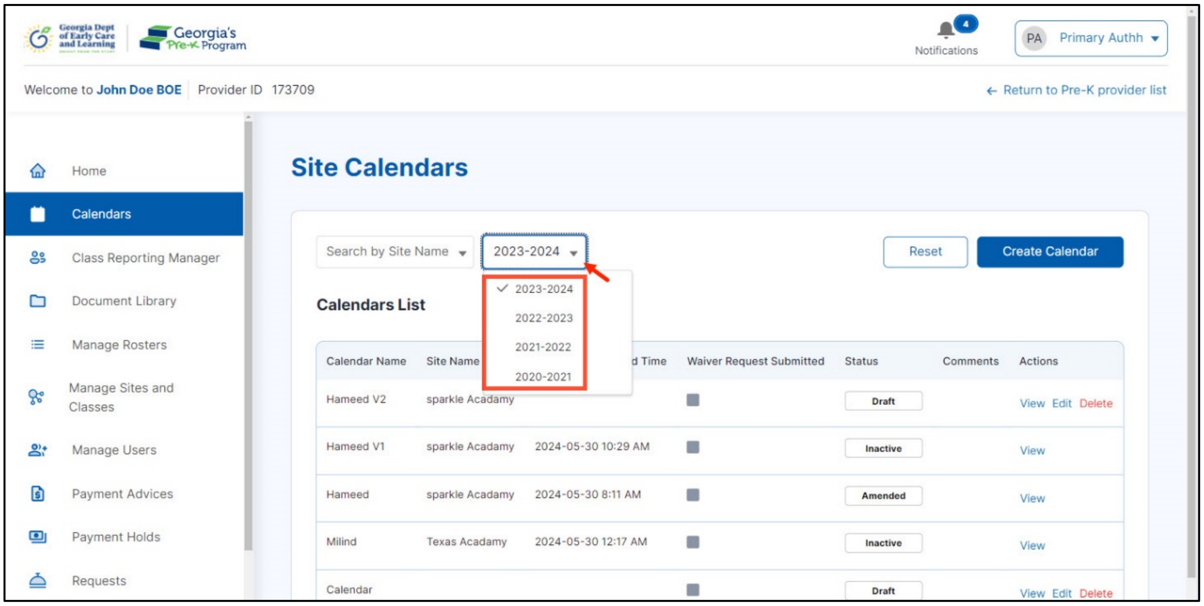
To view the Calendar, perform the following steps:

1. To view the calendar based on the Site Name, select the *Site Name* from the **Search by Site Name** drop-down list.



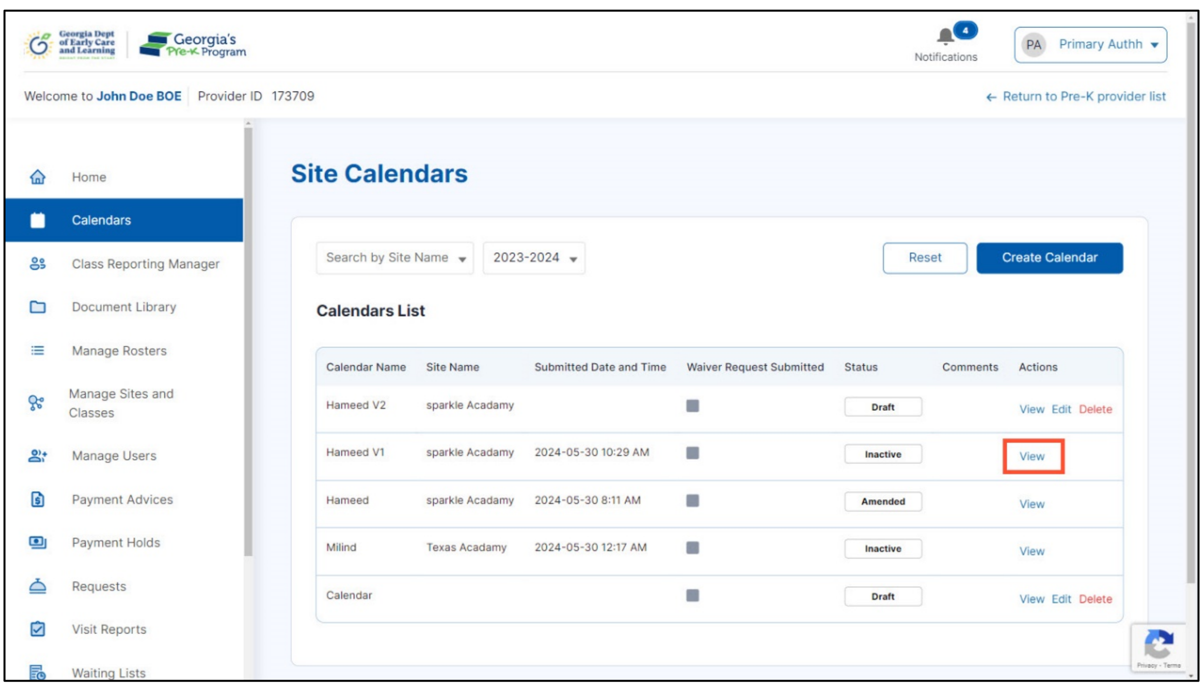
2. To view the calendar based on the year range, select the *year range* from the academic year drop-down list.

   Note: You can click the **Reset** button to reset the filter.

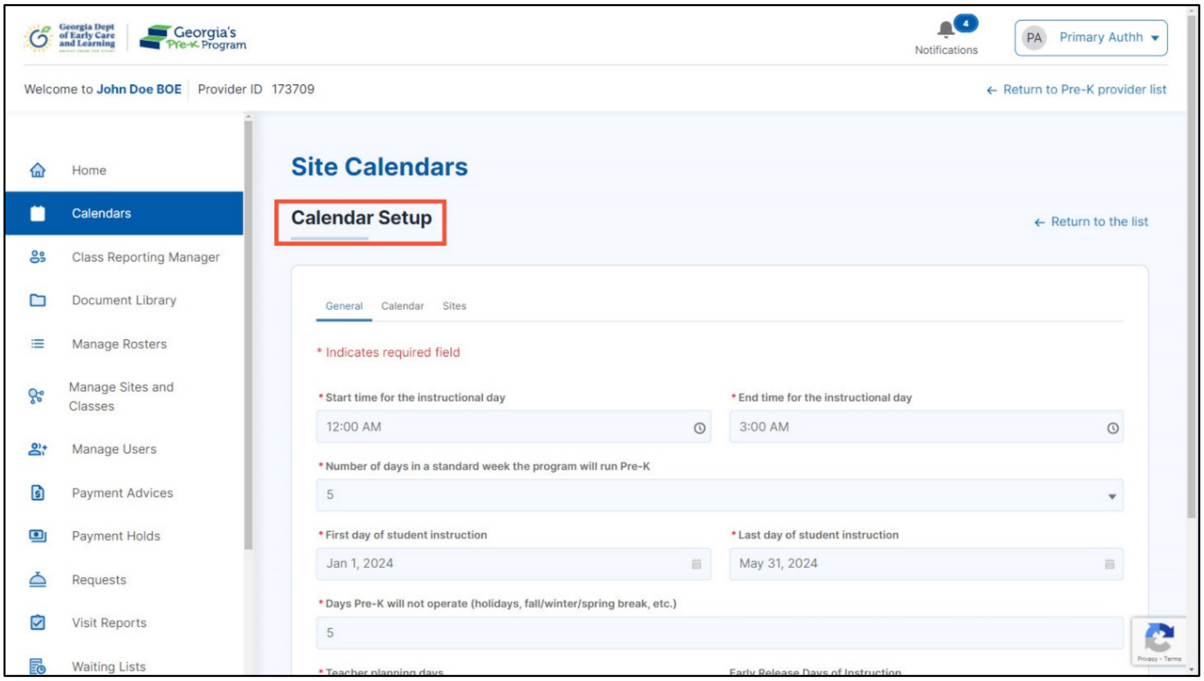


The Calendar List will be updated based on the selected Site Name and year range.

3. Click the **View** hyperlink to view the respective calendar.



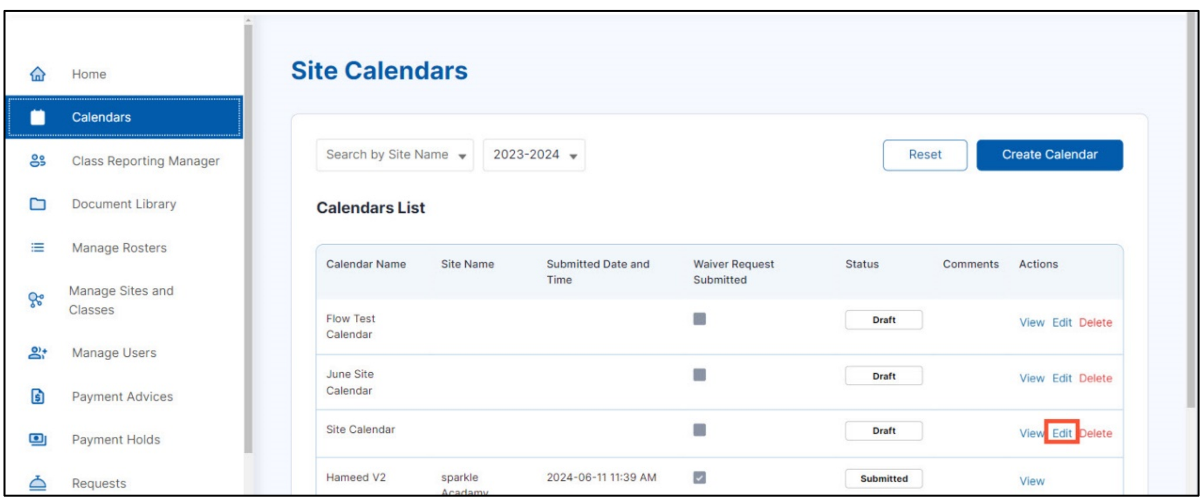
You will be directed to the Calendar Setup page.



Editing Calendar

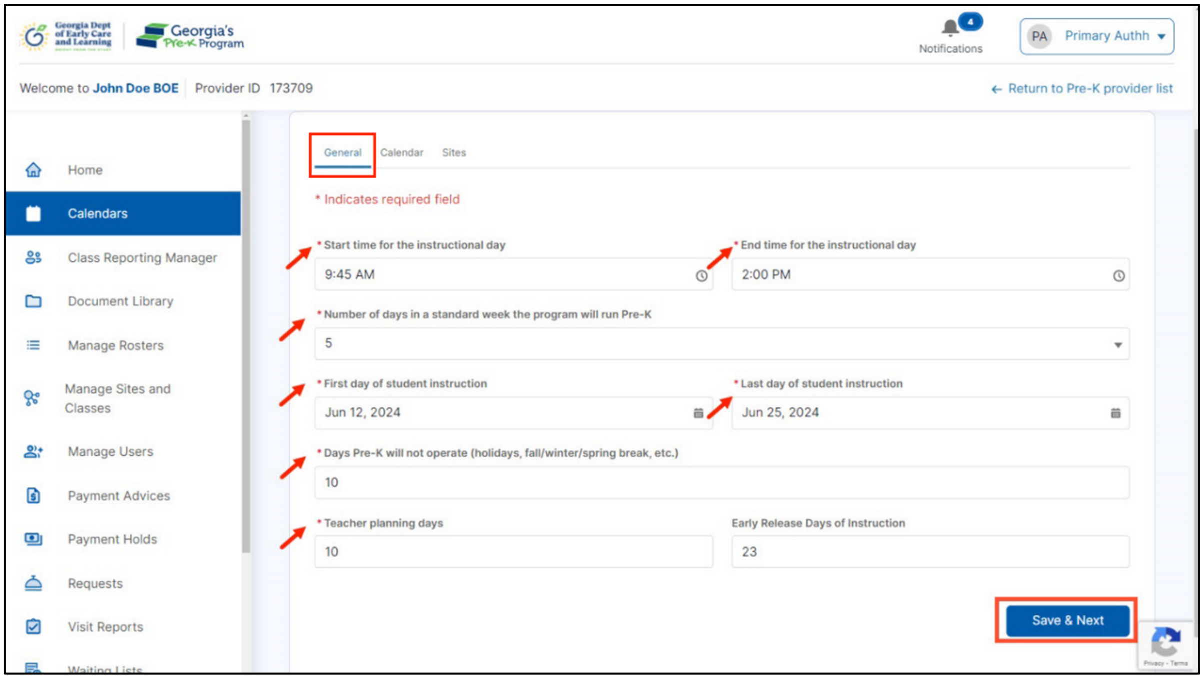
To edit the Calendar, perform the following steps:

1. On the Site Calendars page, click the **Edit** hyperlink.



You will be directed to the **General** tab on the Site Calendars > Calendar Setup page.

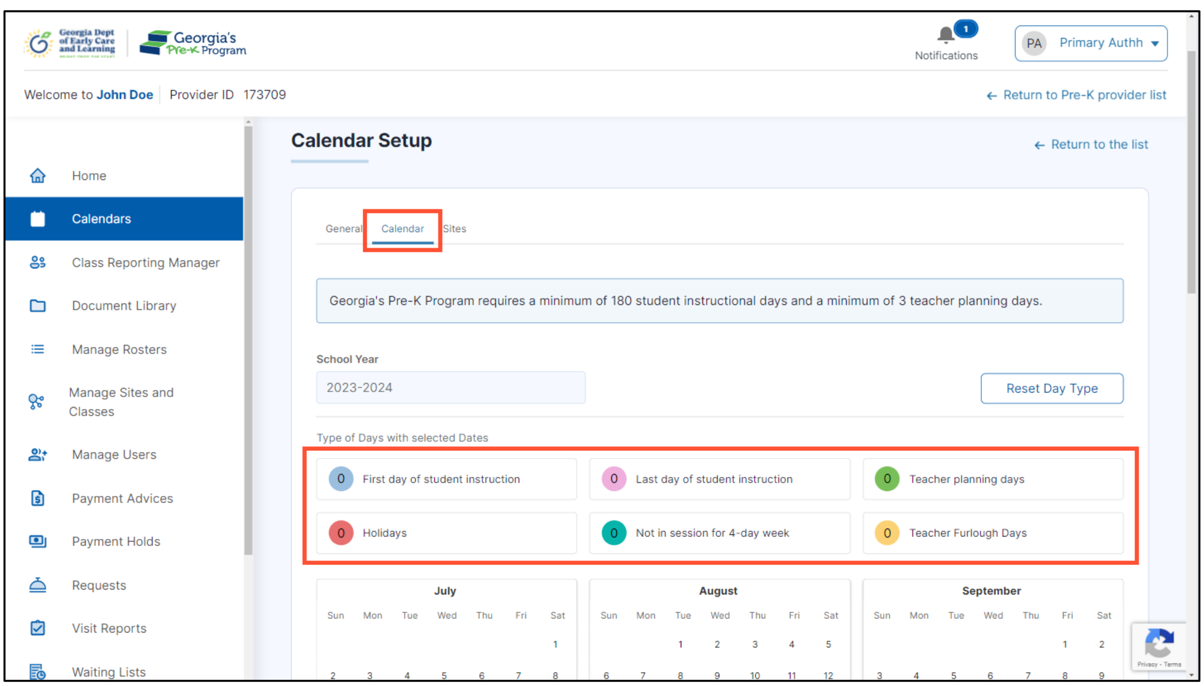
2. On the General tab, edit the required fields, then click the **Save & Next** button.



**After saving, a success message will be displayed on the page.*

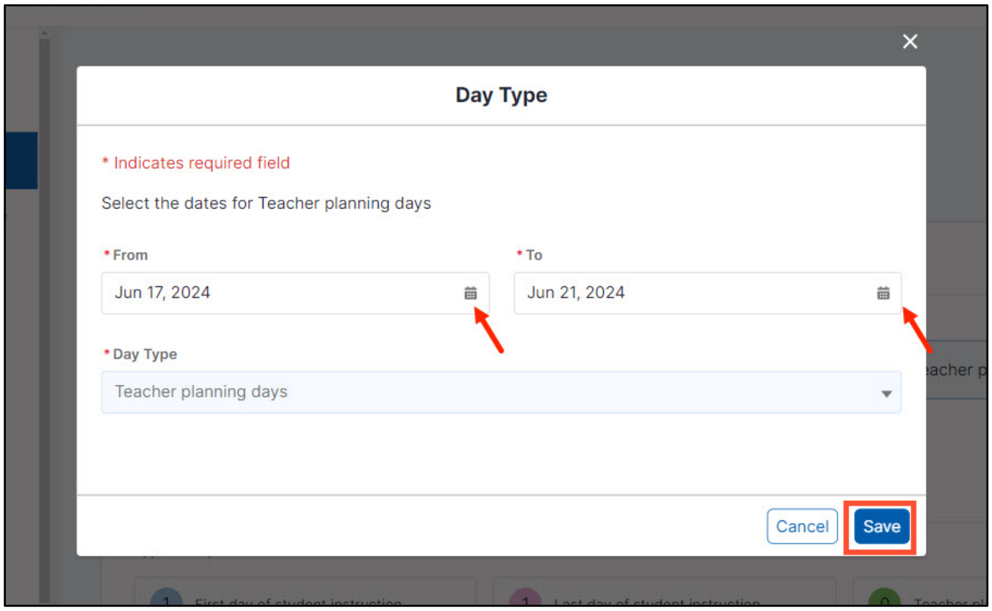
You will be directed to the **Calendar** tab on the Calendar Setup page.

3. Select the **Type of Day with selected Dates** and edit the information.

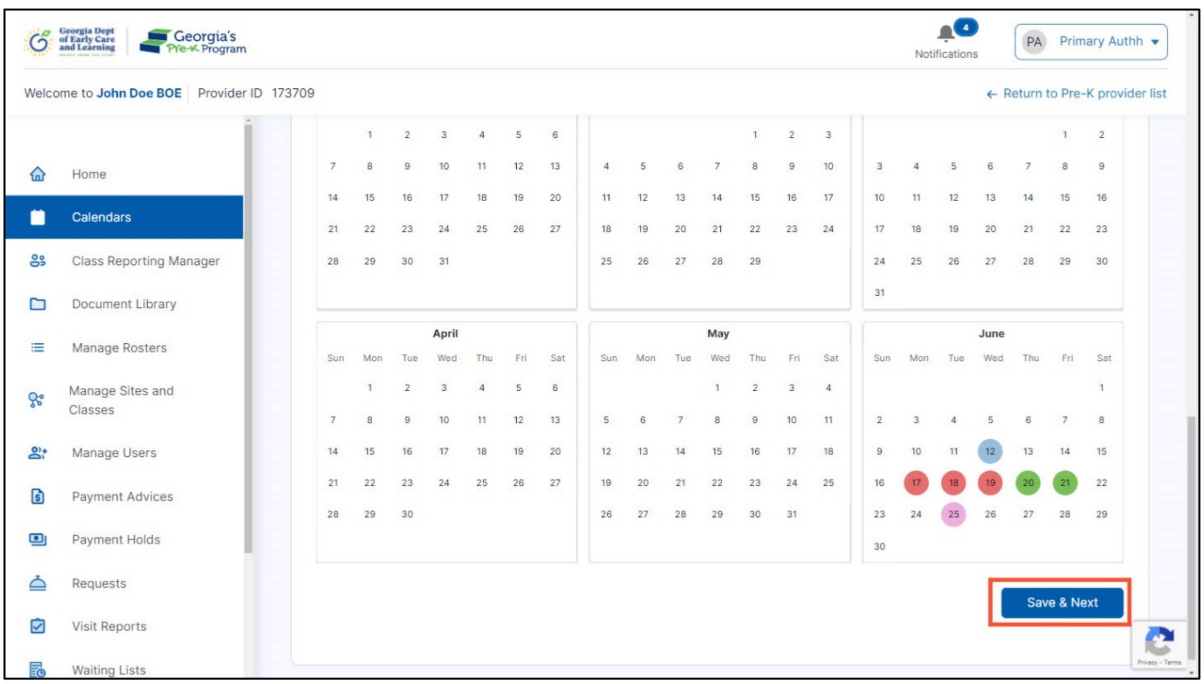


The Day Type pop-up window will be displayed.

4. On the **Day Type** pop-up window, edit the required fields, then click the **Save** button.

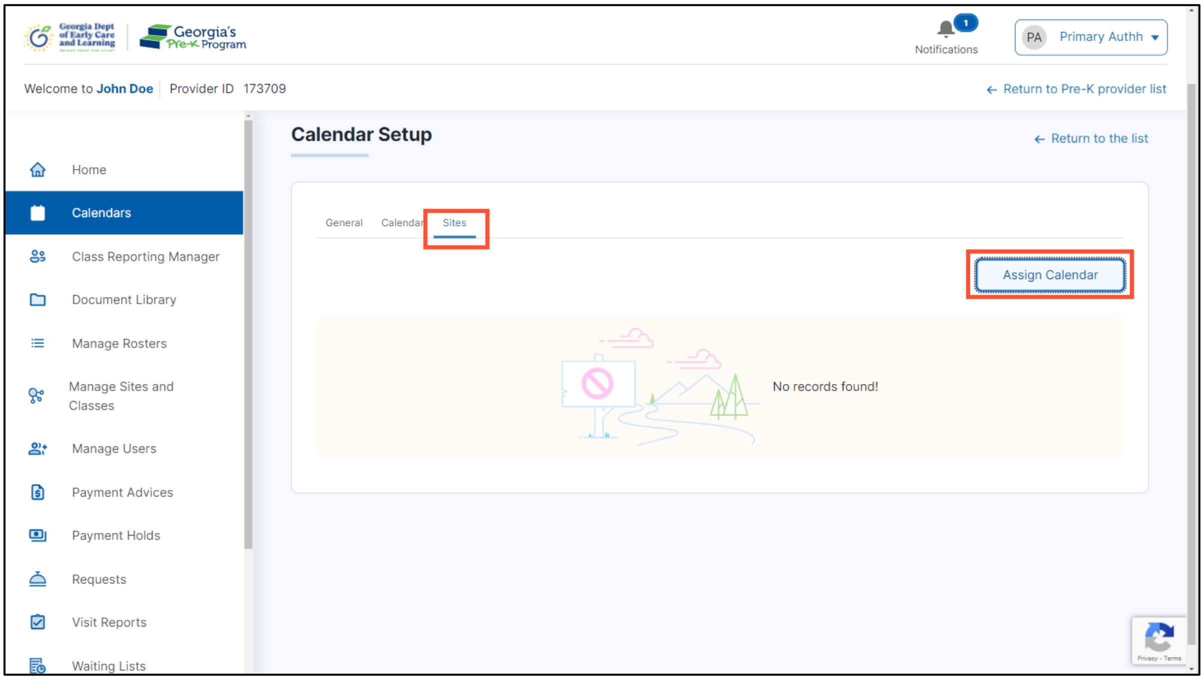


5. On the Calendar Setup page, scroll down and click the **Save & Next** button.



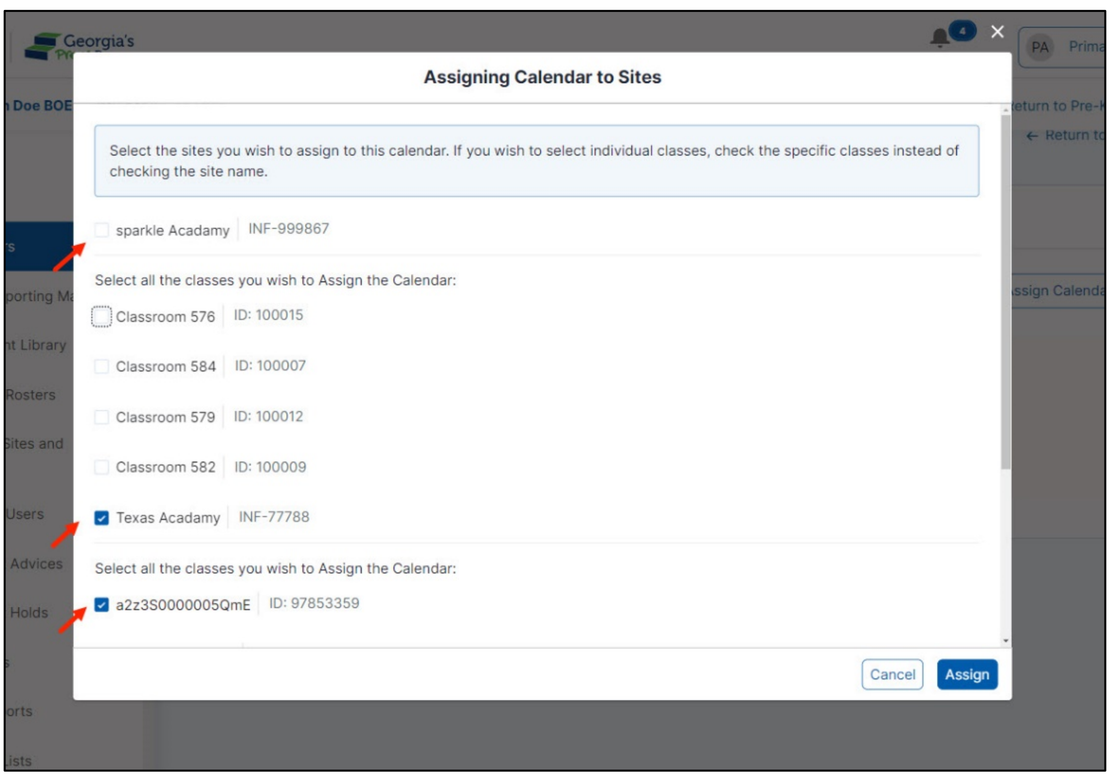
You will be directed to the Sites tab of the Calendar Setup page.

6. Click the **Assign Calendar** button.

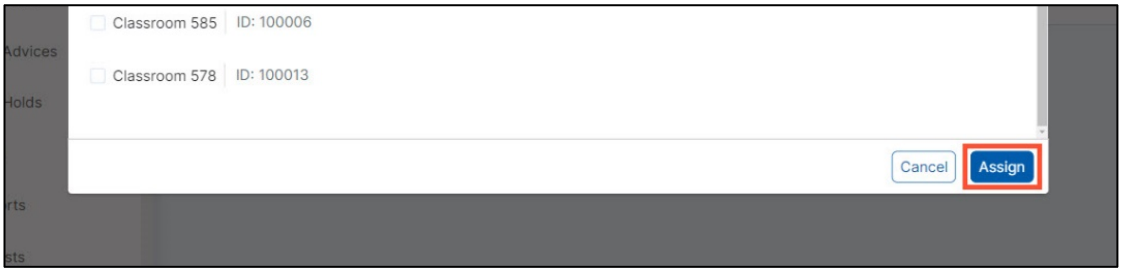


You will be directed to the Assigning Calendar to Sites page.

7. On the **Assigning Calendar to Sites** pop-up window, edit the required fields.
8. Select the Sites and Classrooms to be assigned.



9. Click the **Assign** button.



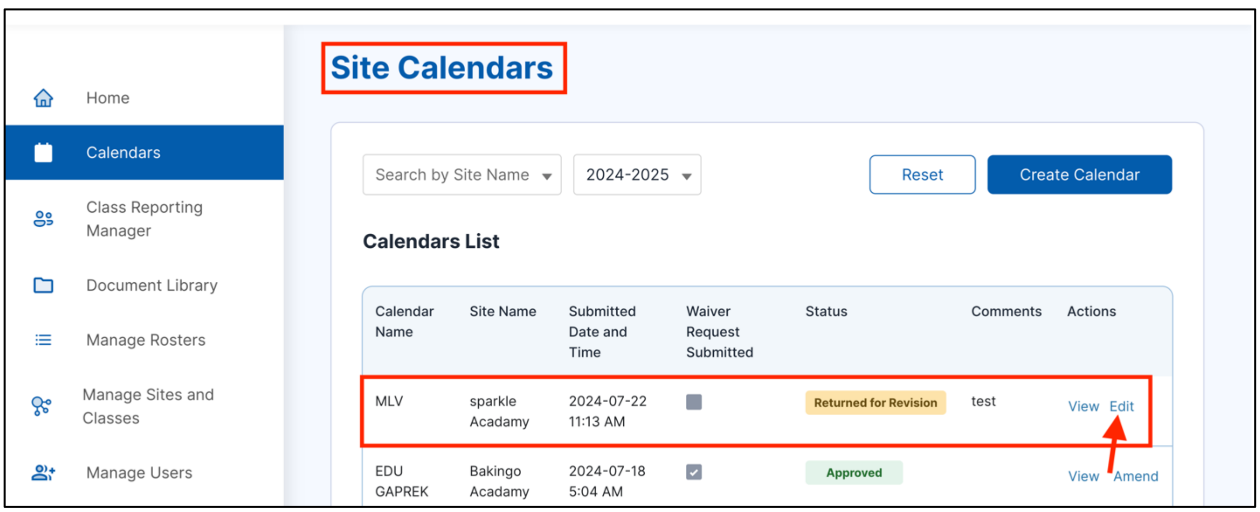
**After saving, a success message will be displayed on the screen.*

Responding to Returned Calendar Requests

When the calendar request submitted by you is returned for revision, you must address the feedback and make necessary adjustments to ensure smooth approval.

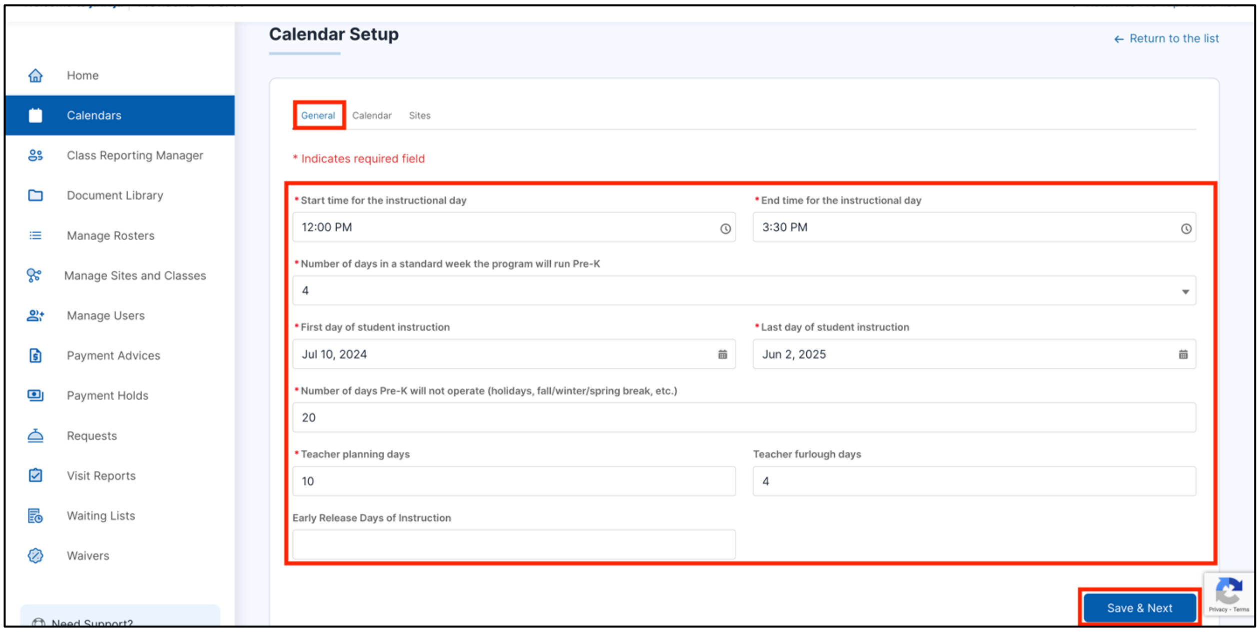
To update the calendar, perform the following steps:

1. On the Site Calendars page, click the **Edit** hyperlink for the Calendar with Returned for Revision status.



You will be directed to the **General** tab on the Site Calendars > Calendar Setup page.

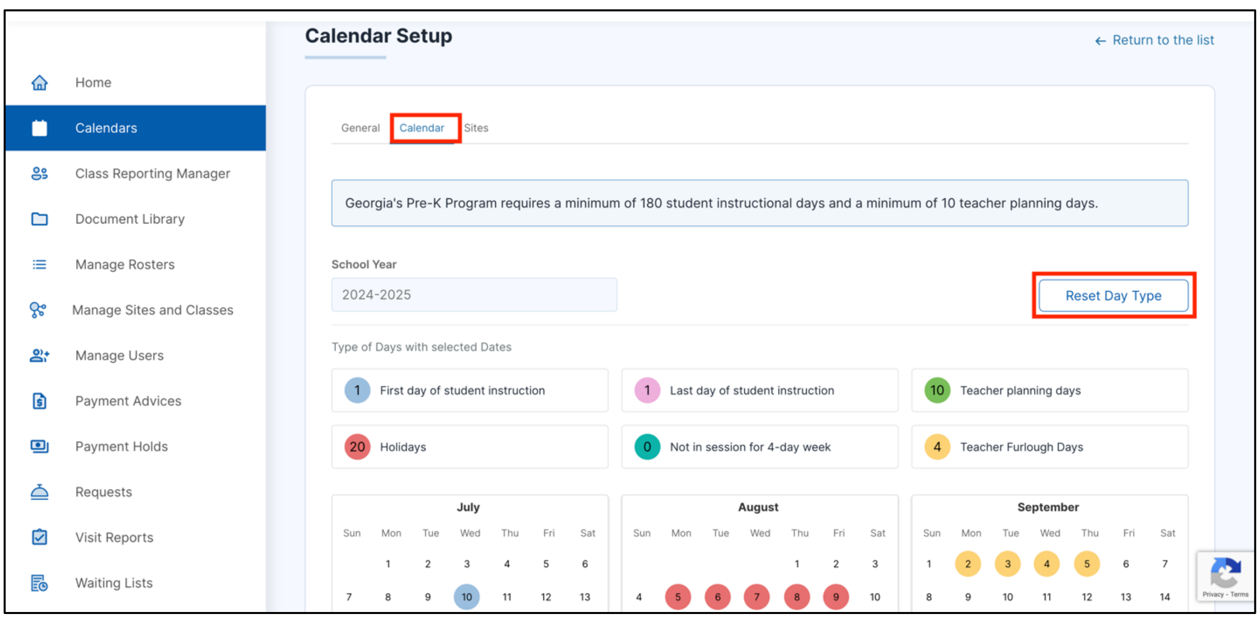
2. On the General tab, edit the required fields, then click the **Save & Next** button.



**After saving, a success message will be displayed on the page.*

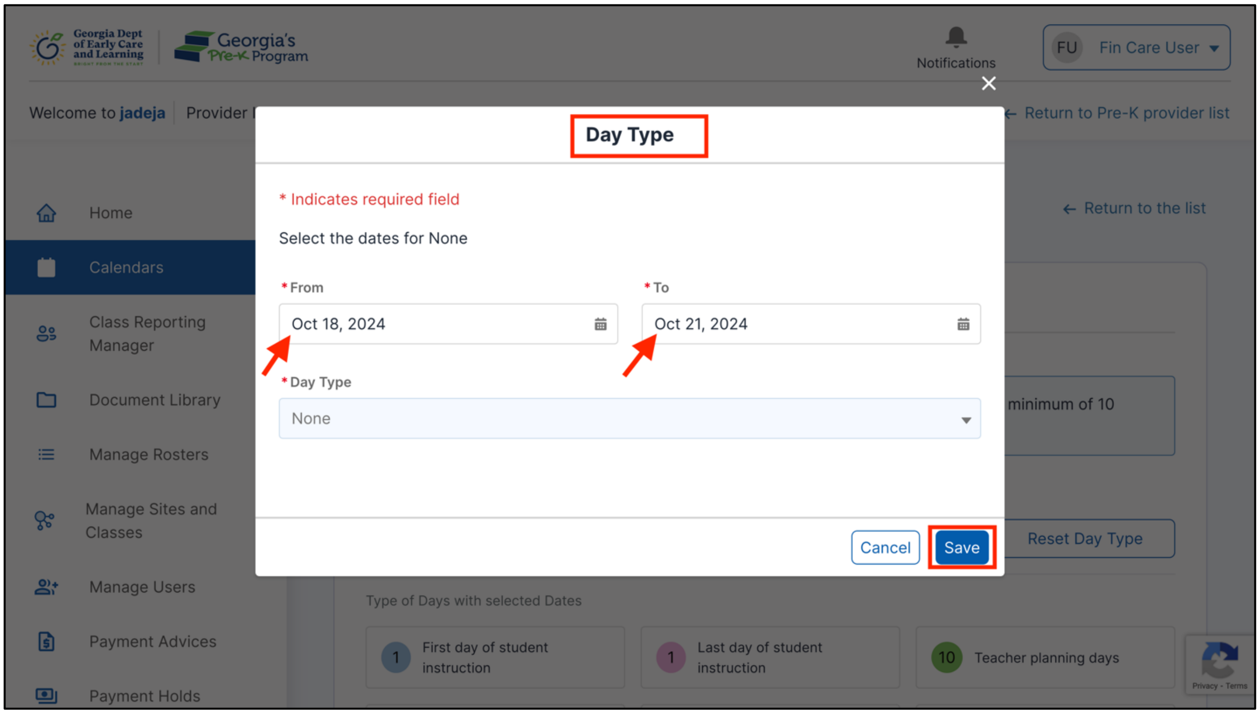
You will be directed to the **Calendar** tab on the Calendar Setup page.

3. To remove the Day Type from selected dates or to change the dates for any Day Type, click the **Reset Day Type** button.



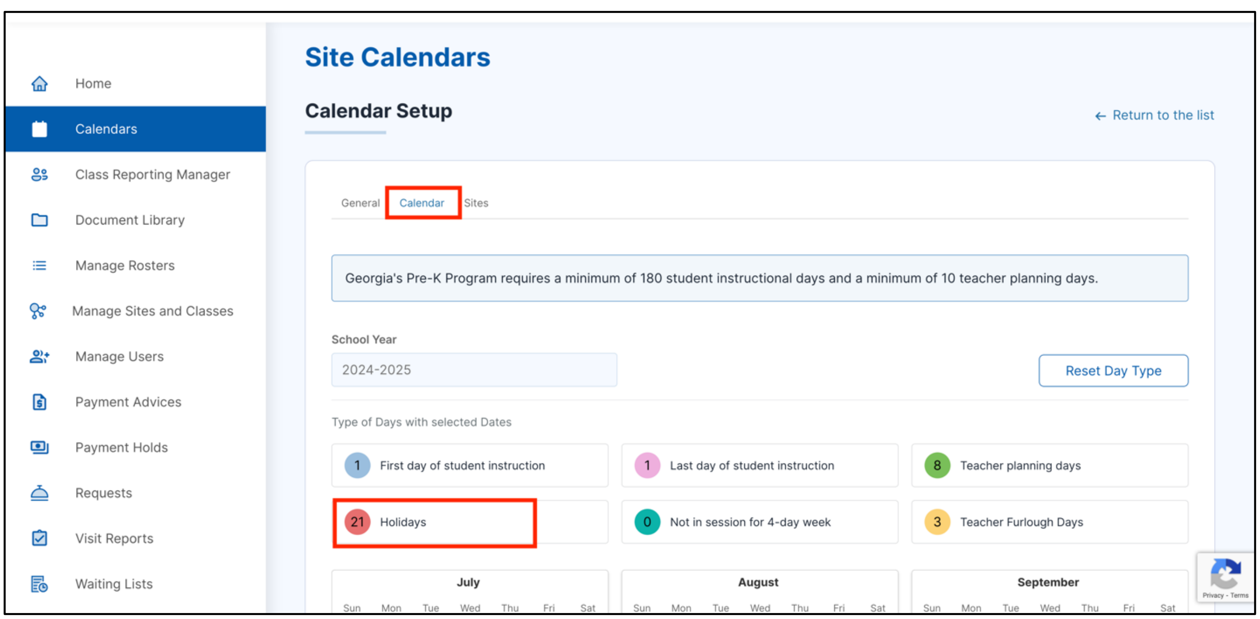
The **Day Type** pop-up window will be displayed.

4. On the Day Type pop-up window, enter the **From** and **To** dates, then click the **Save** button.

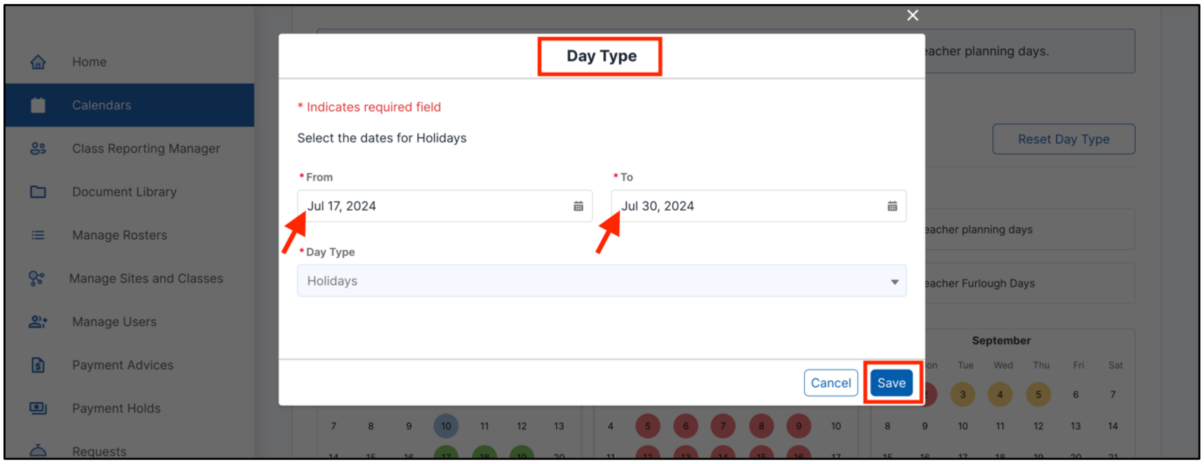


**A Successful Data Reset message will be displayed.*

11. To update the Type of days with Selected Dates, click the required *Data Type* button. **Note**: The below screenshot below shows the process of assigning new dates for **Holidays**.

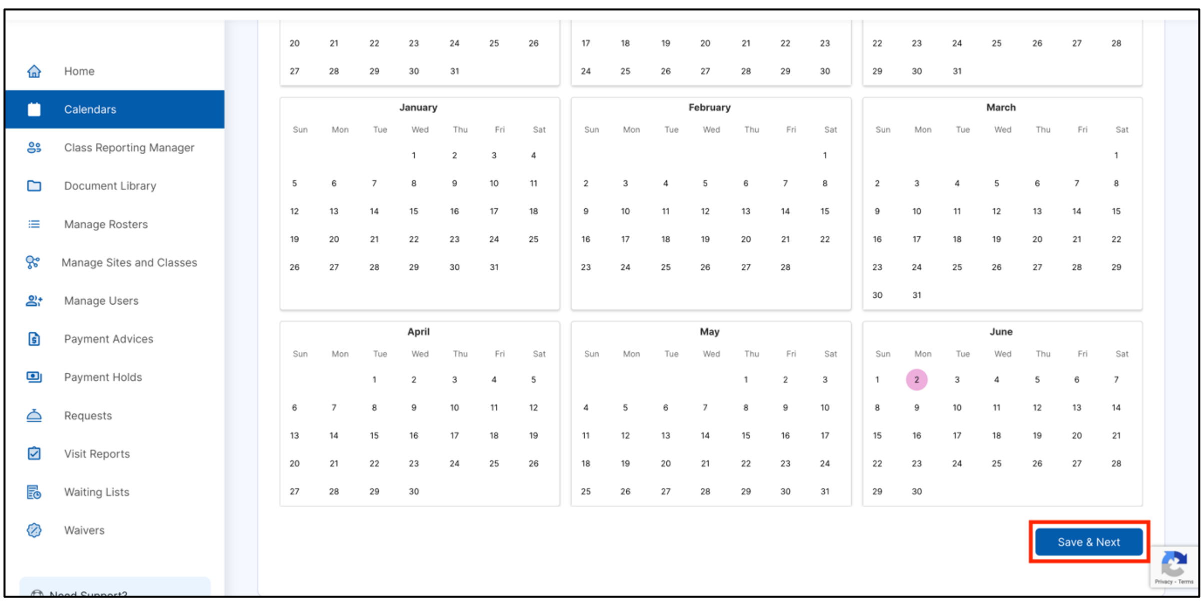


12. The Day Type pop-up window will be displayed, enter the required details:
    d. Select the date in the **From** field.
    e. Select the date in the **To** field.
    f. Click the **Save** button.



**After saving, a success message will be displayed on the page.*

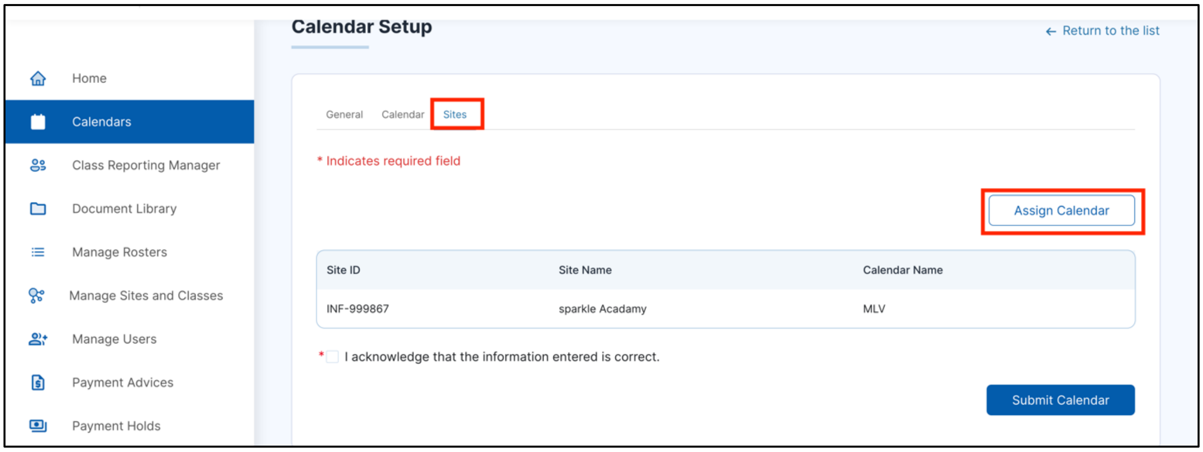
5. On the Calendar Setup page, scroll down and click the **Save & Next** button.



You will be directed to the **Sites** tab of the Calendar Setup page.

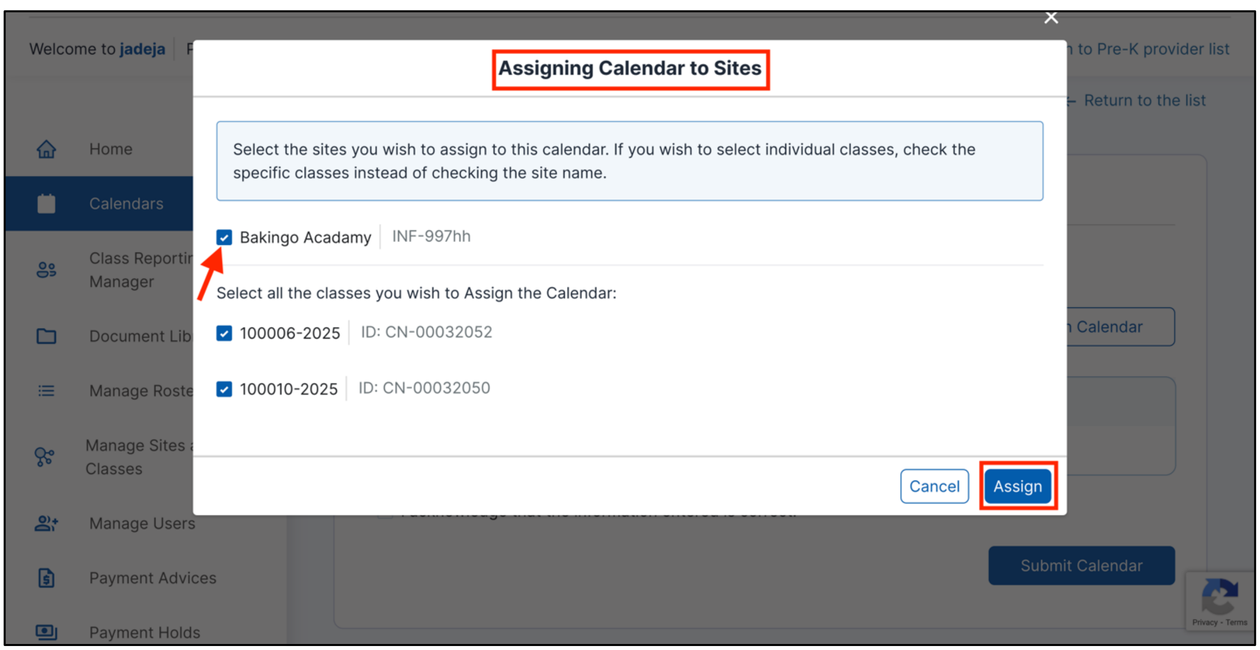
6. If you wish to assign the Calendar to some other Sites, then click the **Assign Calendar** button.

   Note: Confirm the **acknowledgment** and click the **Submit Calendar** button if you wish to continue with the same Site.

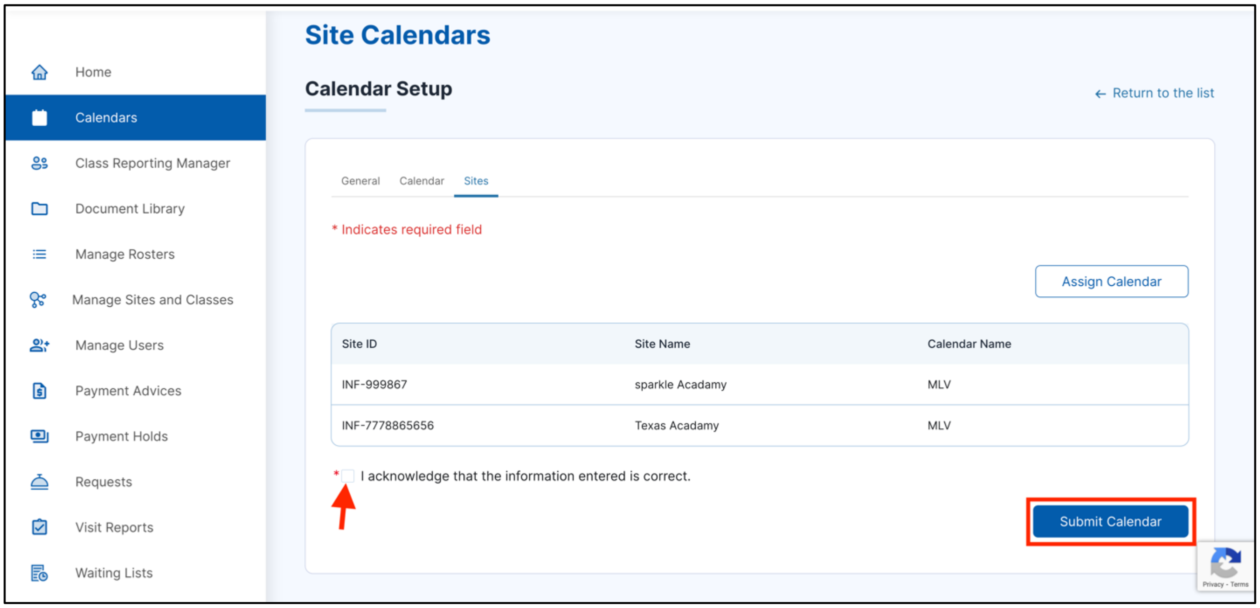


You will be directed to the **Assigning Calendar to Sites** page.

7. On the **Assigning Calendar to Sites** pop-up window, select the required Sites, then click the **Assign** button.
   Note: Classes under the Site are automatically selected after choosing the Site. You can also select individual Classes if you don't want to assign the Calendar to all Classes under this Site.



8. To resubmit the Calendar, confirm the **acknowledgment** and click the **Submit Calendar** button.



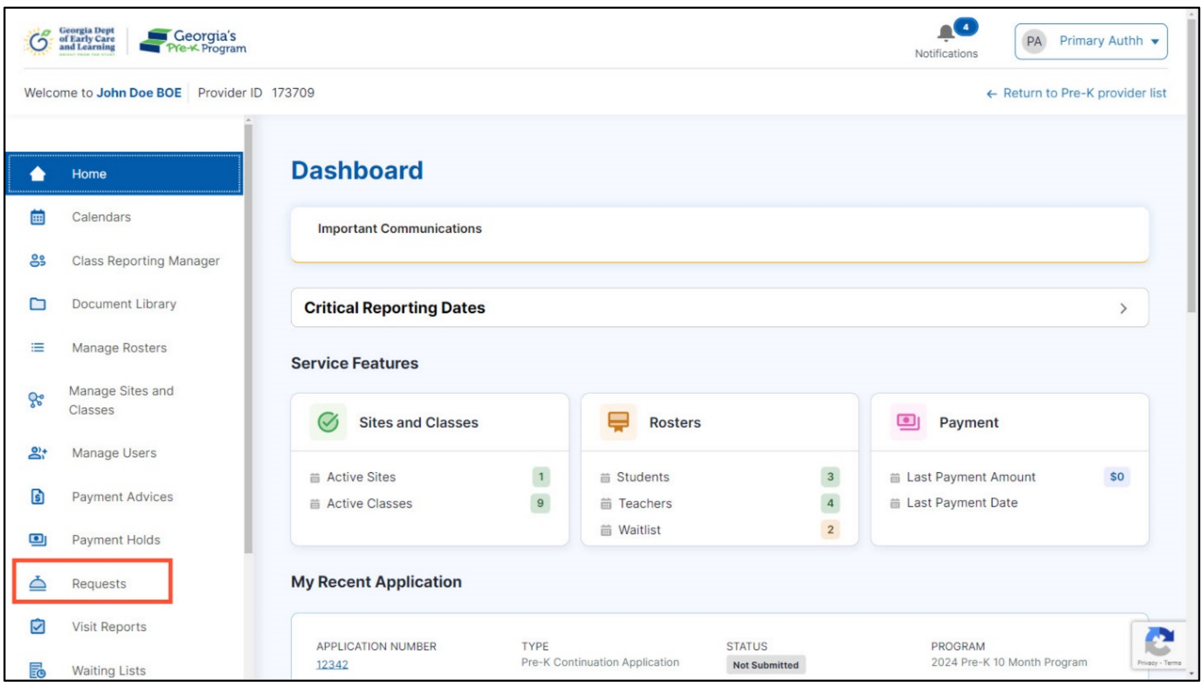
**After submission, a success message will be displayed on the page.*

CREATING REQUESTS

You can create a Student Retention Request, Curriculum Request, Late Start Request, Chronic Absenteeism or Tardiness Request for a Student request, Credible Years of Experience (CYE) Change Request, Student Suspension Notification Request, Modified Day Request Submission, Change of Bank Account Information request, Late roster submission request, Contract Signatory Change Request and Creating Primary Authorized User (PAU) Email Change Request.

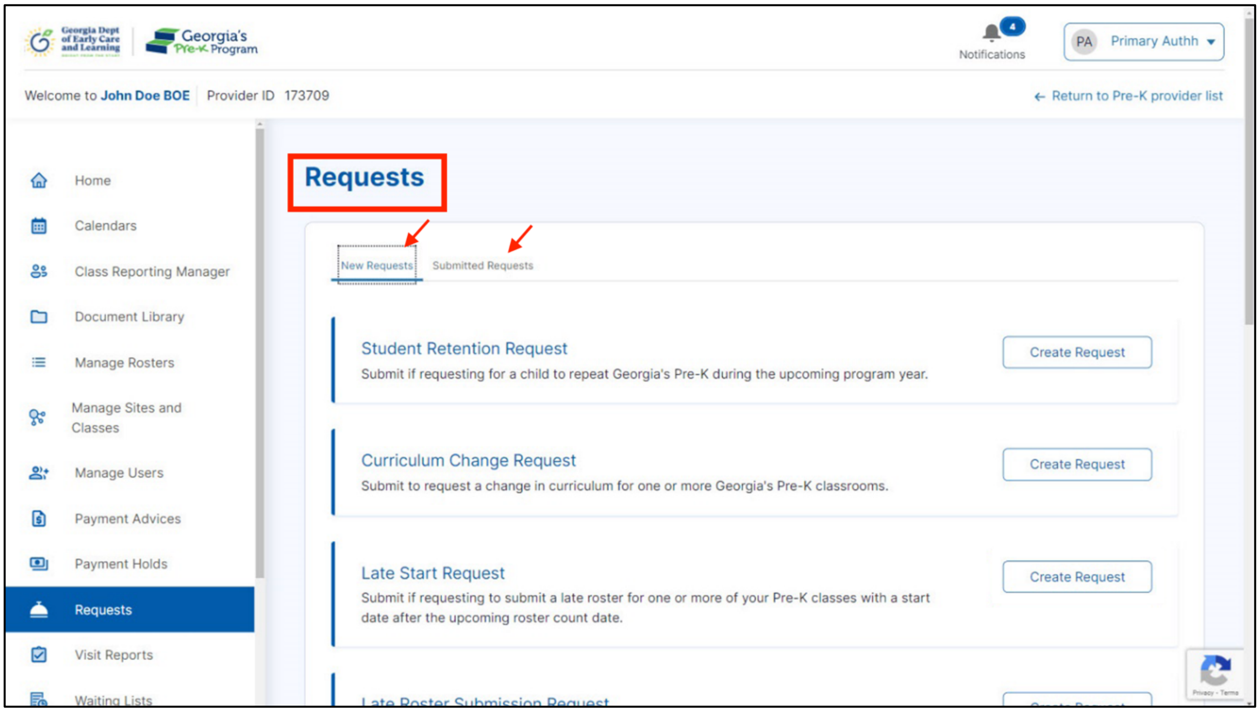
To create a Request, perform the following steps:

1. Go to the **Requests** tab on the left panel.



You will be directed to the Requests page.

The list of available requests to create a new request will be displayed under the New Request tab. You can view the submitted requests under the Submitted Requests tab.

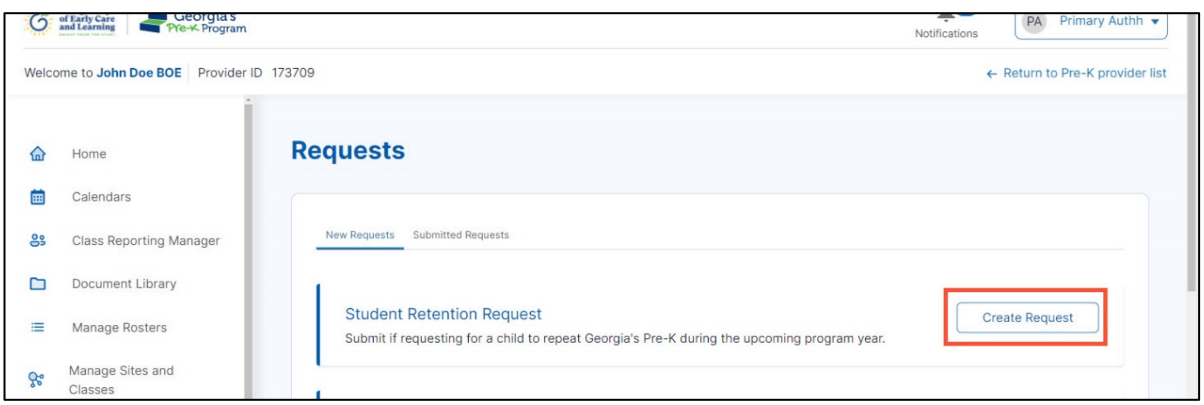


Student Retention Request

A Student Retention Request is made when a child needs to repeat a class for their benefit. To apply for retention, the child's attendance must exceed 30 days, excluding weekends. Once the retention request is submitted, it will be reviewed by the Business Operations Supervisor.

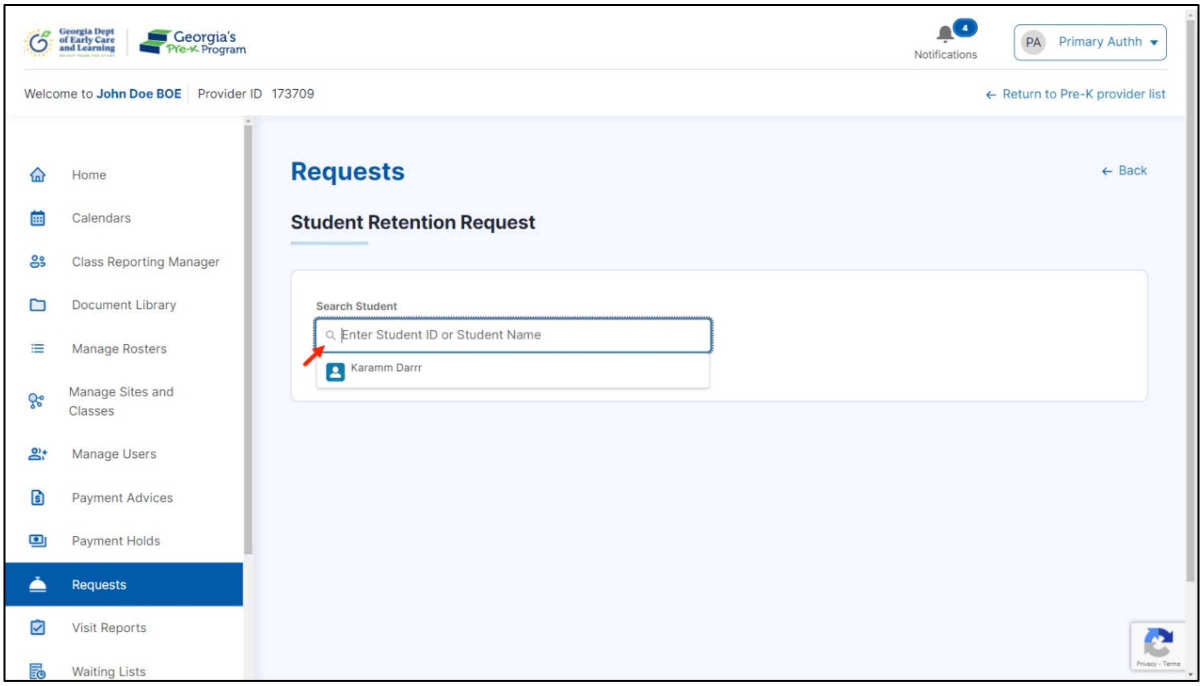
To create the Student Retention Request, perform the following steps:

1. On the **Student Retention Request** tile, click the **Create Request** button.



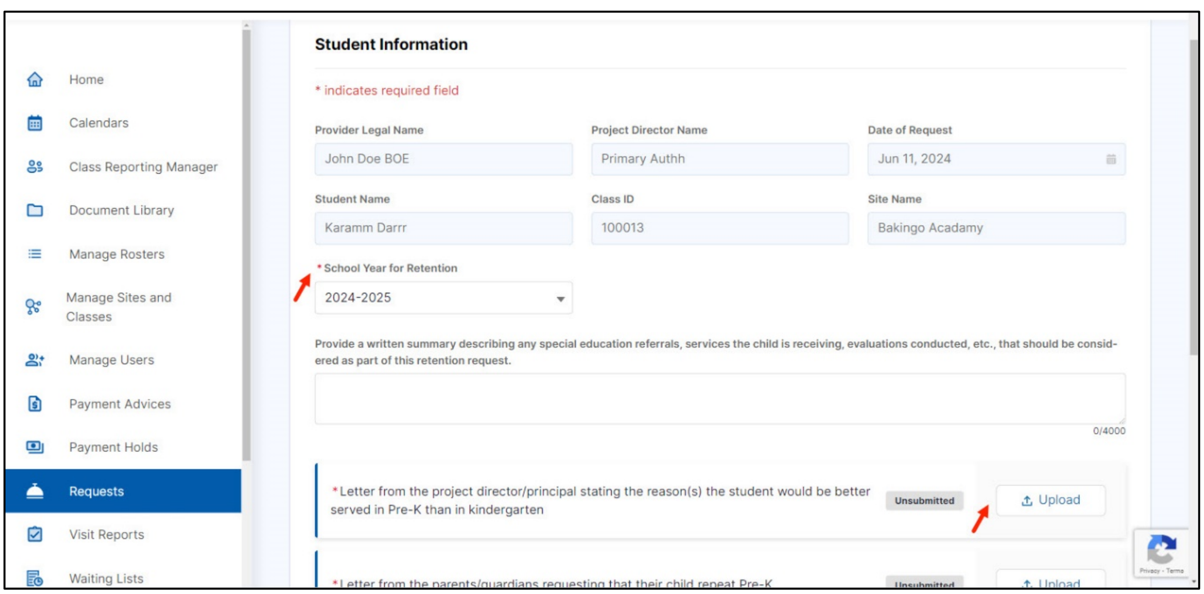
You will be directed to the Student Retention Request page.

2. Enter the *student's name* in the **Search Student** field, then select the student from the results list.



Selected student details will be extracted and displayed in the Student Information section.

3. Select the *year range* from the **School Year for Retention** drop-down list.
4. To upload the relevant documents, click the **Upload** button.

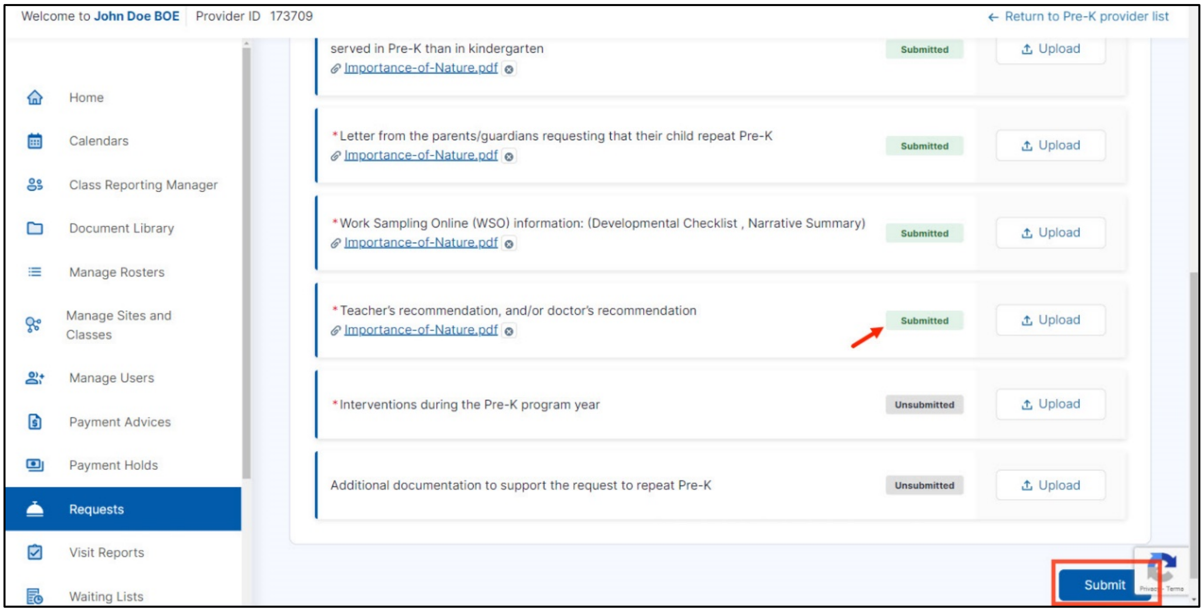


**The Upload Files pop-up window will be displayed.*

Refer to the [File Upload] section for the detailed procedure for uploading the files.

Once the document is uploaded, the status will be changed to **Submitted**.

5. After uploading the required documents, click the **Submit** button.



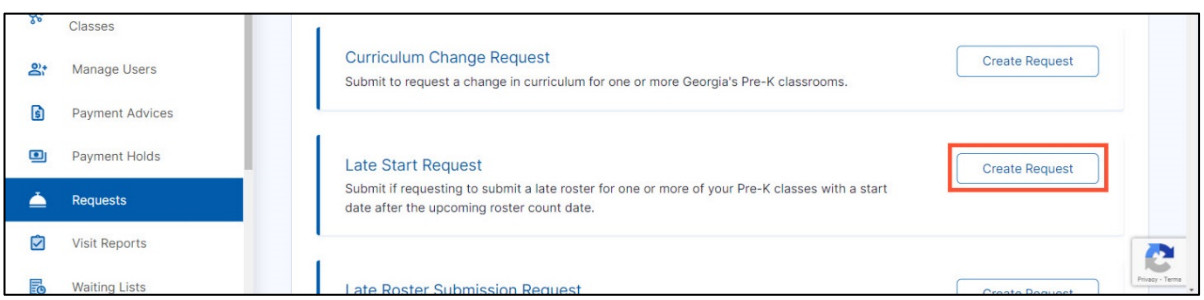
**After saving, a success message will be displayed on the page, and the request will be reflected under the Submitted Requests tab.*

Late Start Request

Late Start Requests are formal requests made by the Project Director to submit a late roster for one or more of your Pre-K classes with a start date after the upcoming roster count date.

To create the Late Start Request, perform the following steps:

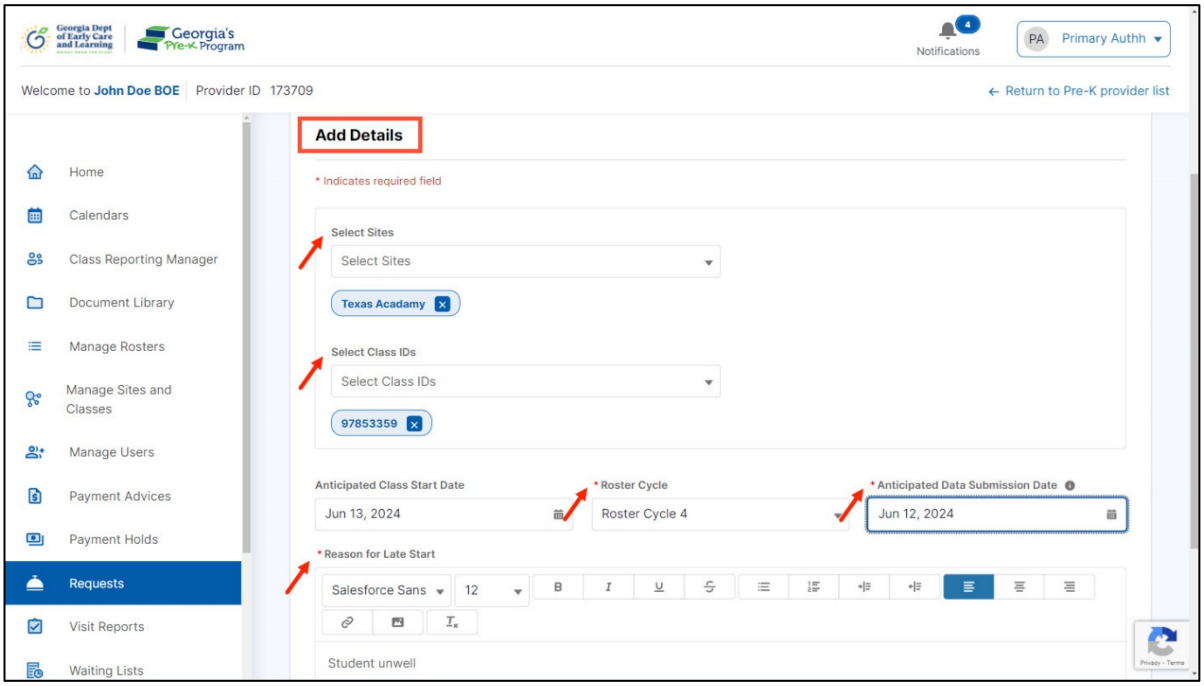
1. Navigate to the Request section of the Provider portal.
2. Click the **Create Request** button for the **Late Start Request**.



You will be directed to the Late Start Request page.

3. On the **Add Details** section, enter the following information:

a. Select the **Site**(s) and the **Class ID**(s) from the drop-down list for which you are submitting the Late Start Request.
b. Enter the **Anticipated Class Start Date**, the **Roster Cycle** that you will be submitting a late roster(s), and the **Anticipated Data Submission Date** (when you plan to submit the roster(s)).
c. Provider a **Reason** for Late Start.



4. After updating the required details, click the **Submit** button.

**After saving, a success message will be displayed on the page and you can view your submitted request under the Submitted Requests tab in the table view.*

Once the Pre-K Staff reviews the request and takes the appropriate decision, you will be notified as follows:

- If the request is returned for revision, you will receive an email with the required updates that you need to make before resubmitting.

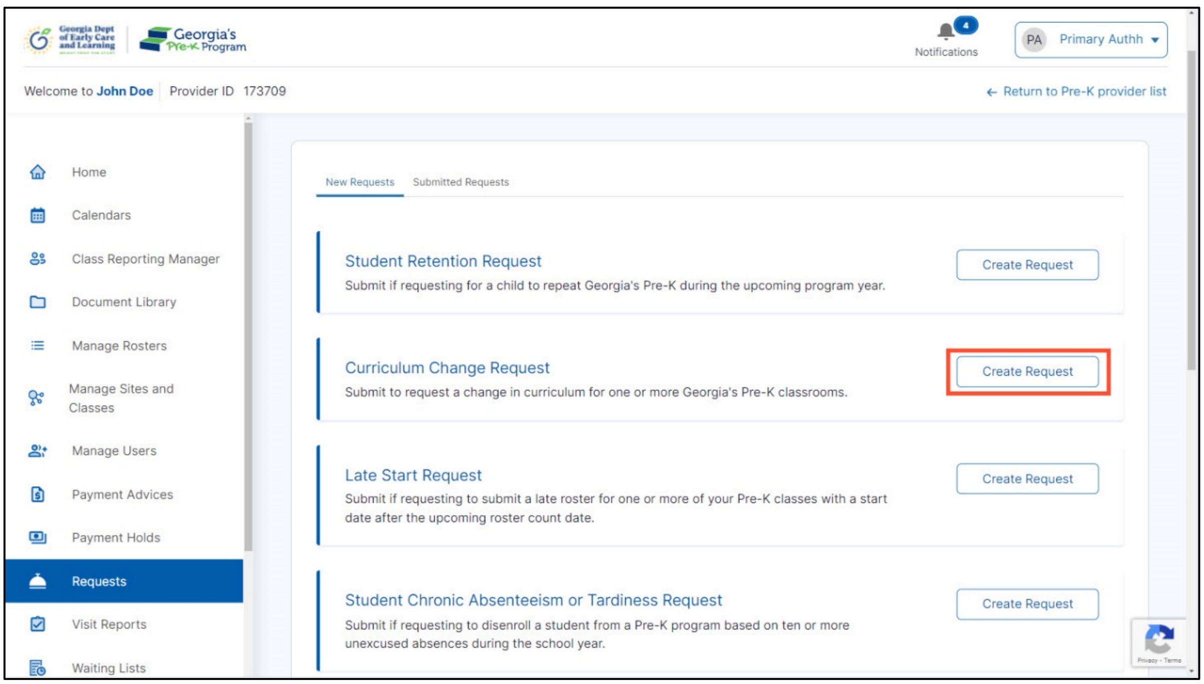
- If the request is not approved, you will receive a notification in the provider portal that includes the reason for not approving the request.
- If the request is approved, you will receive a notification in the provider portal and the roster due date for the Site(s) and Class ID(s) indicated on the Late Start Request will be updated to reflect the Anticipated Date Submission Date.

Curriculum Change Request

The purpose of this request is to formally propose modifications to the existing curriculum to better meet the educational needs of students. This process ensures that the curriculum stays relevant, effective, and aligned with state standards and best practices. By managing Curriculum Change Requests, you help support a high-quality educational program that supports the best learning outcomes for all students.

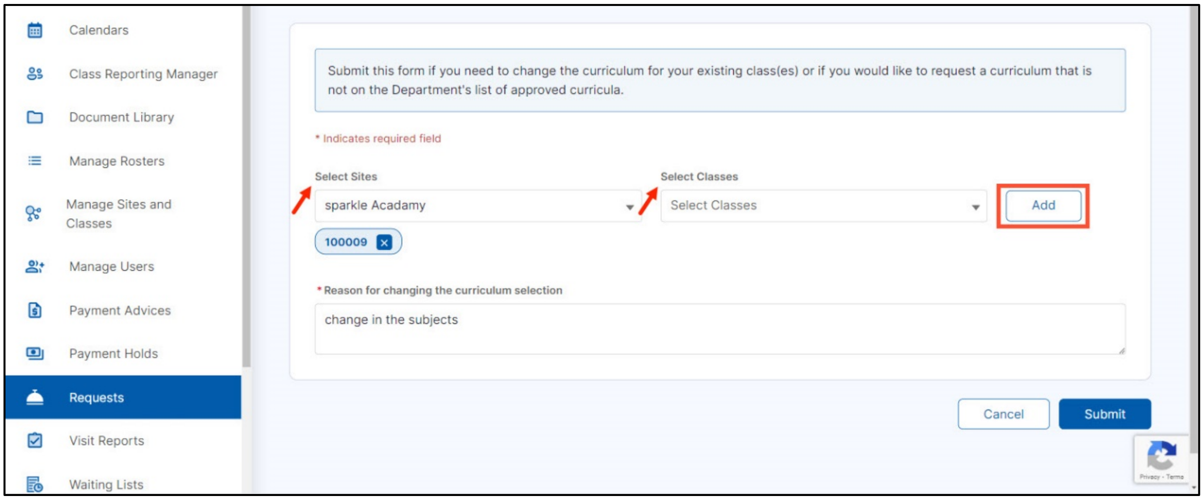
To create the Curriculum Change Request, perform the following steps:

1. On the **Curriculum Change Request** tile, click the **Create Request** button.

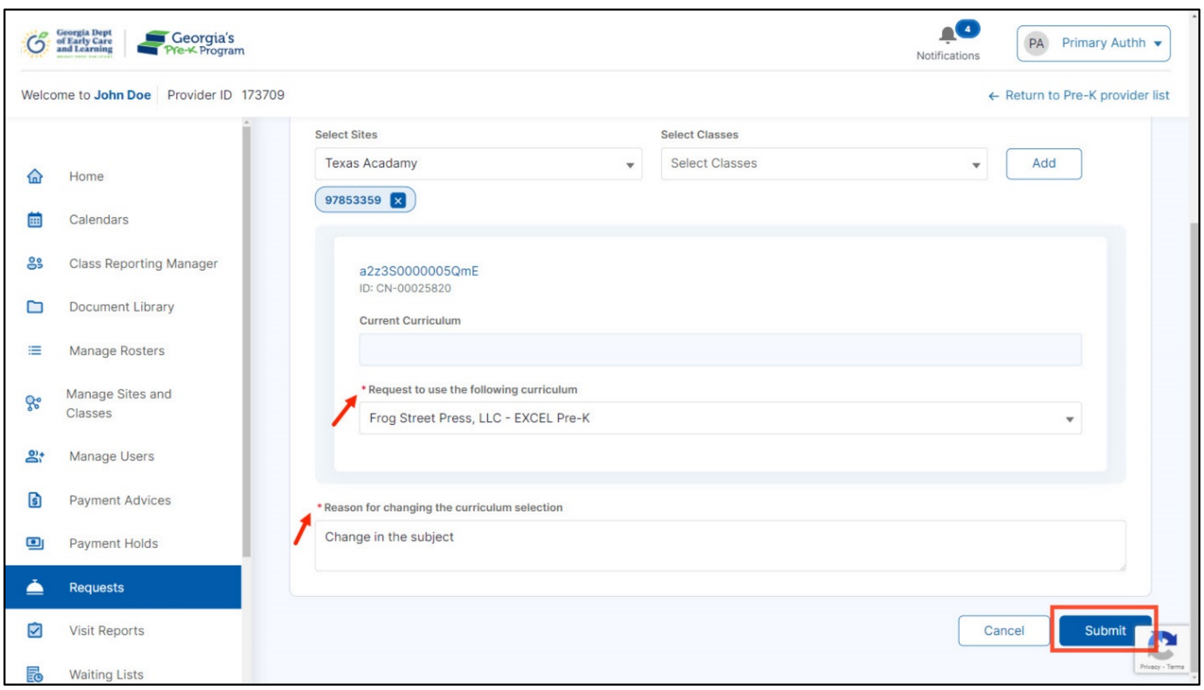


You will be directed to the Curriculum Change Request page.

2. Select the *sites* from the **Select Sites** drop-down list and *classes* from the **Select Classes** drop-down list.
3. To update the curriculum, click the **Add** button.



4. Select the *Curriculum* from the **Request to use the following curriculum** drop-down list.
5. Enter the *reason* in the **Reason for changing the curriculum selection** textbox and click the **Submit** button.



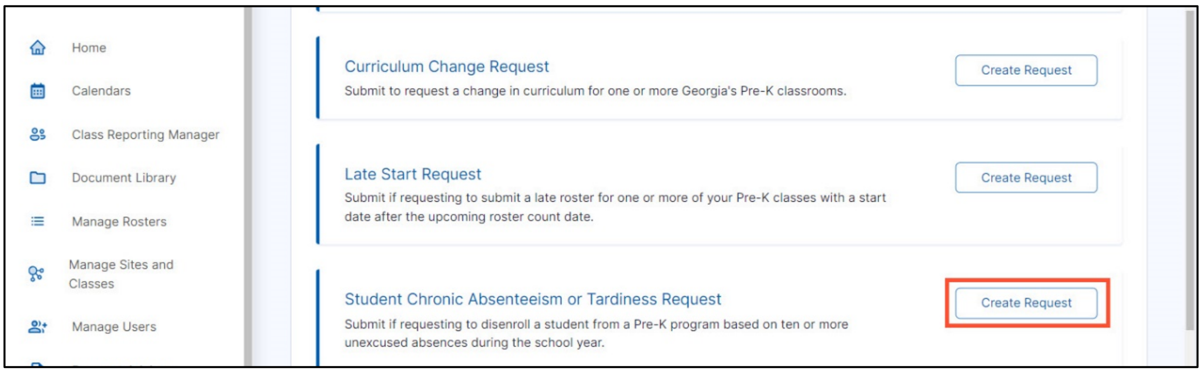
**After saving, a success message will be displayed on the page, and the request will be reflected under the Submitted Requests tab.*

Student Chronic Absenteeism or Tardiness Request

A Student Chronic Absenteeism or Tardiness Request usually involves a student or their guardian or a school staff member formally requesting help with frequent absences or tardiness. After the Provider submits the absenteeism or tardiness request on the portal, it goes to the Business Operations Supervisor for review.

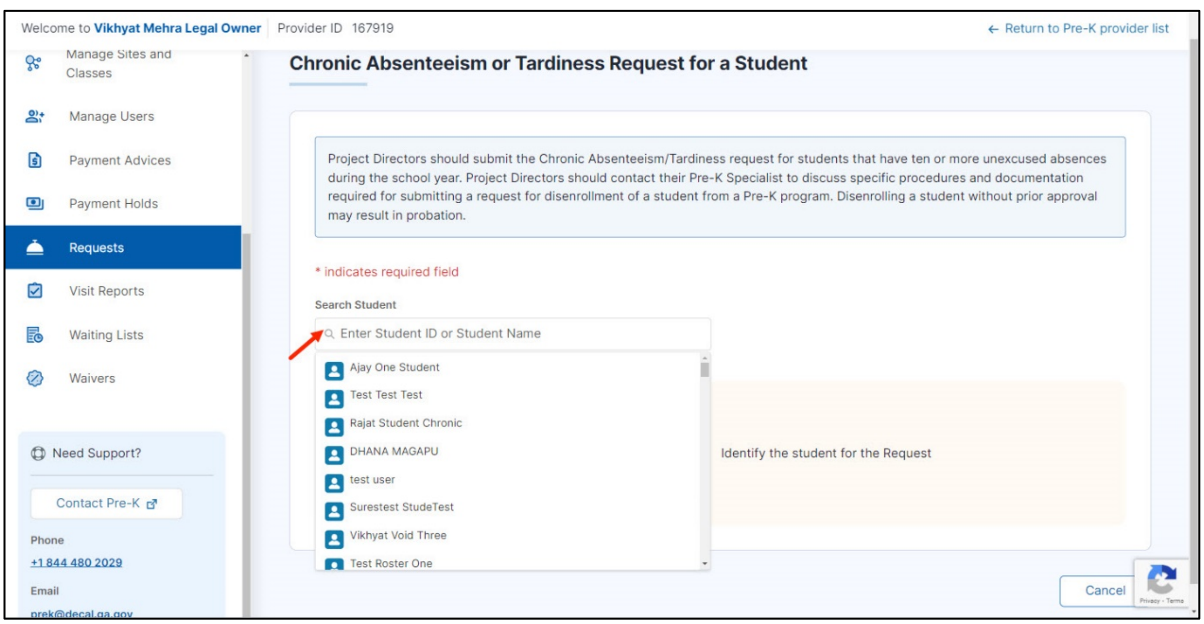
To create the Student Chronic Absenteeism or Tardiness Request, perform the following steps:

1. On the **Student Chronic Absenteeism or Tardiness Request** tile, click the **Create Request** button.



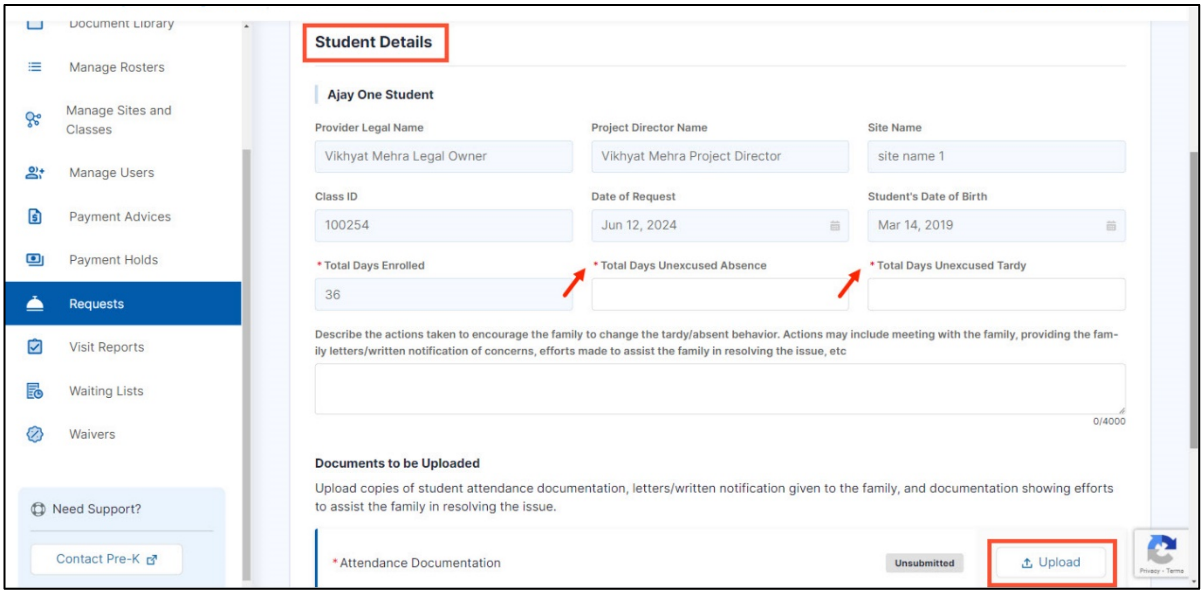
You will be directed to the Chronic Absenteeism or Tardiness Request for a Student page.

2. Enter the *student's name* in the **Search Student** field, then select the student from the results list.



Selected student details will be extracted and displayed in the Student Details section.

3. Enter the *number of days* in the **Total Days Unexcused Absence** field and the *number of days* in the **Total Days Unexcused Tardy** field.
4. To upload the relevant documents, click the **Upload** button.

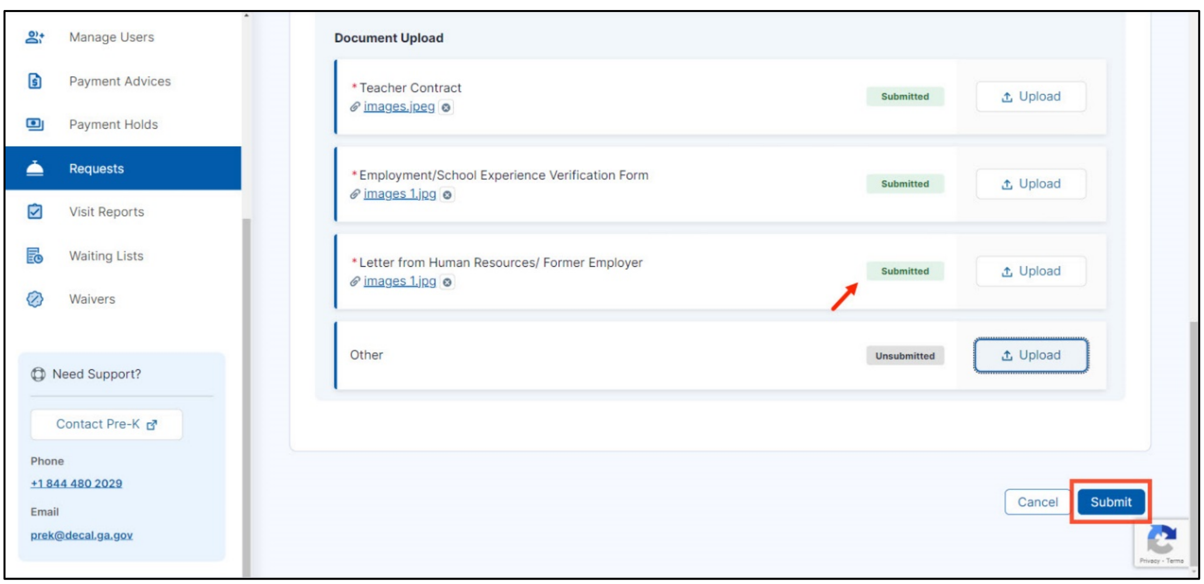


**The Upload Files pop-up window will be displayed.*

Refer to the File Upload section for the detailed procedure for uploading the files.

Once the document is uploaded, the status will be changed to Submitted.

5. After uploading the required documents, click the **Submit** button.



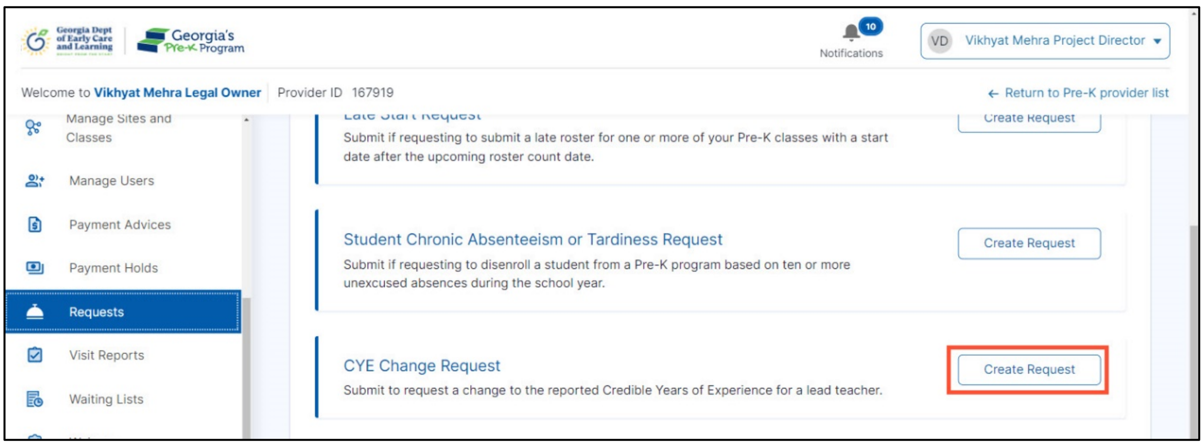
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

Credible Years of Experience (CYE) Change Request

The purpose of submitting a CYE Change Request is to formally propose adjustments related to the end-of-year classroom configurations or statuses. This may include changes in classroom assignments, closures, or other significant modifications. Managing CYE Change Requests ensures that the end-of-year transitions are smooth and well-documented, supporting accurate record-keeping and compliance with state guidelines.

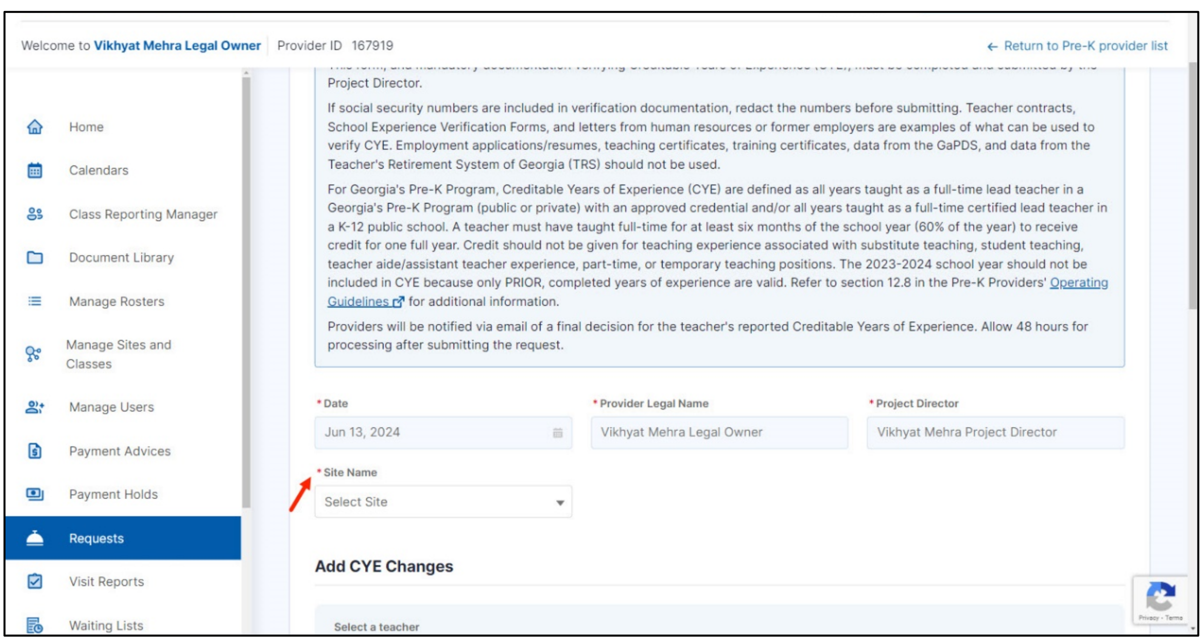
To create the CYE Change Request, perform the following steps:

1. On the **CYE Request** tile, click the **Create Request** button.

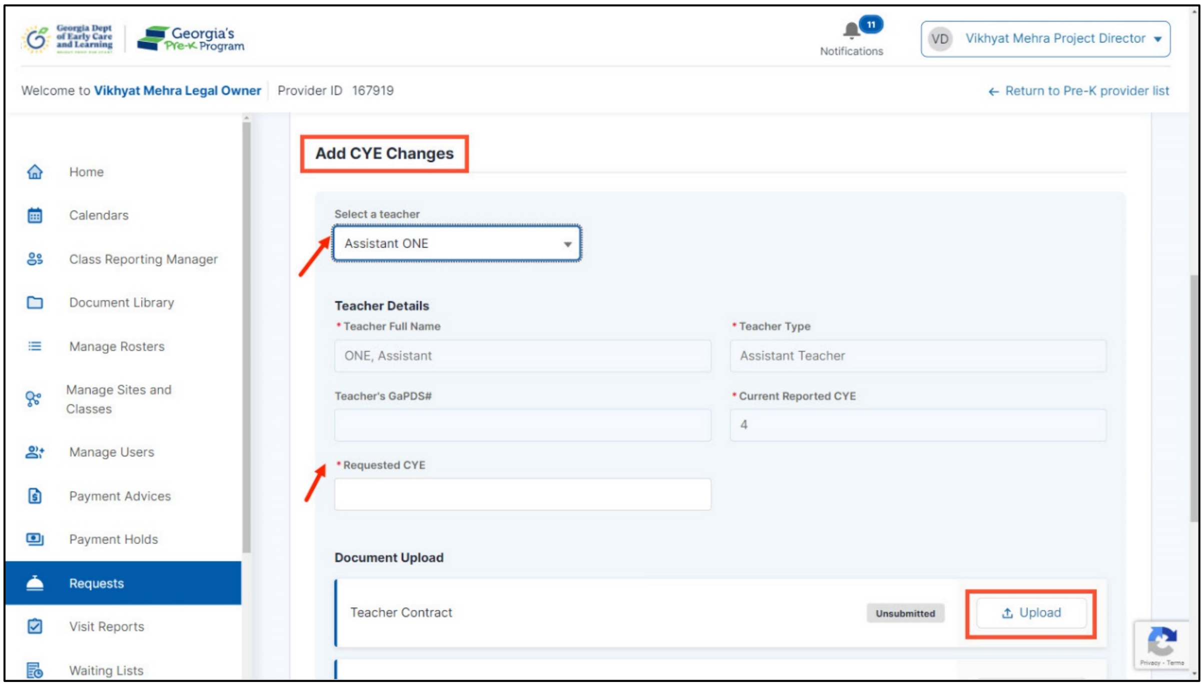


You will be directed to the CYE Request page.

2. Select the *site* from the **Site Name** drop-down list.



3. On the **Add CYE Changes** section, enter the following information:
    a. Select the *teacher* from the **Select a Teacher** drop-down list.
    b. Enter the details in the **Requested CYE** textbox.
4. To upload the relevant documents, click the **Upload** button.



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

Refer to the File Upload section for the detailed procedure for uploading the files.

Once the document is uploaded, the status will be changed to Submitted.

5. After uploading the required documents, click the **Submit** button.

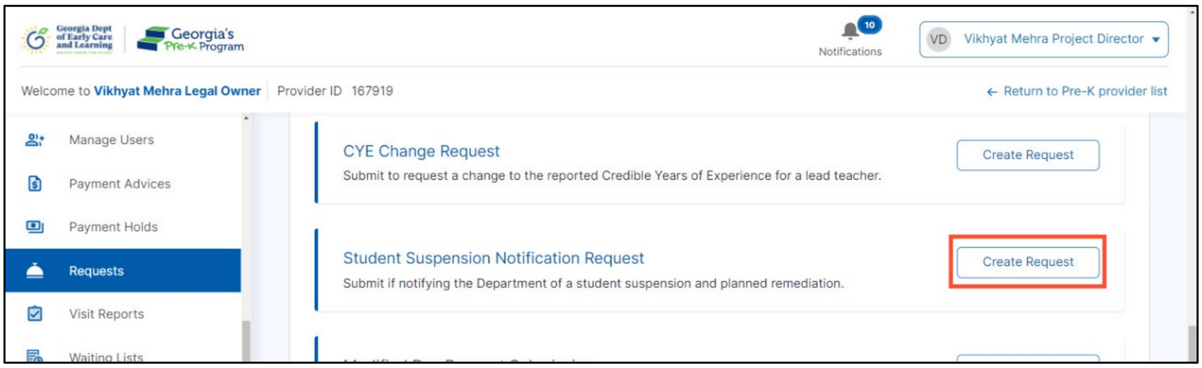
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

Student Suspension Notification Request

Student Suspension Notification Request refers to the process of creating a suspension request on the Portal for a student. Once the Provider submits the request on the portal, the Pre-K staff will be able to view it.

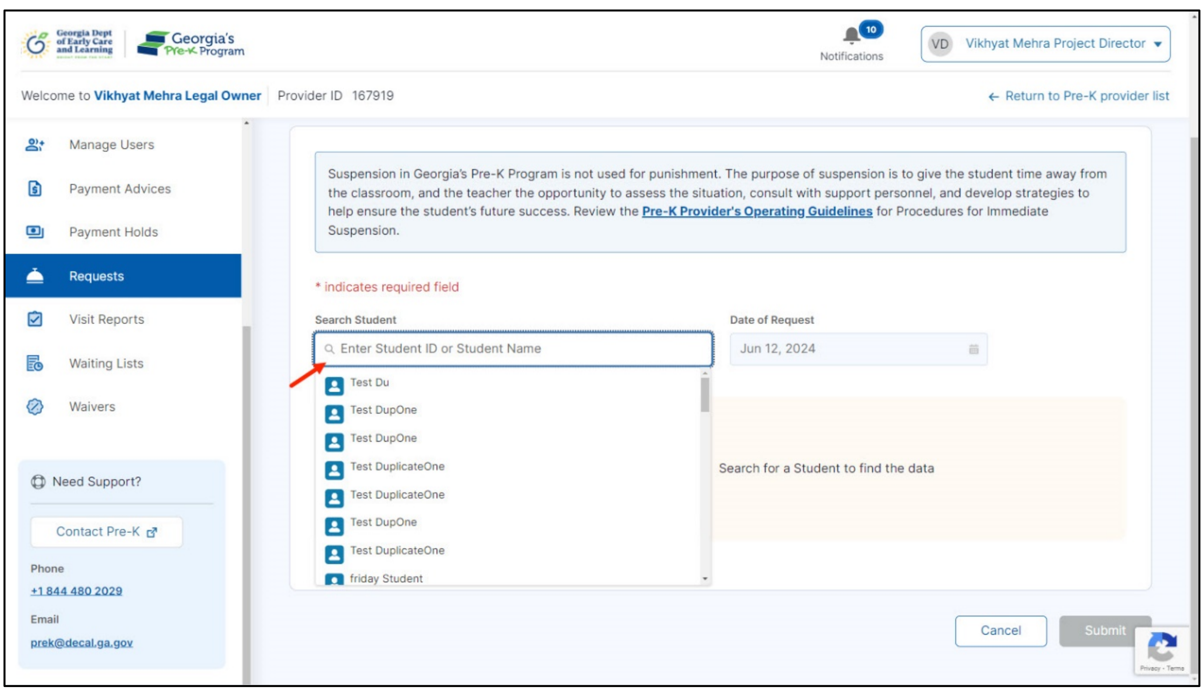
To create the Student Suspension Notification Request, perform the following steps:

1. On the **Student Suspension Notification Request** tile, click the **Create Request** button.



You will be directed to the Student Suspension Notification Request page.

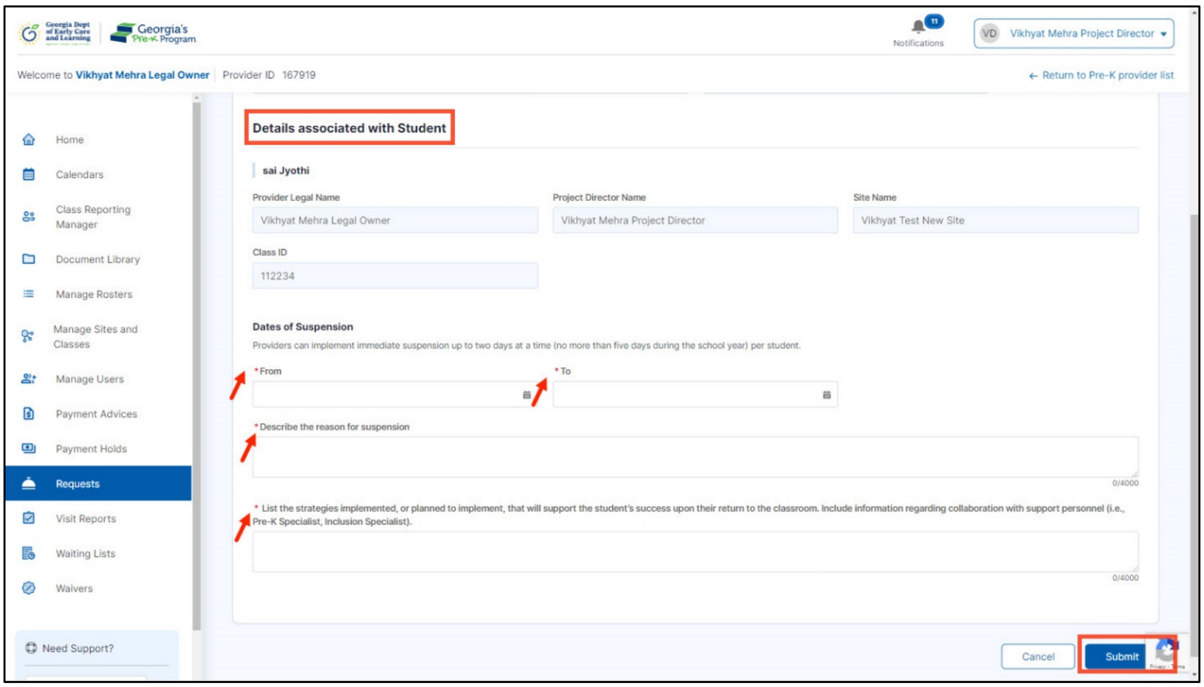
2. Enter the *student's name* in the **Search Student** field, then select the student from the results list.



Selected student details will be extracted and displayed in the Details associated with the student section.

3. On the **Details associated with Student** section, enter the following information:
    a. Select the *date* from the **From** field.
    b. Select the *date* from the **To** field.
    c. Enter the *reason* in the **Describe the reason for suspension** textbox.
    d. Enter the *details* in the **List the strategies implemented, or planned to implement, that will support the student's success upon their return to the classroom. Include information regarding collaboration with support personnel (i.e., Pre-K Specialist, Inclusion Specialist)** *textbox.*

   Note: Maximum Suspension can be 2 days only.
4. Click the **Submit** button.



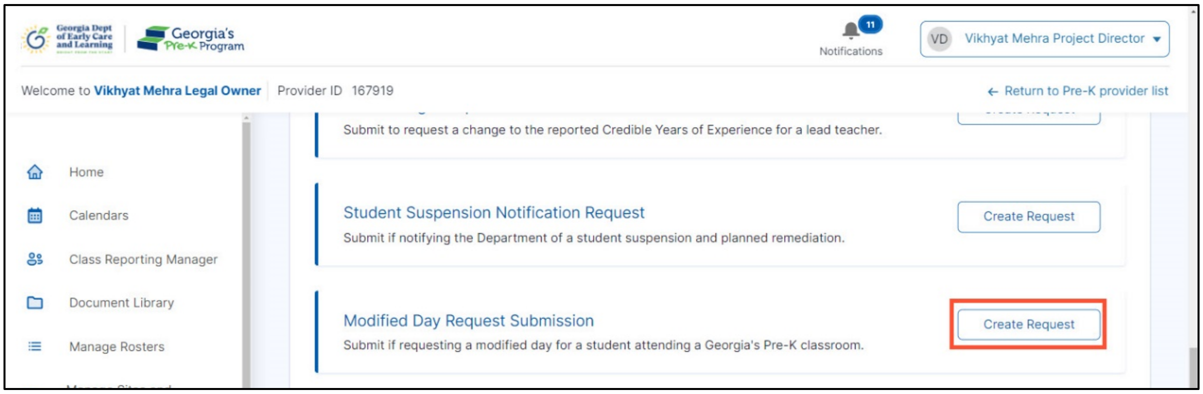
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

Modified Day Request Submission

The purpose of this request is to seek approval for changes to the standard instructional day, such as altering start and end times or adjusting the daily schedule to better accommodate the needs of students and staff. Effectively managing Modified Day Requests ensures that any schedule adjustments are following state guidelines and support the effective delivery of the curriculum.

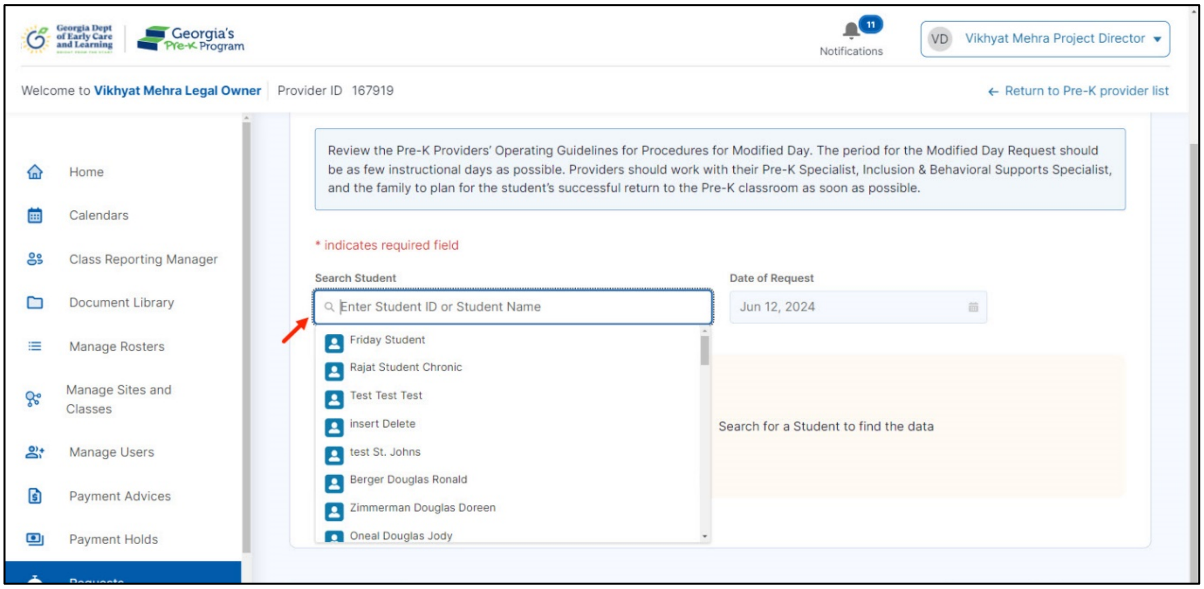
To create the Modified Day Request Submission, perform the following steps:

1. On the **Modified Day Request Submission** tile, click the **Create Request** button.



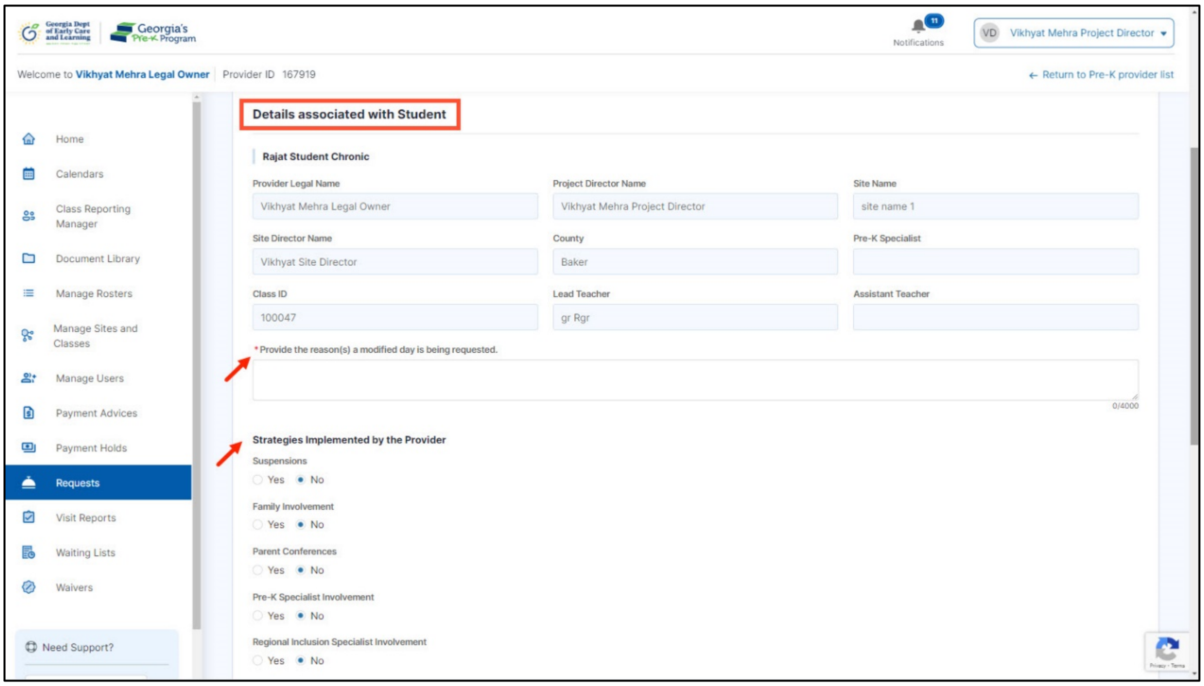
You will be directed to the Student Suspension Notification Request page.

2. Enter the *student's name* in the **Search Student** field, then select the student from the results list.



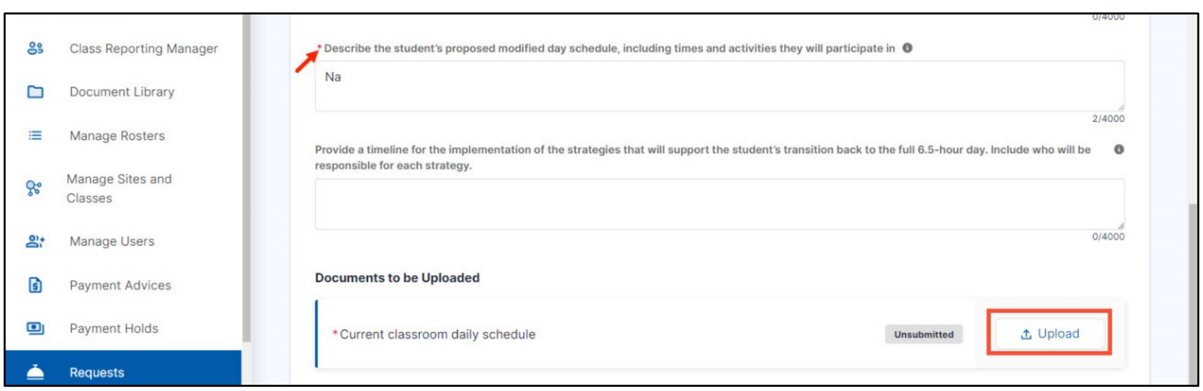
Selected student details will be extracted and displayed in the **Details associated with Student** section.

3. On the **Details associated with Student** section, enter the following information:
    a. Enter the *reason* in the **Provide the reason(s) a modified day is being requested** textbox.
    b. Select *Yes or No* radio button for the options under the Strategies Implemented by the Provider section.



    c. Enter the details in the **Describe the student's proposed modified day schedule, including times and activities they will participate in** textbox*.*

4. To upload the relevant documents, click the **Upload** button.

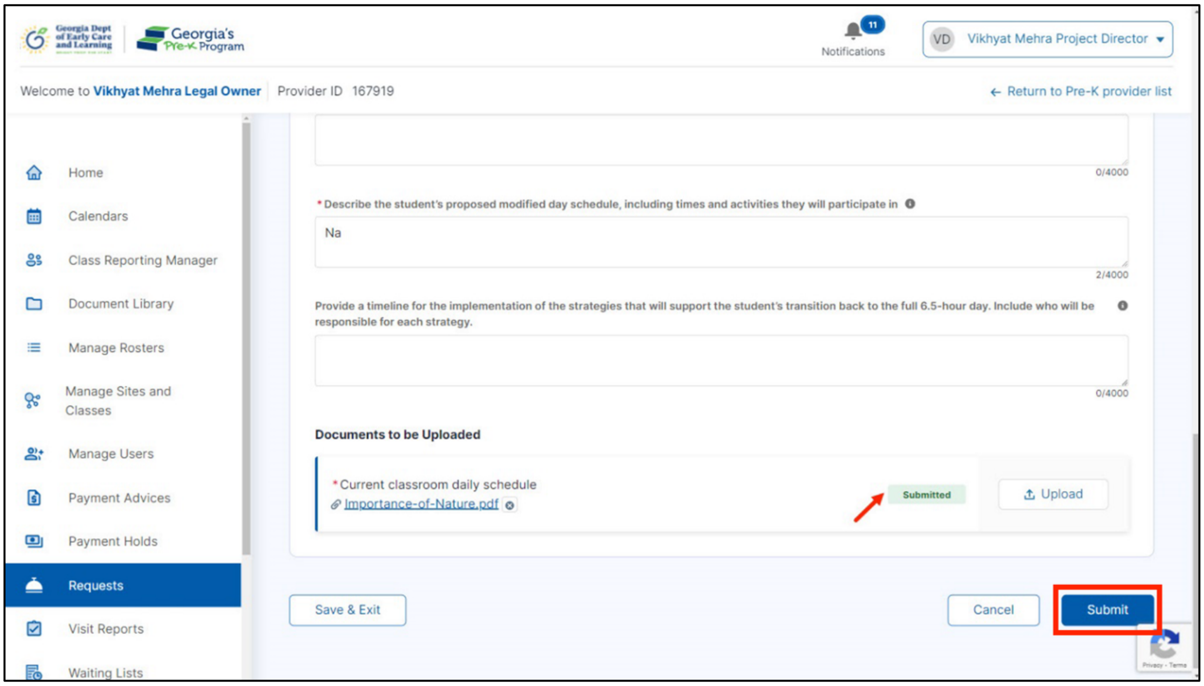


**The Upload Files pop-up window will be displayed.*

Refer to the File Upload section for the detailed procedure for uploading the files.

Once the document is uploaded, the status will be changed to Submitted.

5. After uploading the required documents, click the **Submit** button.



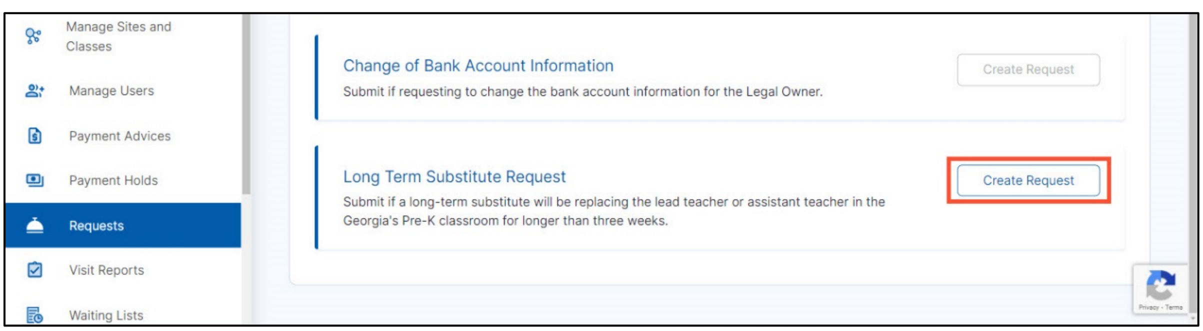
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

Long Term Substitute Request

A Long-Term Substitute Request is submitted on the Portal by the Provider to replace a teacher on extended leave.

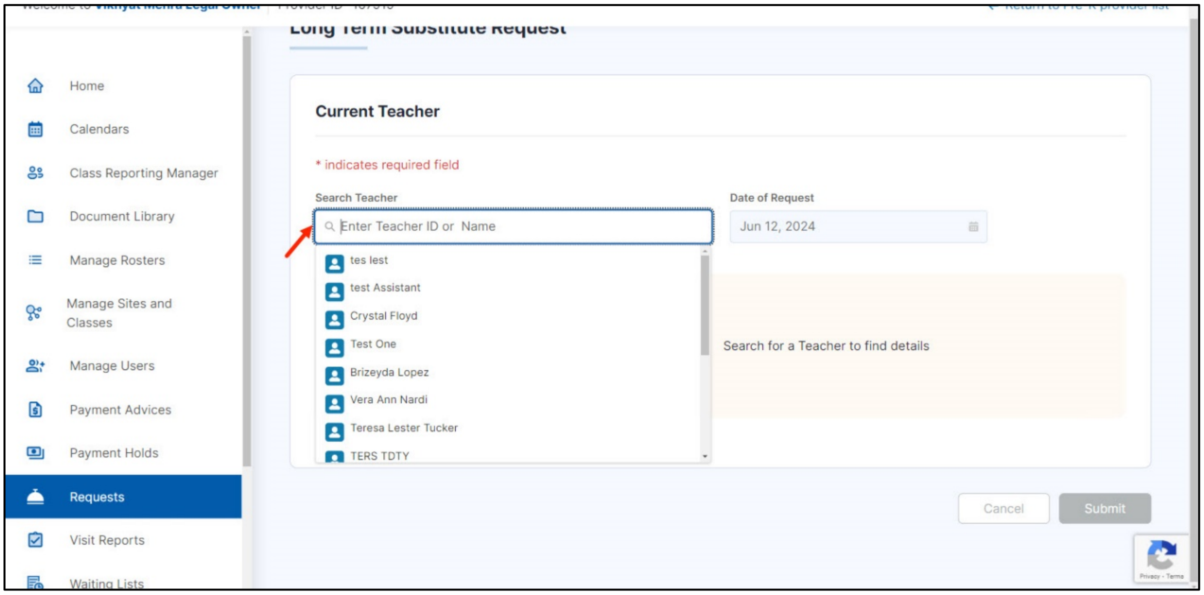
To create the Long-Term Substitute Request, perform the following steps:

1. On the **Long Term Substitute Request** tile, click the **Create Request** button.

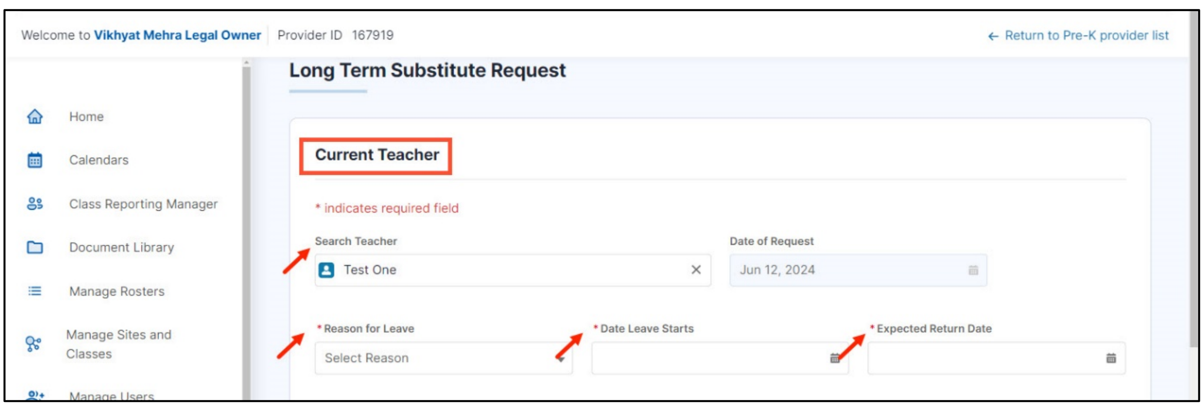


You will be directed to the Long Term Substitute Request page.

2. Enter the *teacher's name* in the **Search Teacher ID or Name** field, then select the teacher from the results list.

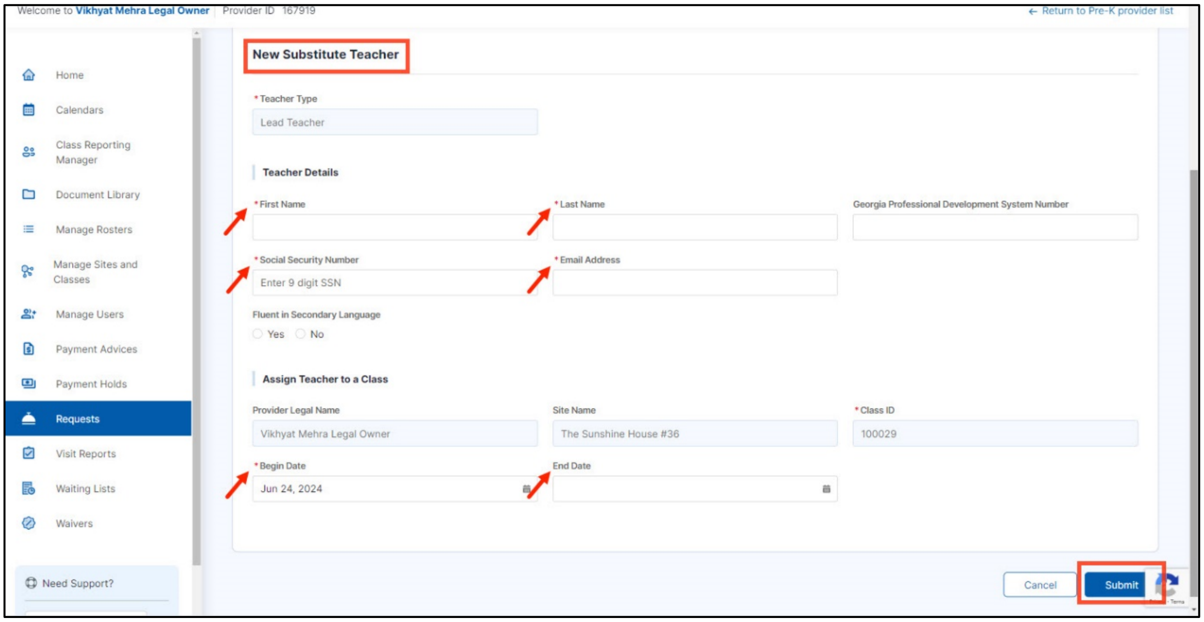


3. On the **Current Teacher** section, enter the following information:
    a. Select the *reason* from the **Reason for Leave** drop-down list.
    b. Select the *date* in the **Date Leave Starts** field.
    c. Select the *date* in the **Expected Return Date** field.



4. On the **New Substitute Teacher** section, enter the following information:
    a. Enter the *first name* in the **First Name** textbox.
    b. Enter the *last name* in the **Last Name** textbox.
    c. Enter the *nine digit SSN* in the **Social Security Number** field.
    d. Select the *date* in the **Begin Date** field.
    e. Select the *date* in the **End Date** field.

5. After updating the required details, click the **Submit** button.



**After saving, a success message will be displayed on the page, and the request will be reflected under the Submitted Requests tab.*

Change of Bank Account Information Request

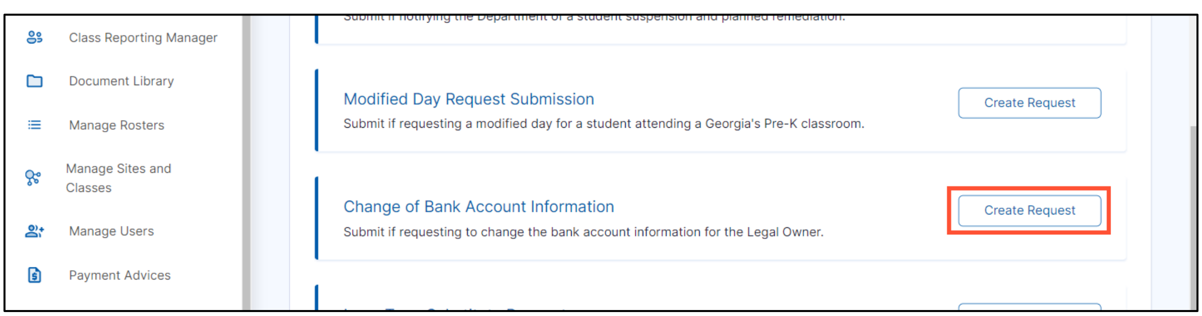
A Bank Account Change request refers to the request to update the bank account details of the Provider in the Pre-K records.

After the Provider submits the Bank Account Change Request on the portal, it's assigned to the Business Operations Supervisor for review.

To create the Change of Bank Account Information Request, perform the following steps:

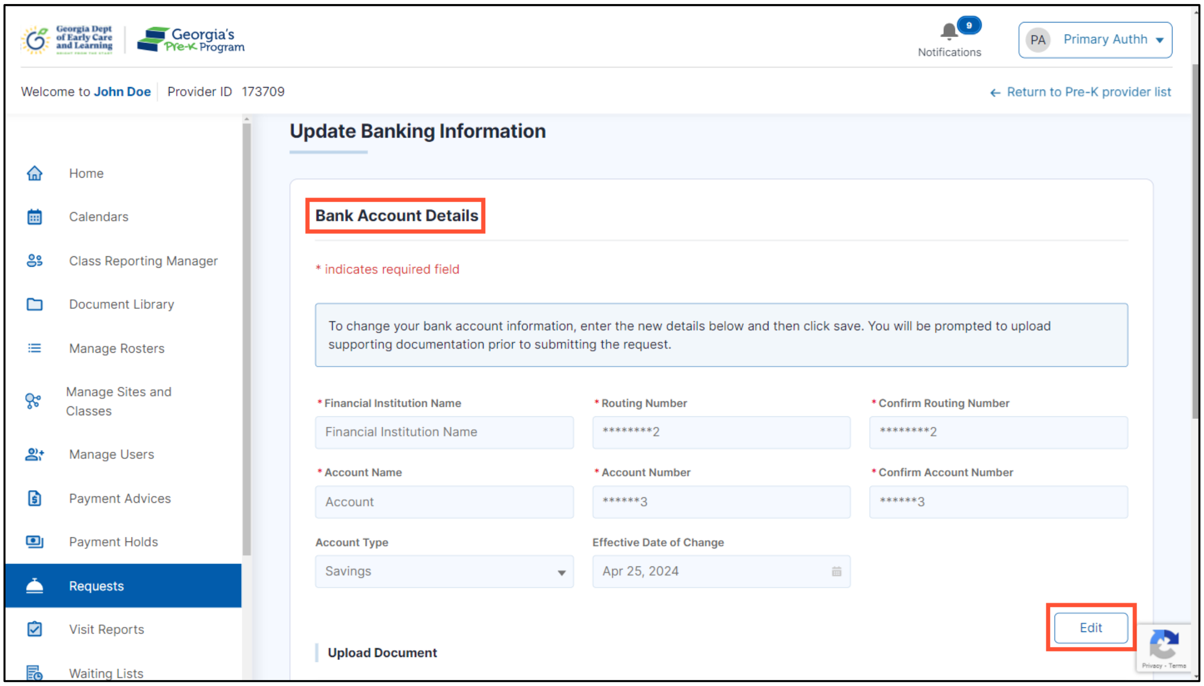
Note: Only the Primary Authorized User can create a request for Change of Bank Account Information.

1. On the **Change of Bank Account Information Request** tile, click the **Create Request** button.



You will be directed to the Update Banking Information page.

2. On the **Bank Account Details** section, click the **Edit** button.

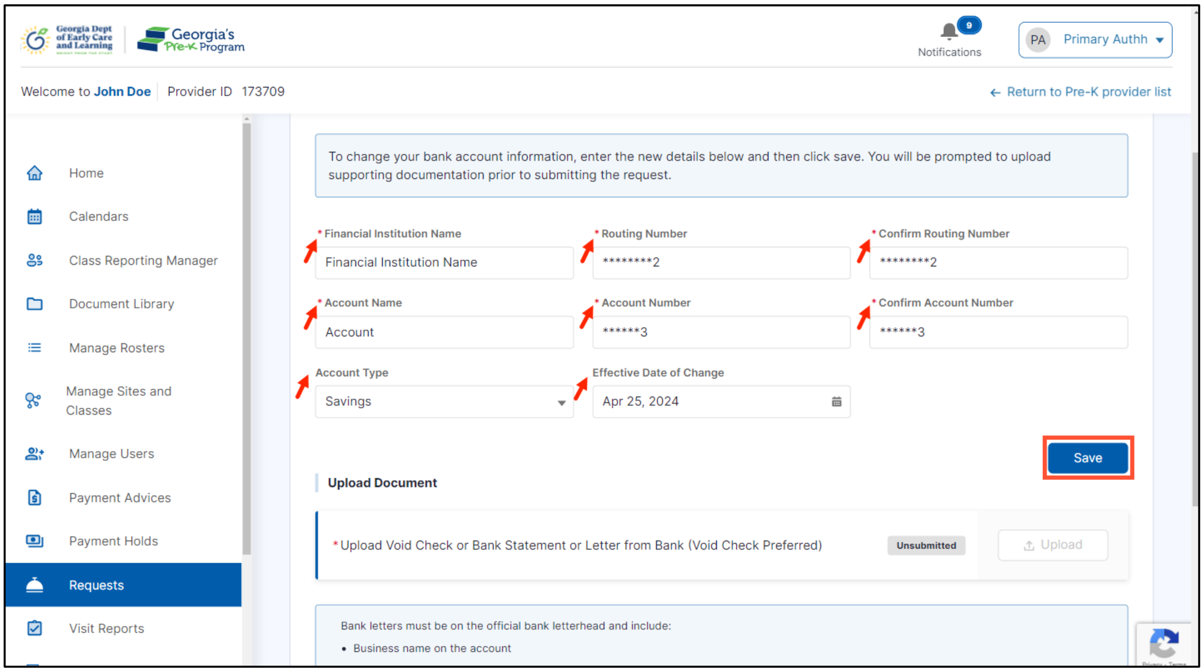


3. Edit the necessary Bank Account details.

4. Enter the required details:
   a. Enter/Modify the *bank name* in the **Financial Institution Name** textbox.
   b. Enter/Modify the *bank routing number* in the **Routing Number** field.
   c. Re-enter your *bank routing number* in the **Confirm Routing Number** field to confirm if the details are newly entered or modified.
   d. Enter/Modify the *account name* in the **Account Name** textbox.
   e. Enter/Modify the *bank account number* in the **Account Number** field.
   f. Re-enter your bank account number in the **Confirm Account Number** field to confirm if newly entered or modified.
   g. Select/Modify the *type of account* from the **Account Type** drop-down list.
   h. Enter the date when the changes should take effect in the **Effective Date of Change** field.

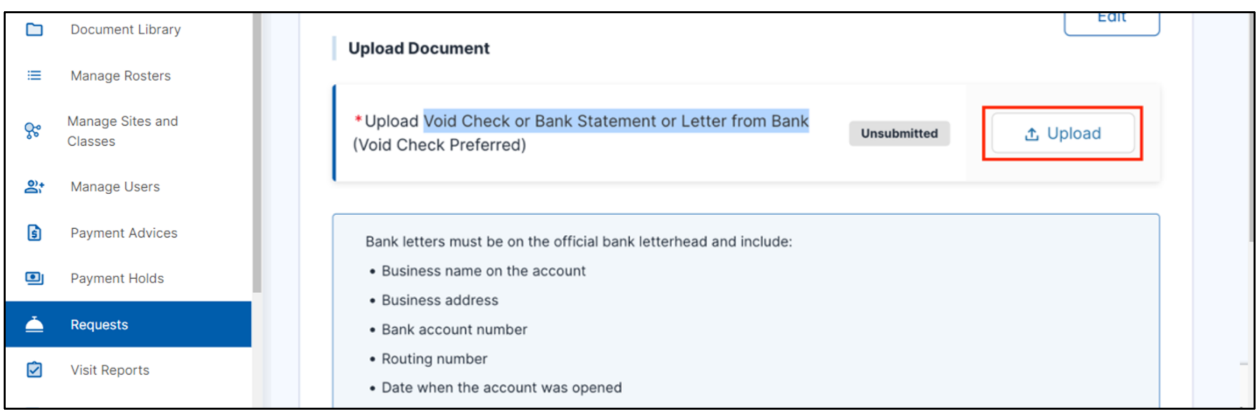
   Note: Effective Date of Change value should be current or later date.

5. After updating the required details, click the **Save** button.



After saving, a success message will be displayed on the page, and the Upload button will be enabled.

6. To upload the relevant documents, click the **Upload** button.
7. To upload the relevant documents, refer to the File Upload section for the detailed procedure for uploading the files.

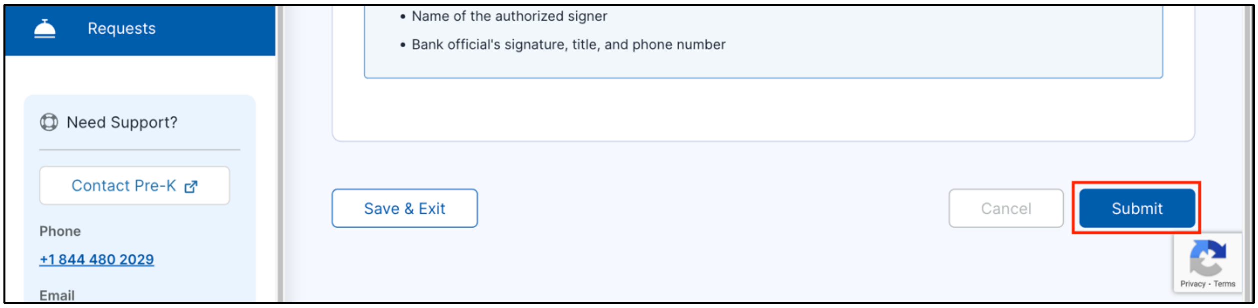


**The Upload Files pop-up window will be displayed.*

Refer to the File Upload section for the detailed procedure for uploading the files.

**Once the document is uploaded, the status will be changed to Submitted.*

8. After uploading the required documents, click the **Submit** button.



**After saving, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

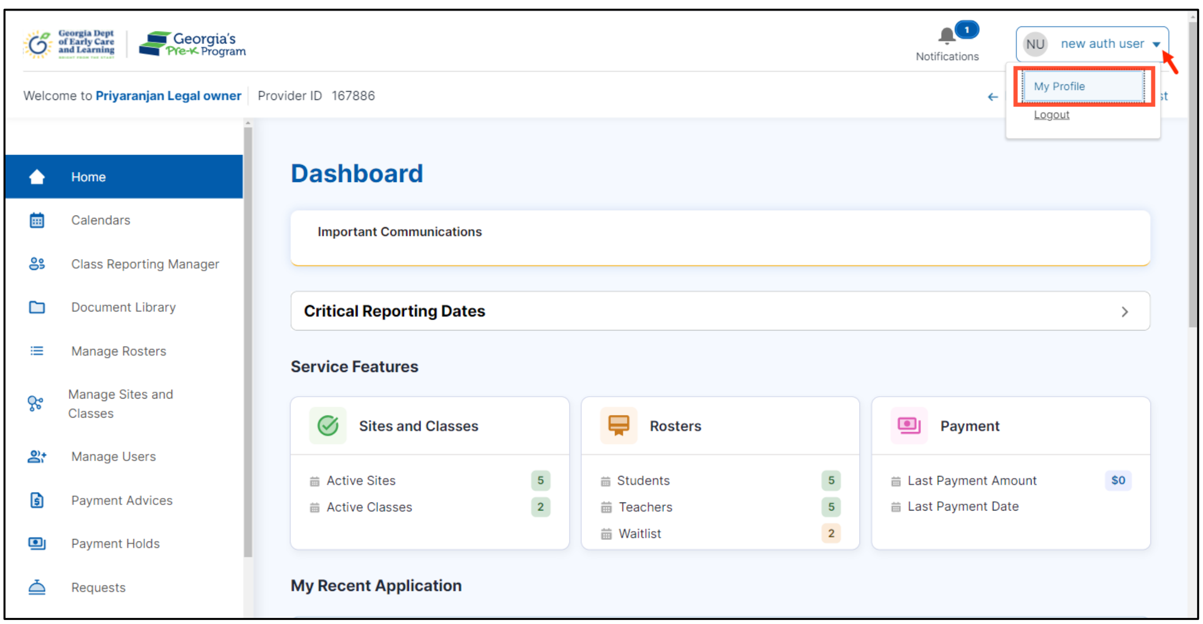
Primary Authorized User (PAU) Email Change Request

This request is to update the email address associated with the primary user account to ensure accurate and effective communication. Keeping the PAU email information current is crucial for receiving timely updates, notifications, and essential correspondence from the Pre-K program.

To modify/change the PAU email, perform the following steps:

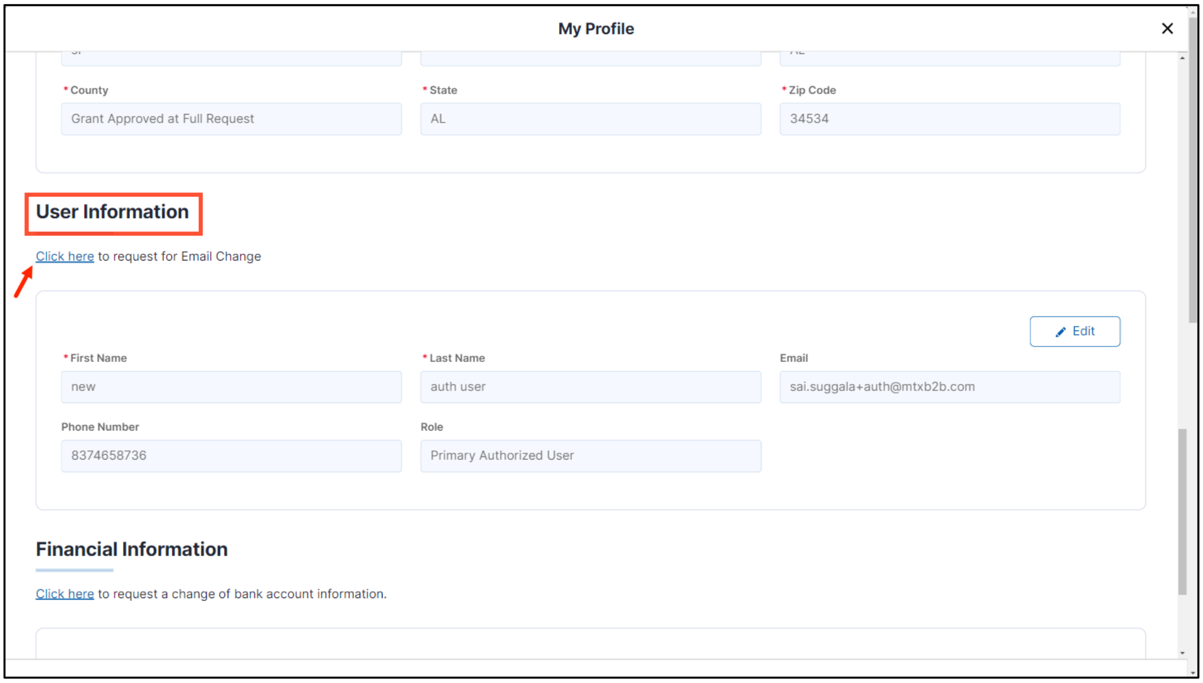
Note: Only the Primary Authorized User can modify/change the PAU email address.

1. On the Pre-K Program welcome page, click the Username [User Profile] down arrow.
2. Select the **My Profile** button from the drop-down list.



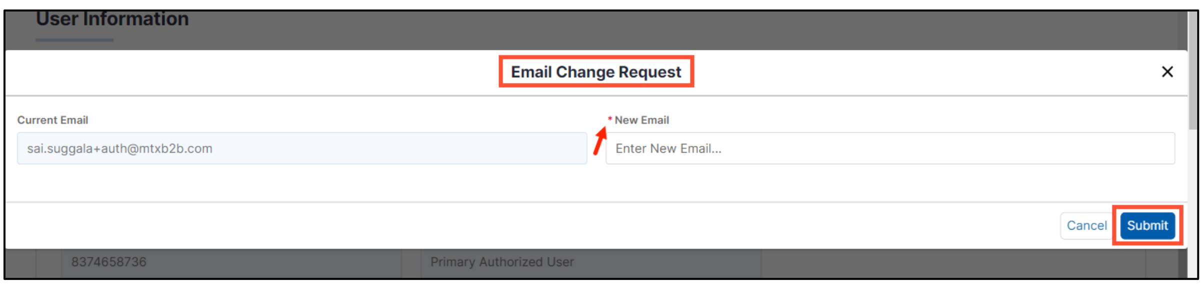
You will be directed to My Profile page.

3. Scroll to the **User Information** and select the **Click here** hyperlink.



The Email Change Request pop-up will be displayed.

4. Enter the *modified Email Address* in the **New Email** field and click the **Submit** button.



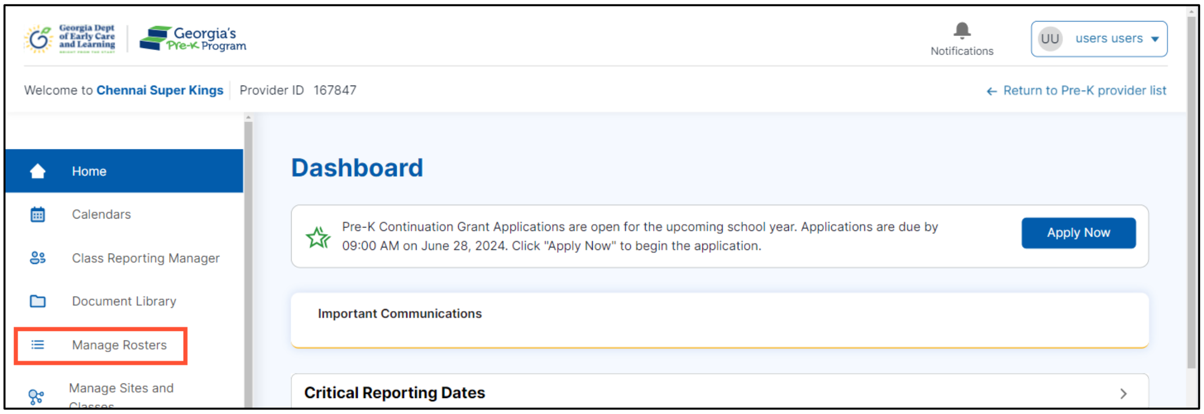
**After saving, a success message will be displayed on the page, and an email notification will be sent to the old email address to notify the change email submission request.*

Late Roster Submission Request

This request is to formally seek approval for submitting student rosters after the deadline. It ensures that all student enrollment and attendance data are accurately recorded and accounted for, even if unforeseen circumstances cause delays.

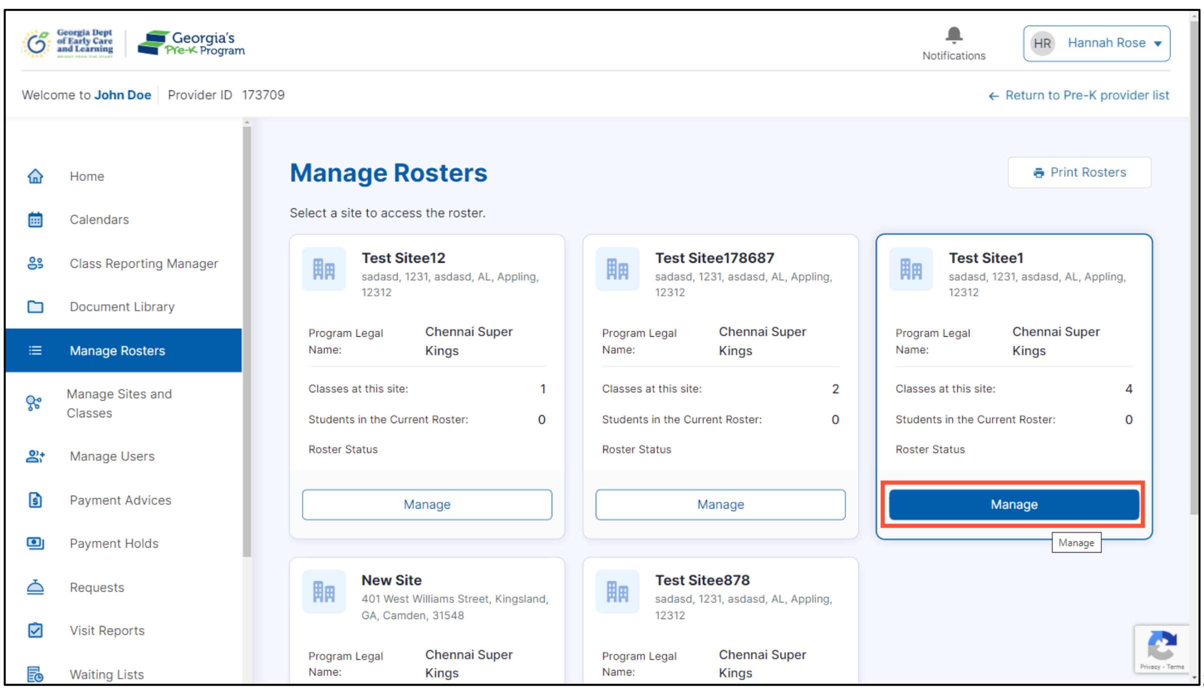
To create the Late Roster Submission Request, perform the following steps:

1. Go to the **Manage Rosters** tab on the left panel.



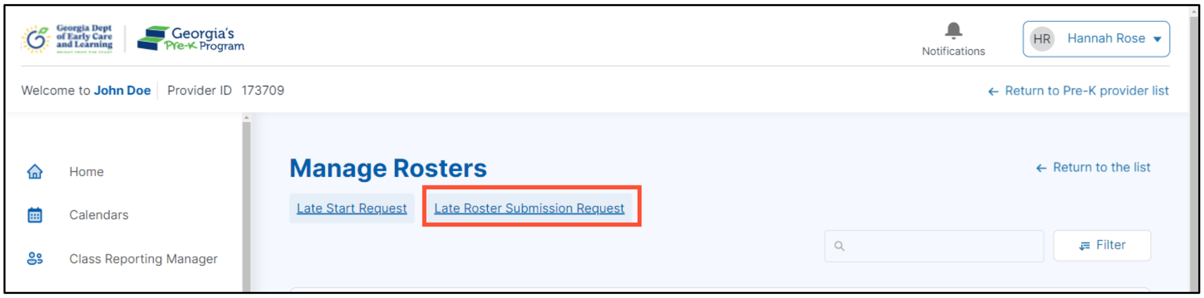
You will be directed to the Manage Rosters page.

2. Click the **Manage** button on the desired Site tile.



You will be directed to the selected Site page.

3. On the Manage Rosters page, click the **Late Roster Submission Request** hyperlink.



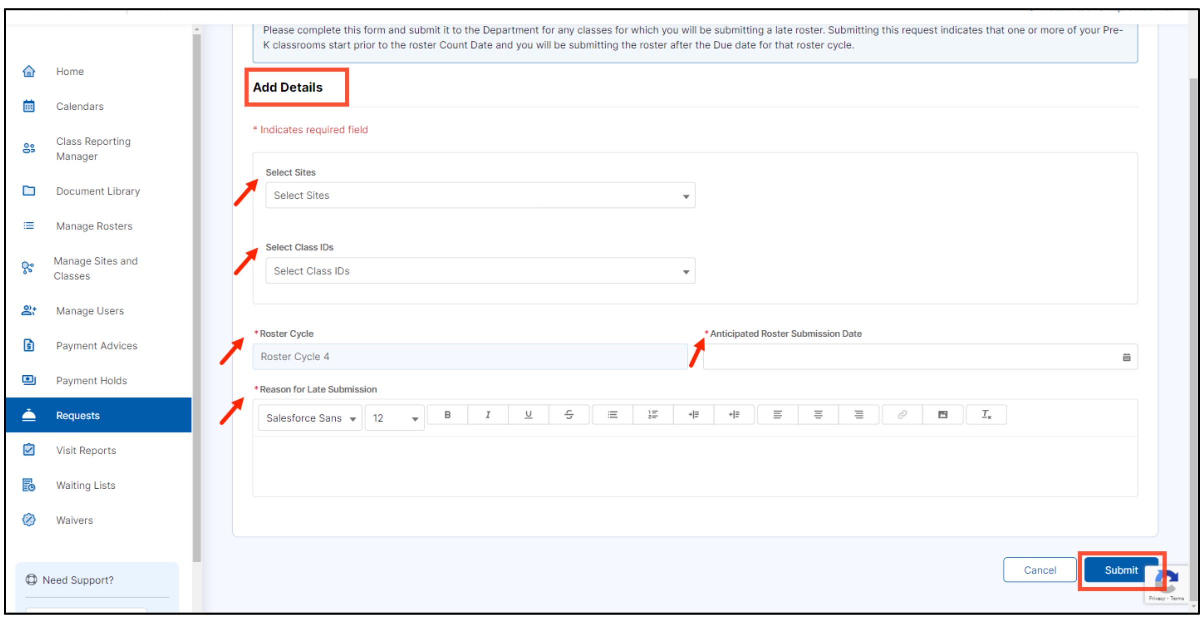
You will be directed to the Late Roster Submission Request page.

4. On the **Add Details** section, enter the following information:
   a. Select the *site* from the **Select Sites** drop-down list.
   b. Select the *class* from the **Select Class IDs** drop-down list.
   c. Select the *date* in the **Anticipated Roster Submission Date** field.
   d. Enter the *reason* in the **Reason for Late Submission** textbox.

   Notes:

   - Fields marked with a red asterisk (*) are mandatory fields.
   - Review Cycle field will be auto-populated.

5. Click the **Submit** button.



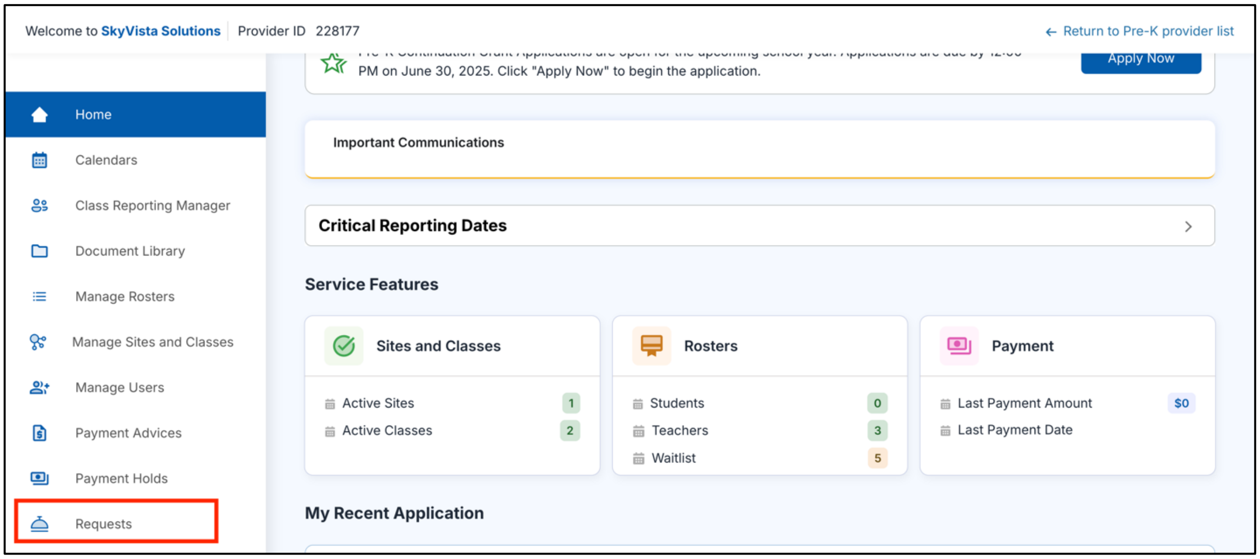
**After saving, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

Modified Day Request

The Modified Day Request in the GAPREK portal allows the Providers to request a tailored schedule for Pre-K students who may require adjustments to the standard school day.

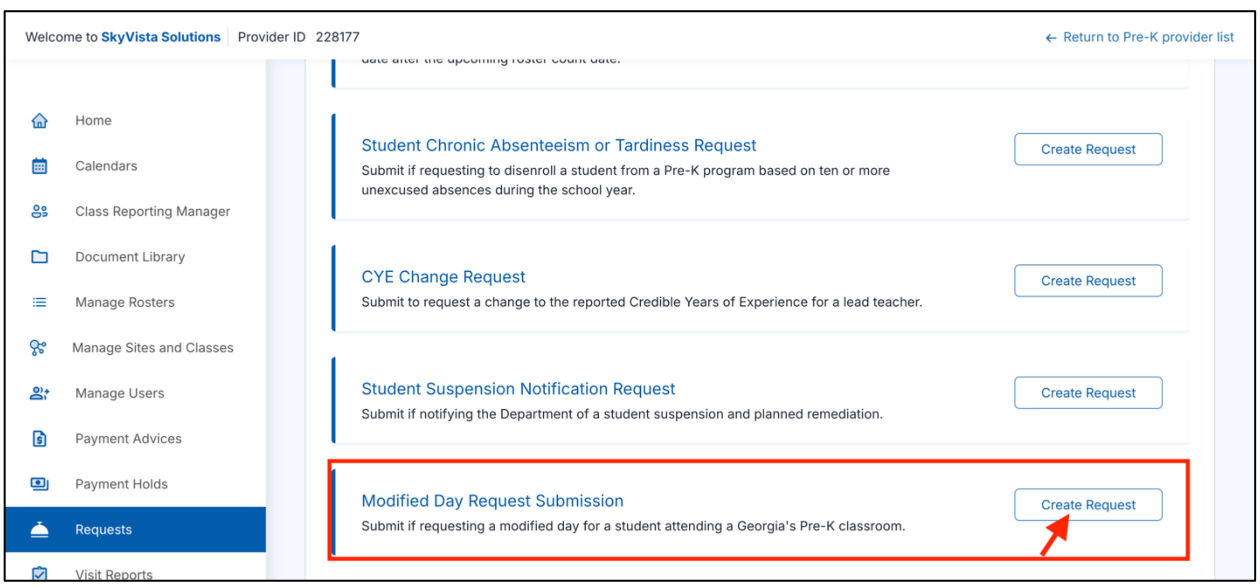
To submit a Modified Day Request, perform the following steps:

1. Go to the **Requests** tab on the left panel.



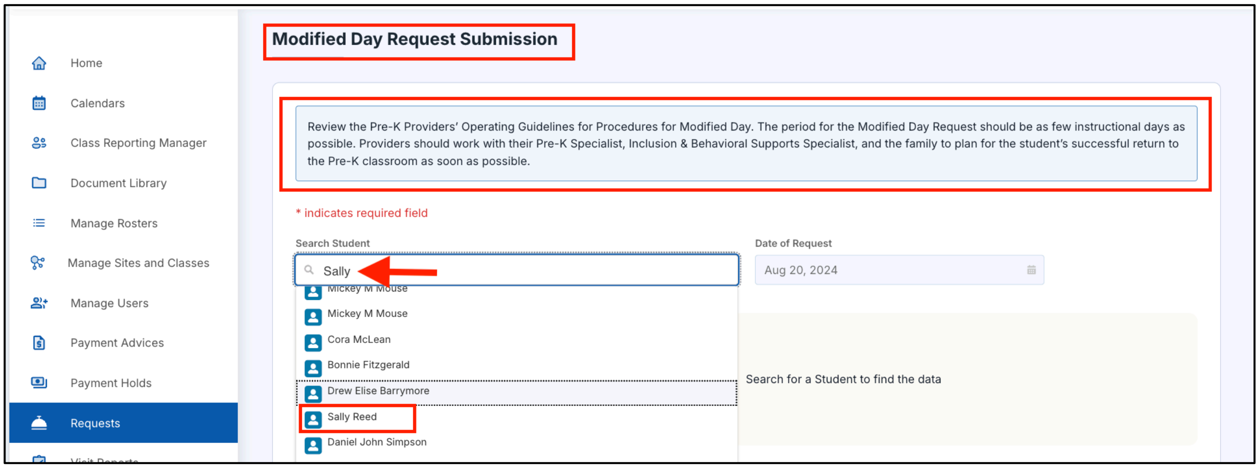
The Request page will be displayed.

2. Scroll to the **Modified Day Request Submission** section, then click the **Create Request** button.



The **Request > Modified Day Request Submission** page will be displayed.

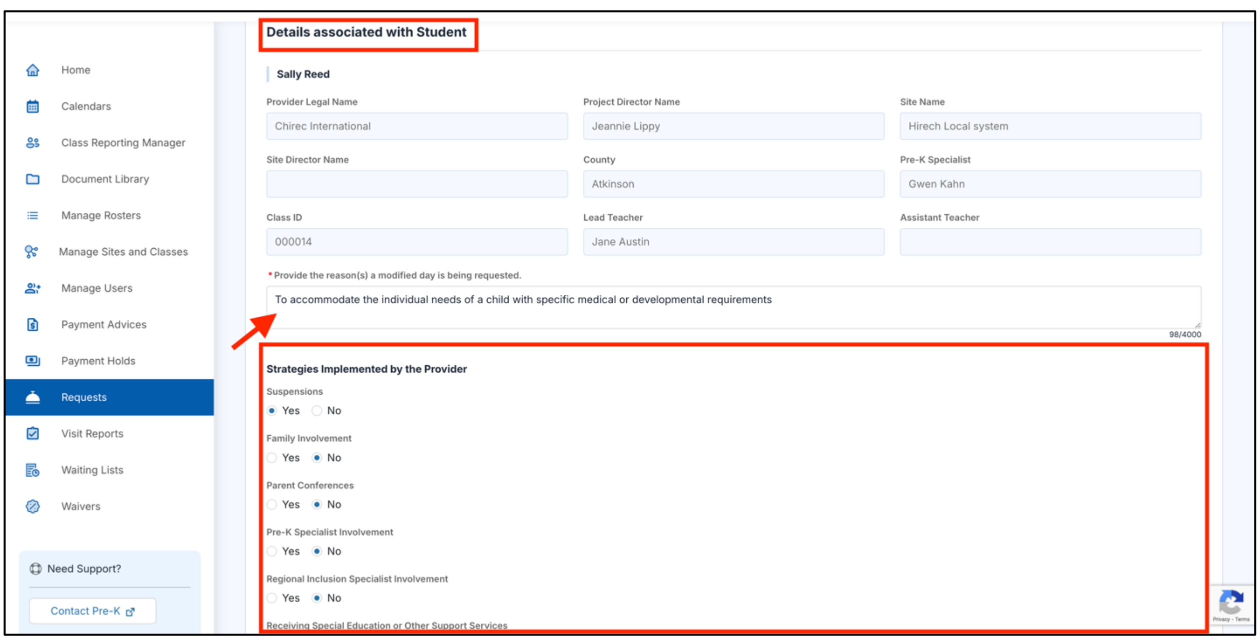
3. Read the instructions provided at the top of the page before applying for the request.
4. Enter the **Student ID** or **Student Name** in the Search Student bar, then select the *student name* from the search results.



The **Details associated with the Student** will be displayed.

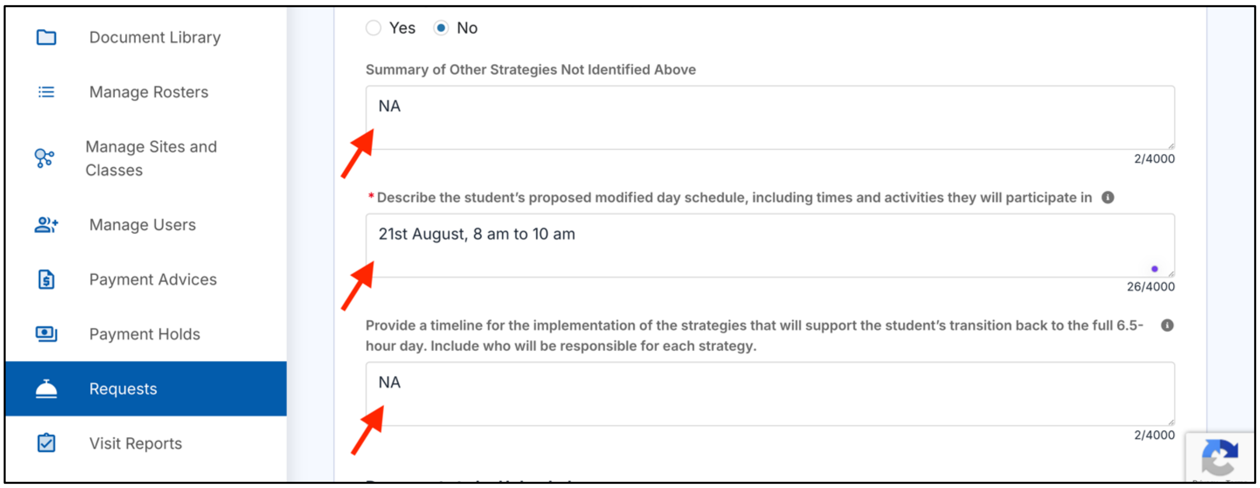
5. Provide the **Reason(s)** for requesting a modified day**.**
6. Select the *Yes/No* radio button for the fields including **Suspension**, **Family Involvement**, **Parent Conferences**, **Pre-K Specialist Involvement**, **Regional Inclusion Specialist Involvement**, and **Receiving Special Education or Other Support Services** in the Strategies Implemented by the Provider section.

   Note: Selecting **Yes** for some fields may display additional fields to fill in.

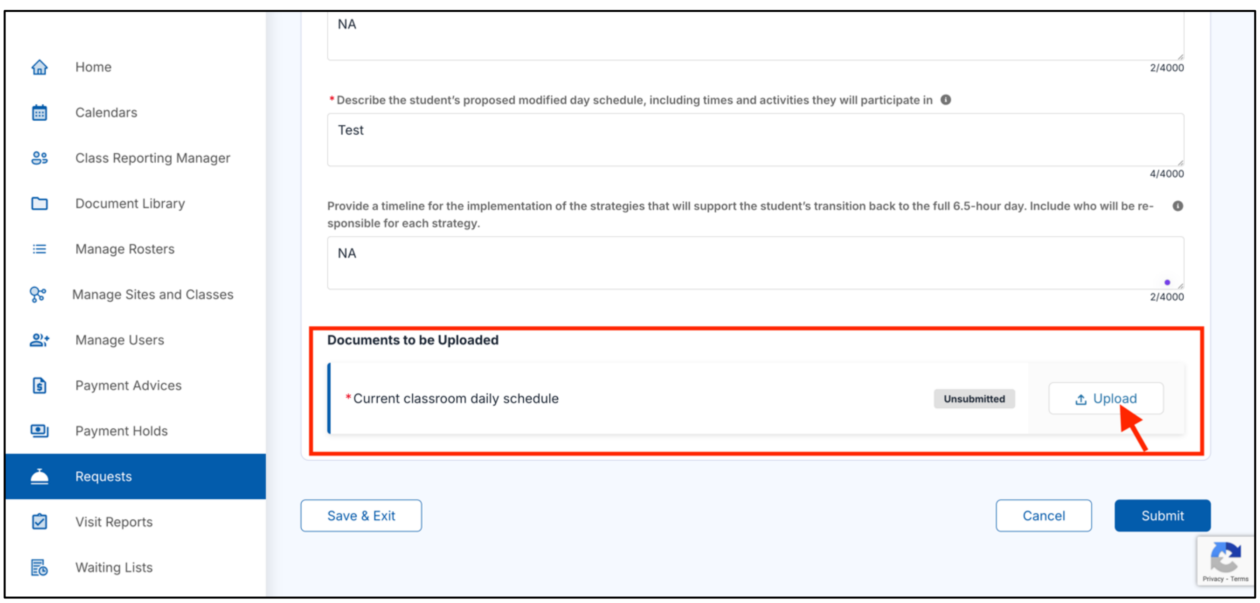


7. Provide details on any additional strategies implemented in the **Summary of Other Strategies Not Identified Above** field that were not covered in the Strategies Implemented by the Provider section.
8. **Describe the student's proposed modified day schedule, including times and activities they will participate** in the designated text box.
9. **Provide a timeline for the implementation of the strategies that will support the student's transition back to the full 6.5-hour day. Include who will be responsible for each strategy**.

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

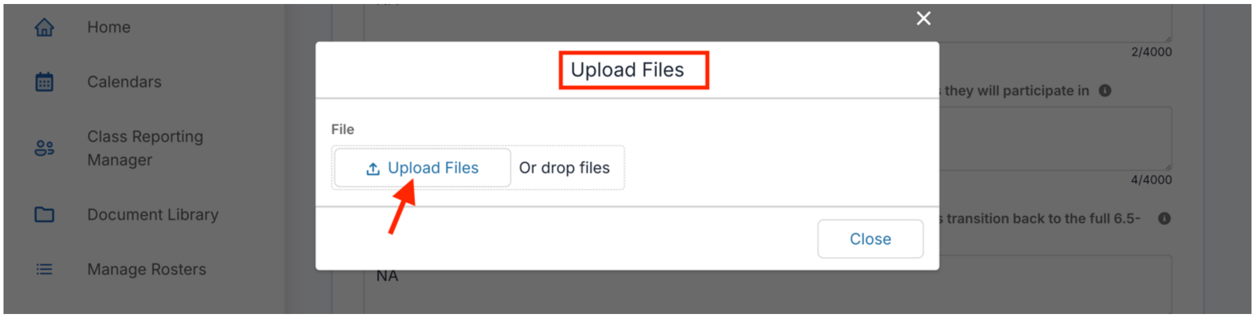


10. To upload the Current classroom daily schedule document, click the **Upload** button.



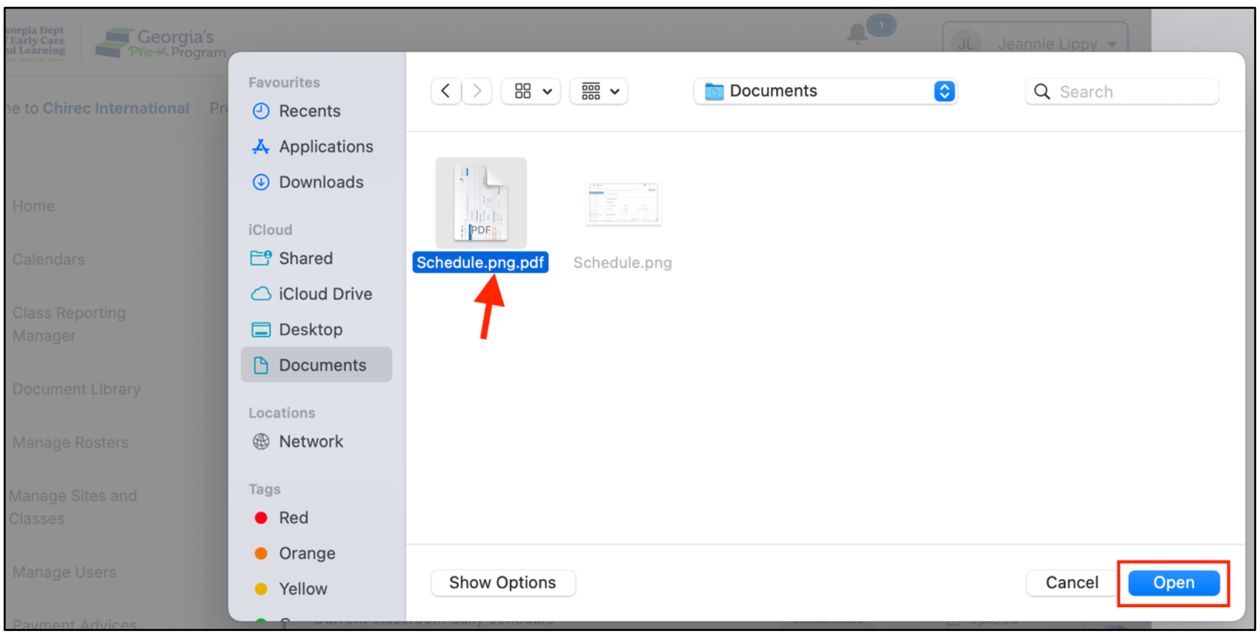
The **Upload Files** pop-up window will be displayed.

11. Next, click the **Upload Files** button.

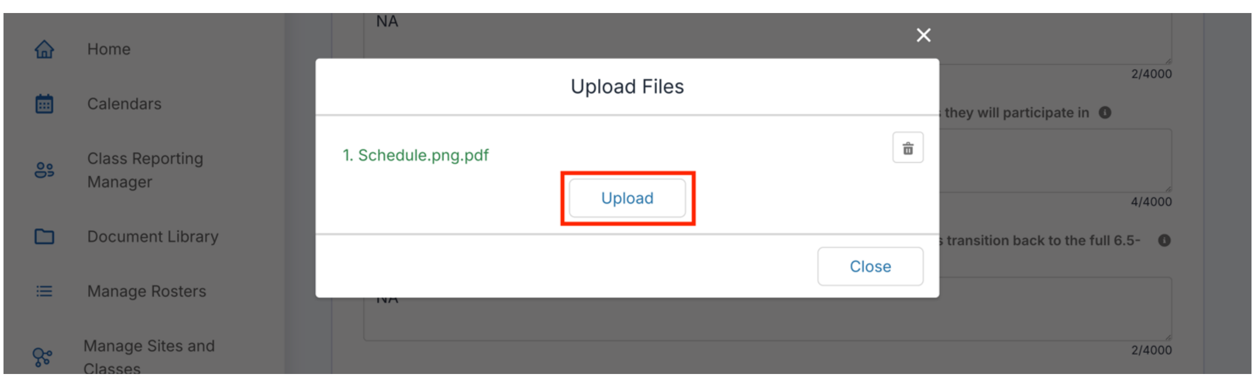


You will be navigated to the local system.

12. Select the file from the required location, then click the **Open** button.

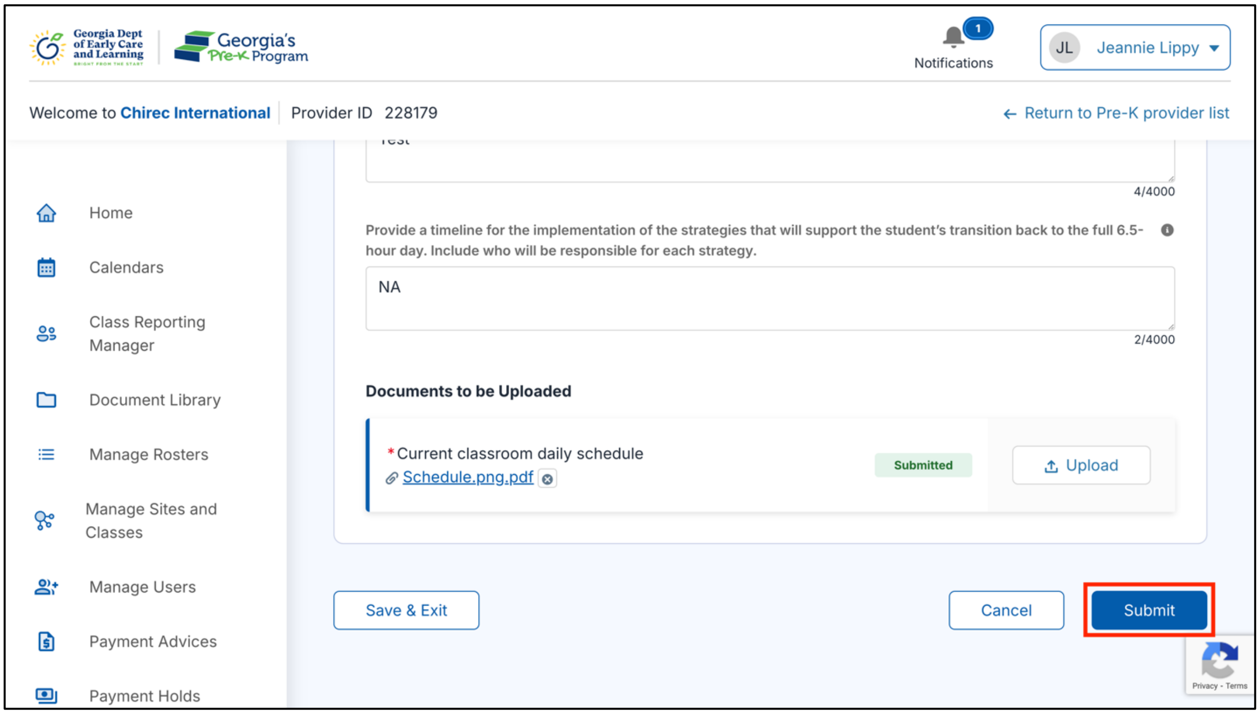


13. To complete the file upload, click the **Upload** button.



**A successful file upload message will be displayed.*

14. To submit the Modified Day request, click the **Submit** button.



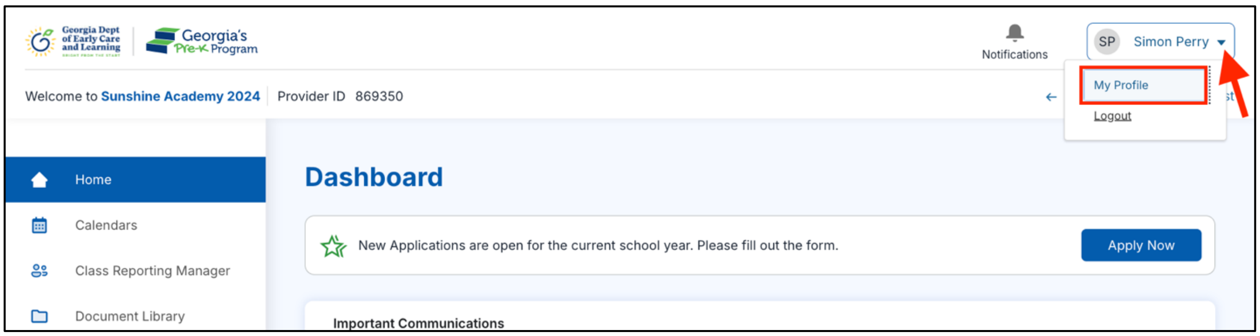
**After submitting, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

PAU Email Change Request

The PAU Email Change Request lets the Primary Authorized User request an email address change.

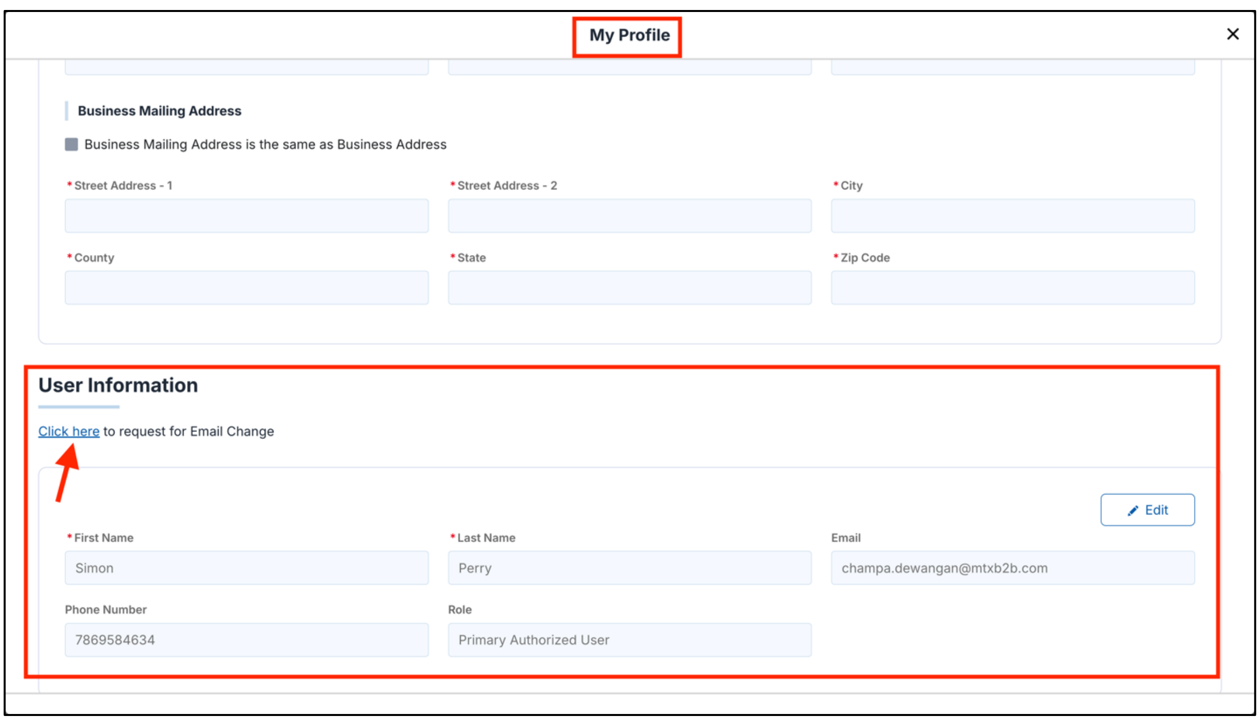
To submit an Email Change Request, perform the following steps:

1. On the Pre-K Program welcome page, click the Username [User Profile] down arrow.
2. Select the **My Profile** button from the drop-down list.



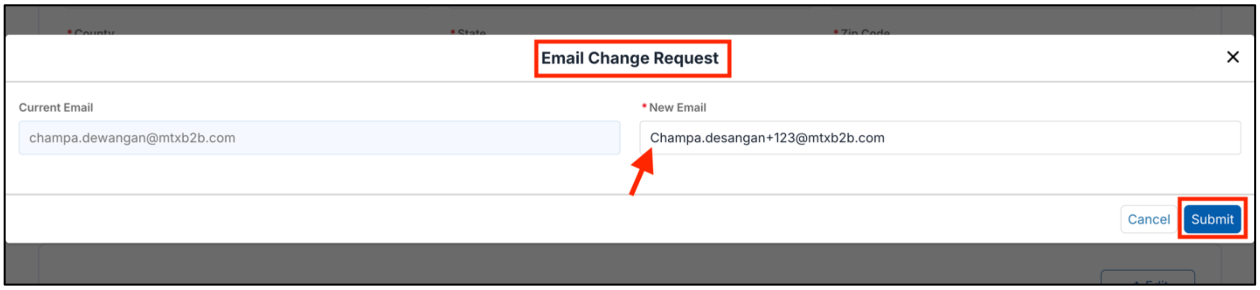
The **My Profile** page will be displayed.

3. Scroll to the **User Information** section, then click the **Click here** link to request for Email Change.



The **Email Change Request** pop-up window will be displayed.

4. Enter the **New Email** address in the New Email text box, then click the **Submit** button.



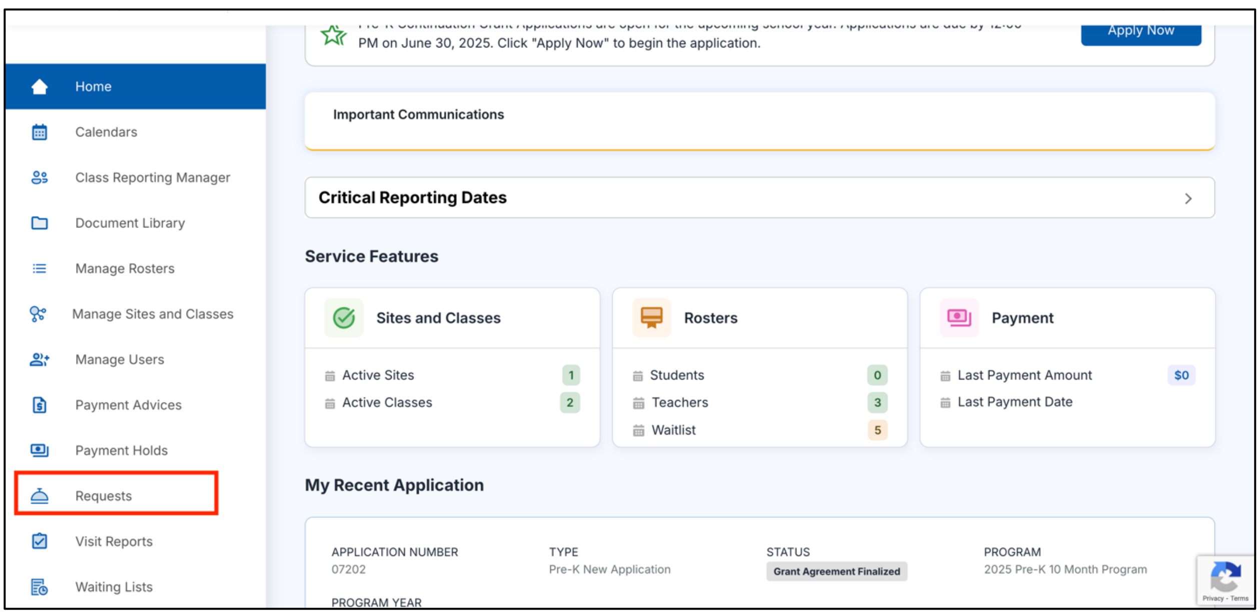
**After submitting, a success message will be displayed on the page.*

Grant Contract Signatory Change Request

The Grant Contract Signatory Change Request allows the Primary Authorized User to submit a request to change the Grant Contract Signatory.

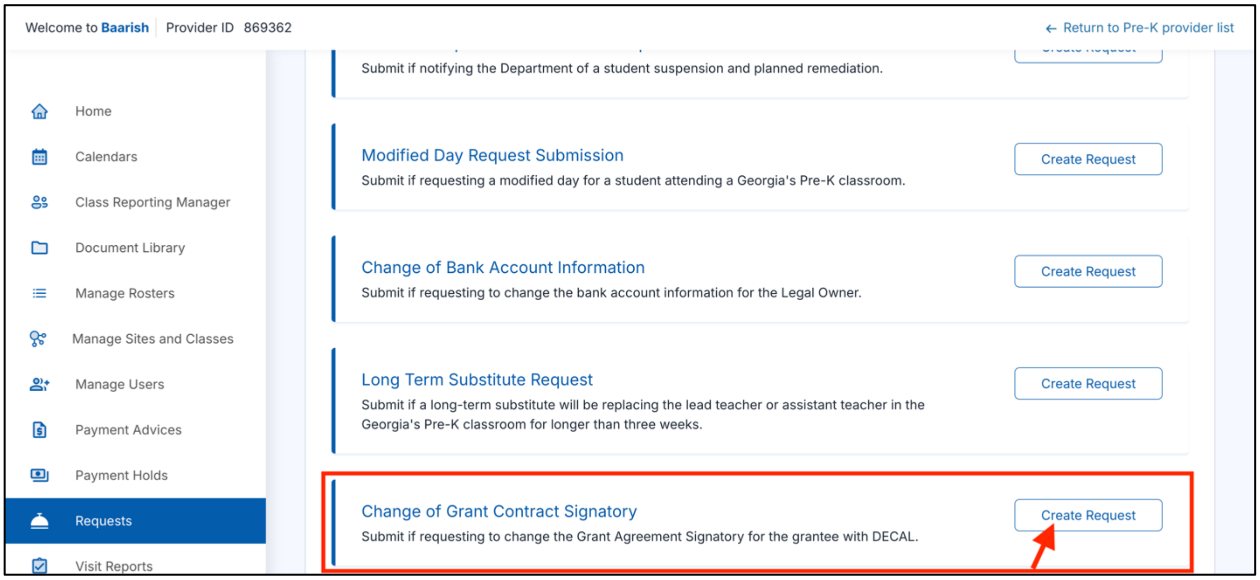
To submit a Grant Contract Signatory Change Request, perform the following steps:

1. Go to the **Requests** tab on the left panel.



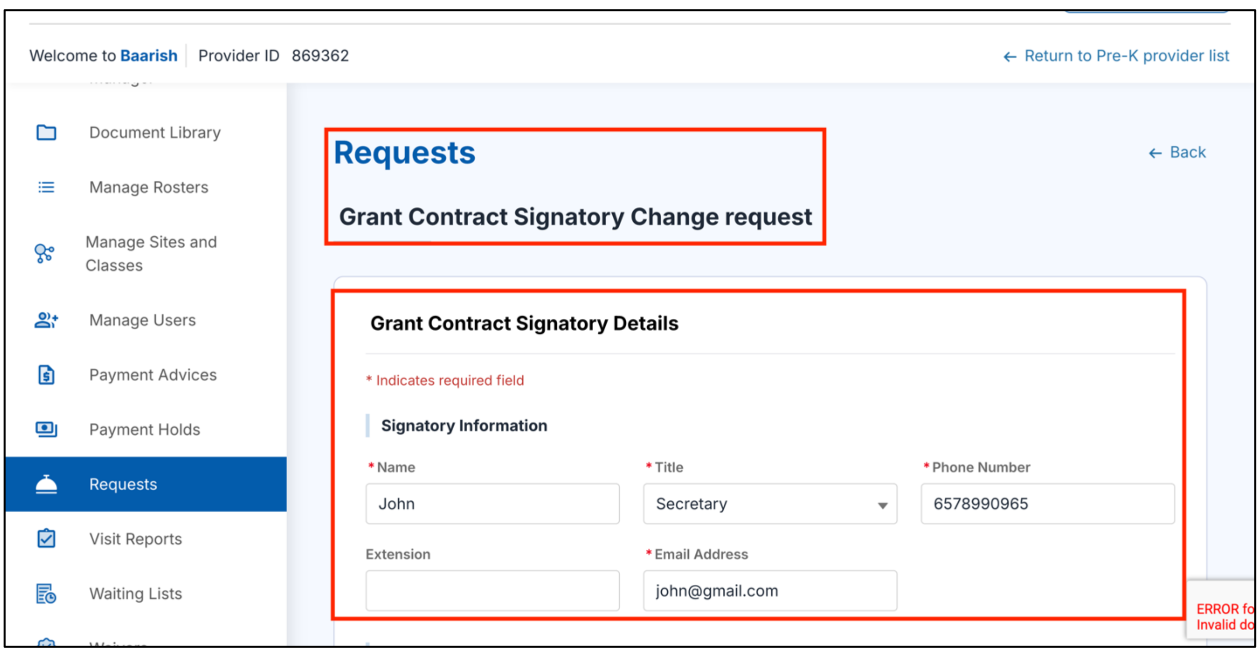
The Request page will be displayed.

2. Scroll to the **Change of Grant Contract Signatory** section, then click the **Create Request** button.

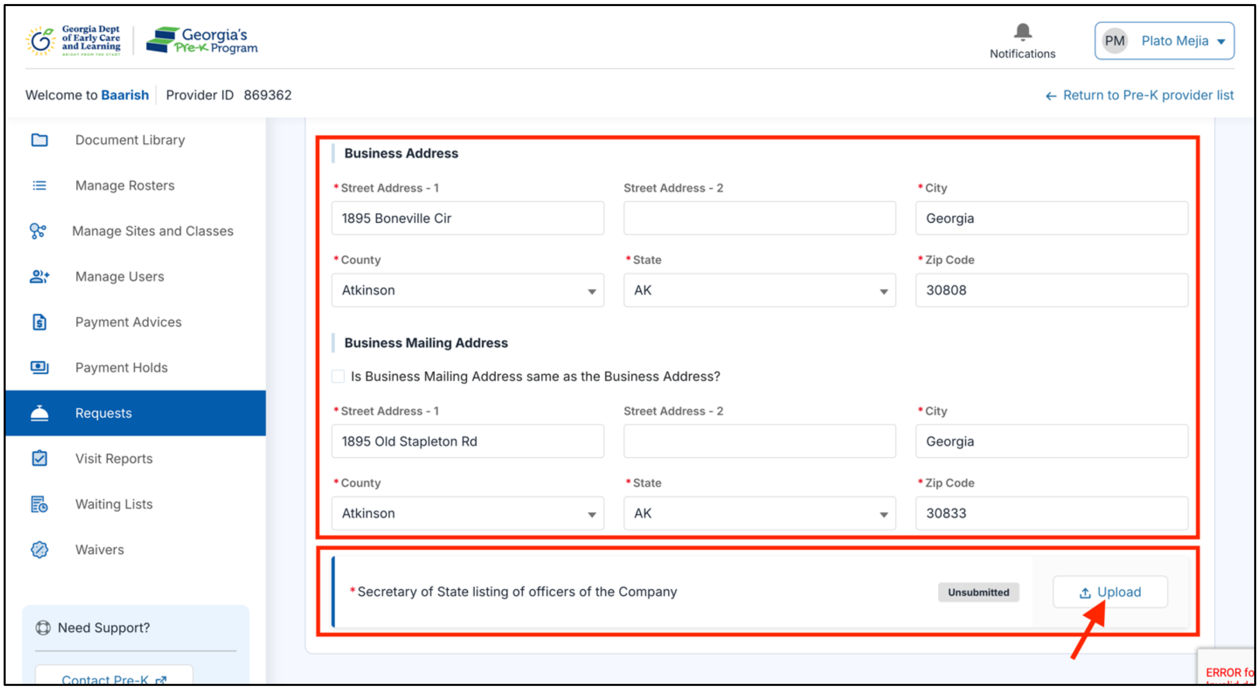


The **Request > Grant Contract Signatory Change Request** page will be displayed.

3. Enter the **Name, Title, Phone Number**, and **Email Address** in the Signatory Information section.

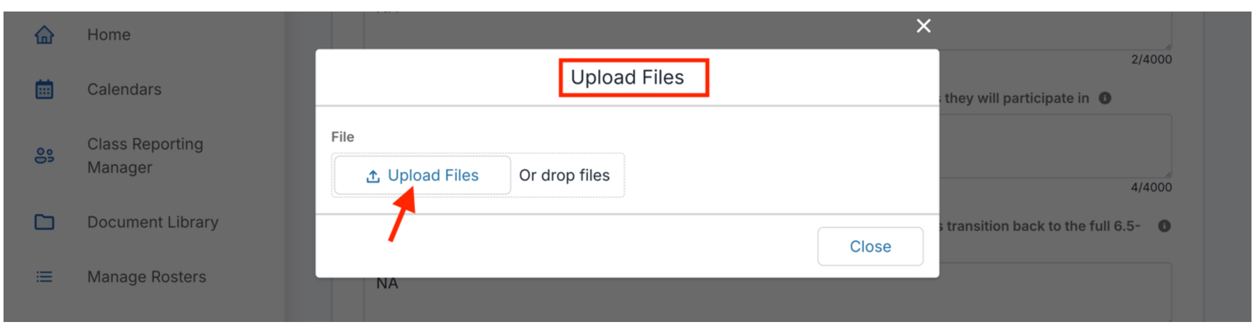


4. Enter the required information in the **Business Address** and **Business Mailing Address** section.
5. To submit the Secretary of State listing of officers of the Company document, click the **Upload** button.



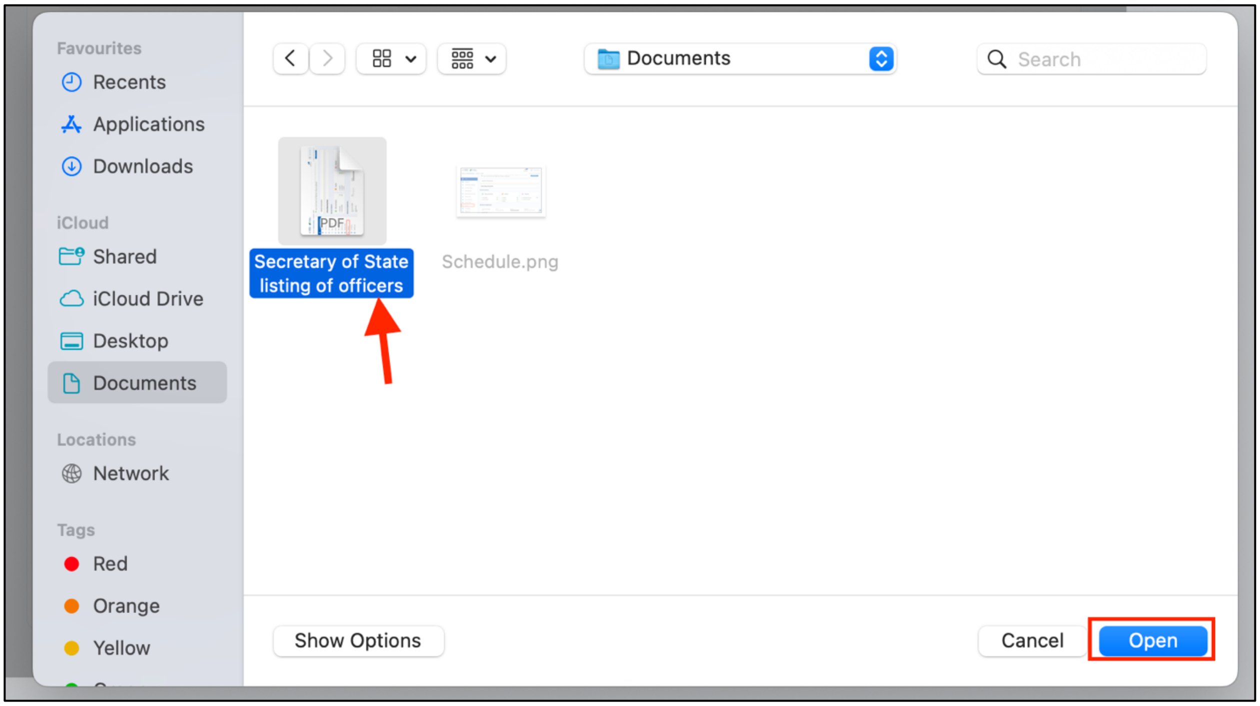
The **Upload Files** pop-up window will be displayed.

6. Next, click the **Upload Files** button.

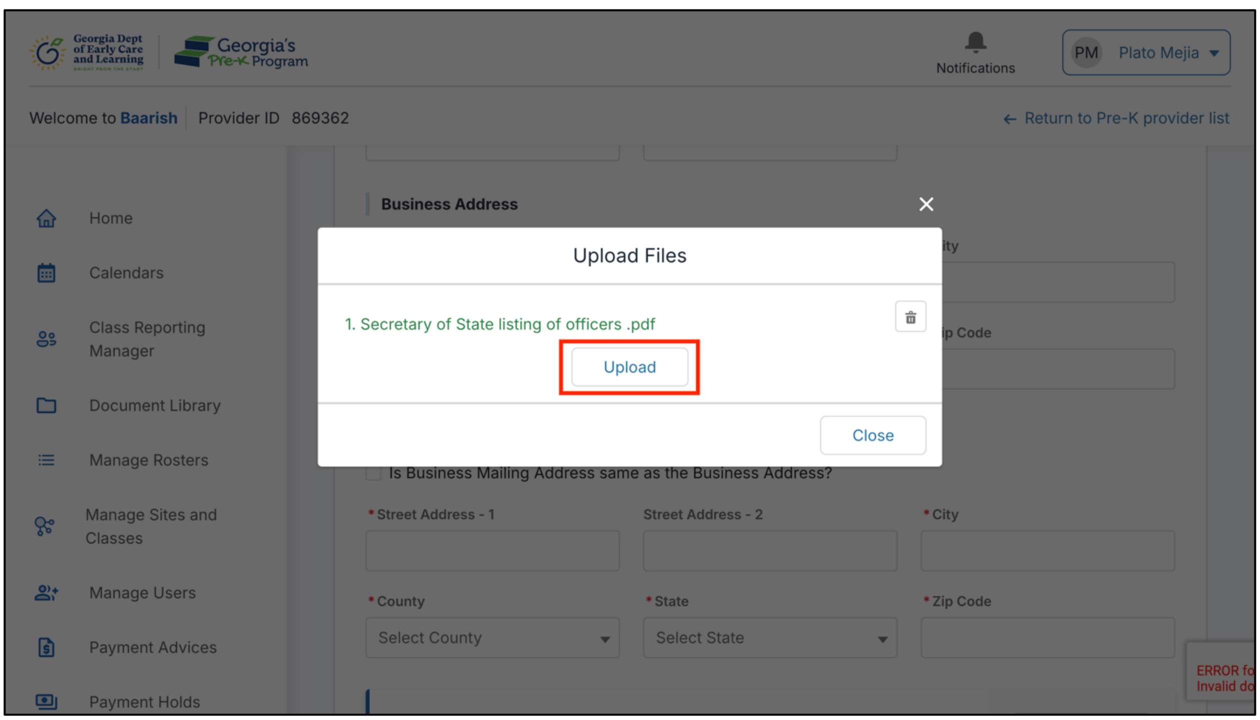


You will be navigated to the local system.

7. Select the file from the required location, then click the **Open** button.

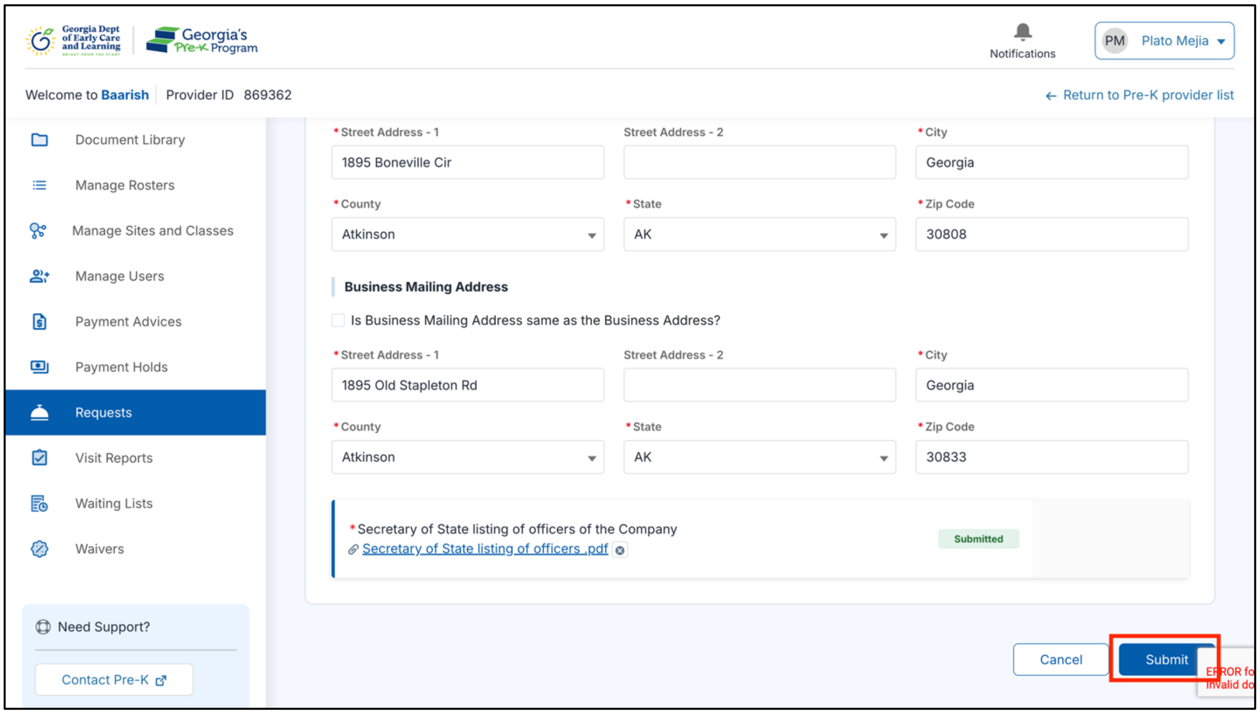


8. To complete the file upload, click the **Upload** button.



**A successful file upload message will be displayed.*

9. To submit the request, click the **Submit** button.



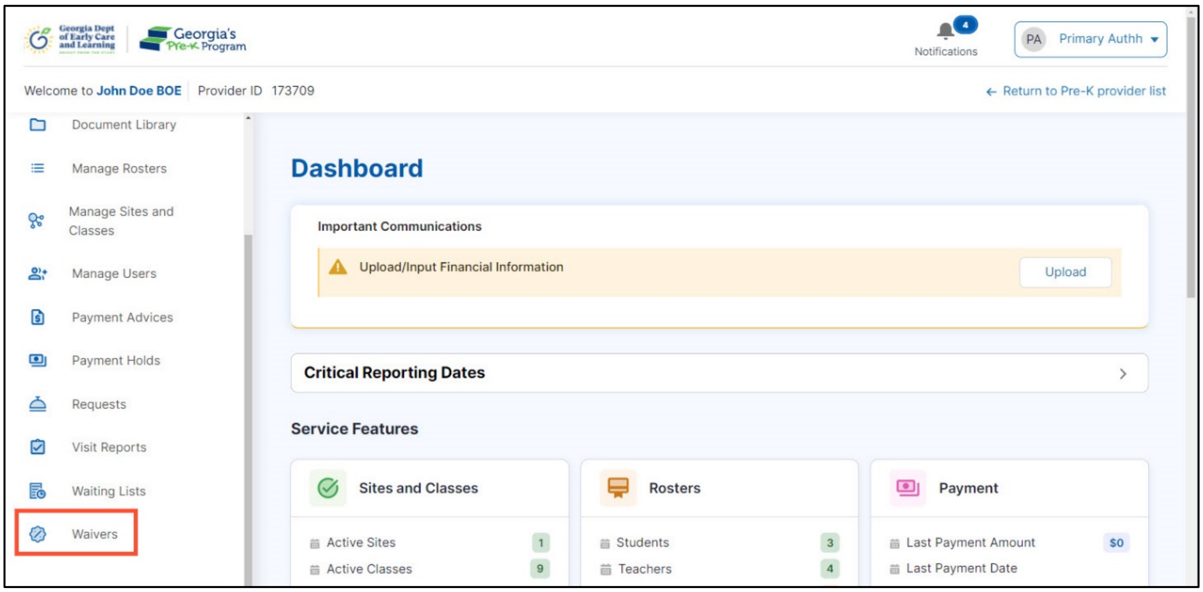
**After submitting, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

CREATING WAIVERS

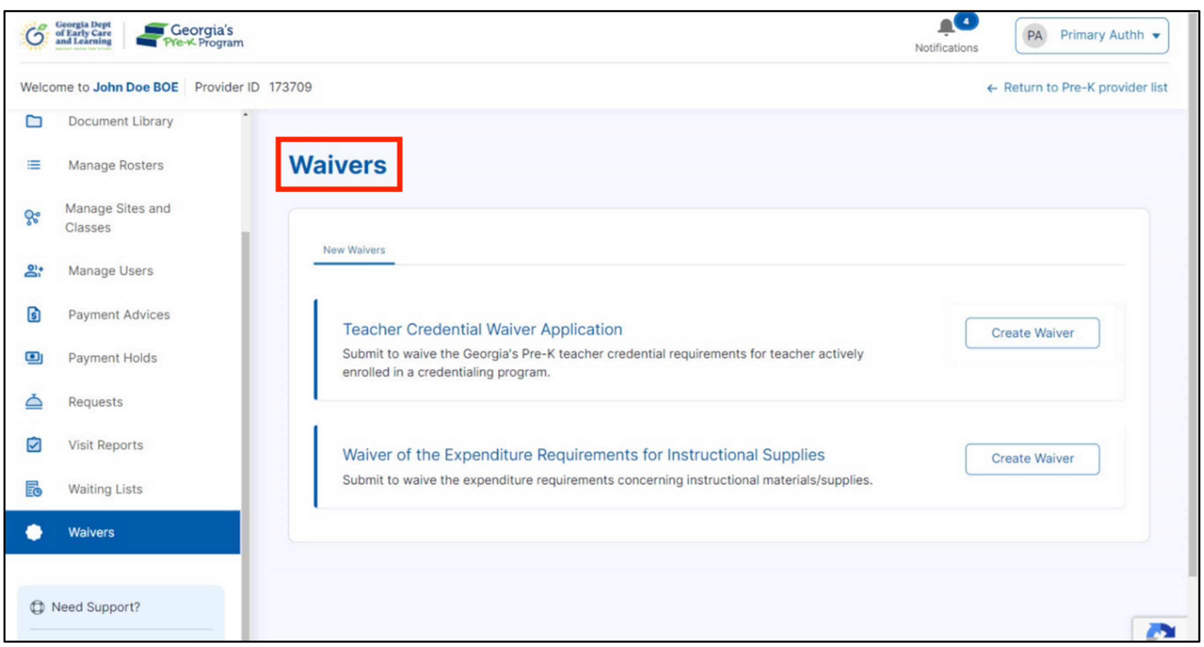
As a Primary Authorised User and Project Director, you can create the Teacher Credential Waiver, Teacher Credential Extension Waiver, and Waiver of the Expenditure for Instruction supplies.

To create the Waivers, perform the following steps:

1. Go to the **Waivers** tab on the left panel.



You will be directed to the **Waivers** page.

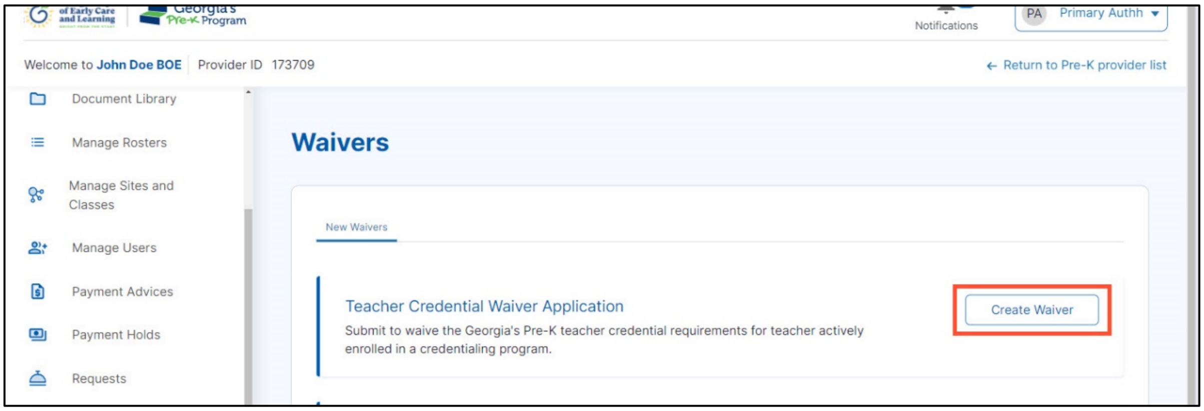


Teacher Credential Waiver Application

The Teacher Credential Waiver Application pertains to the funds allocated for temporarily hiring teachers who have not yet fulfilled the state's credentialing requirements.

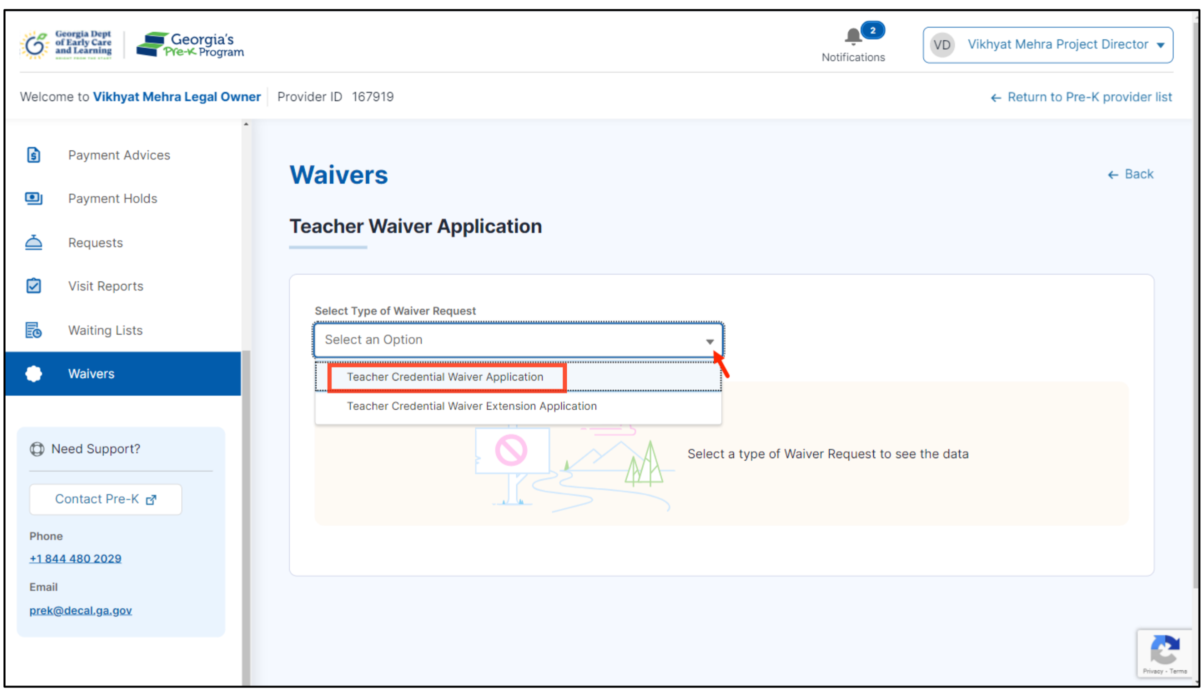
To create the Teacher Credential Waiver Application, perform the following steps:

1. On the **Teacher Credential Waiver Application** tile, click the **Create Waiver** button.

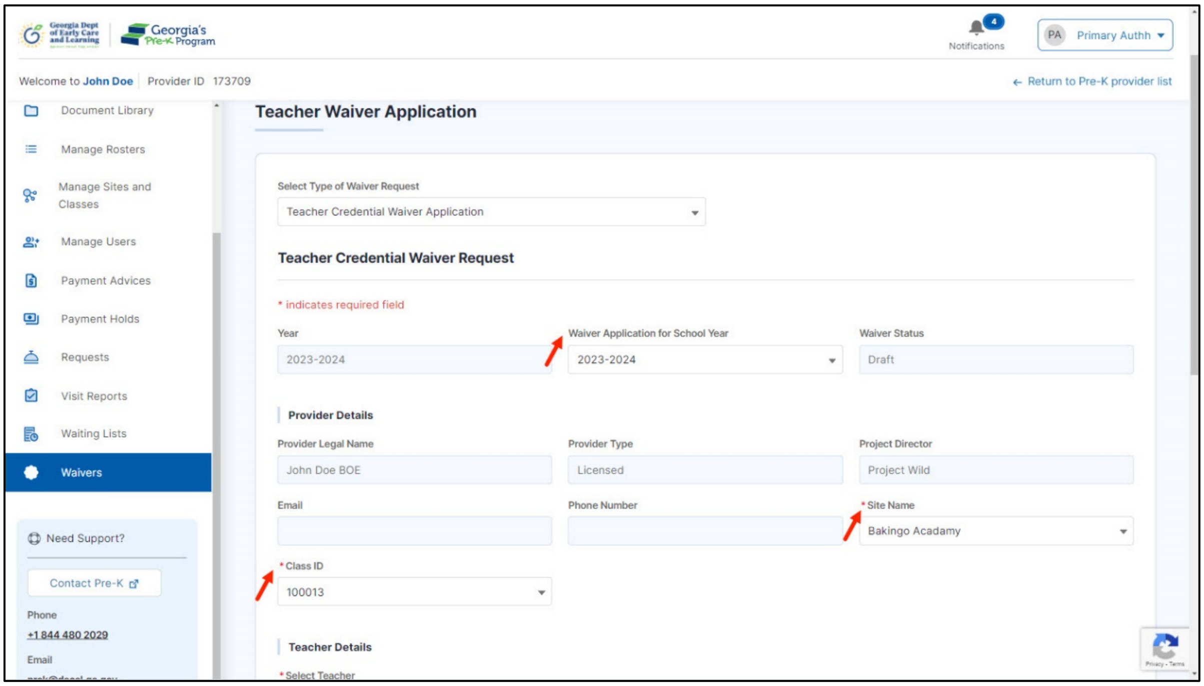


You will be directed to the Teacher Waiver Application page.

2. Select the *Teacher Credential Waiver Application* from the **Select Type of Waiver Request** drop-down list.

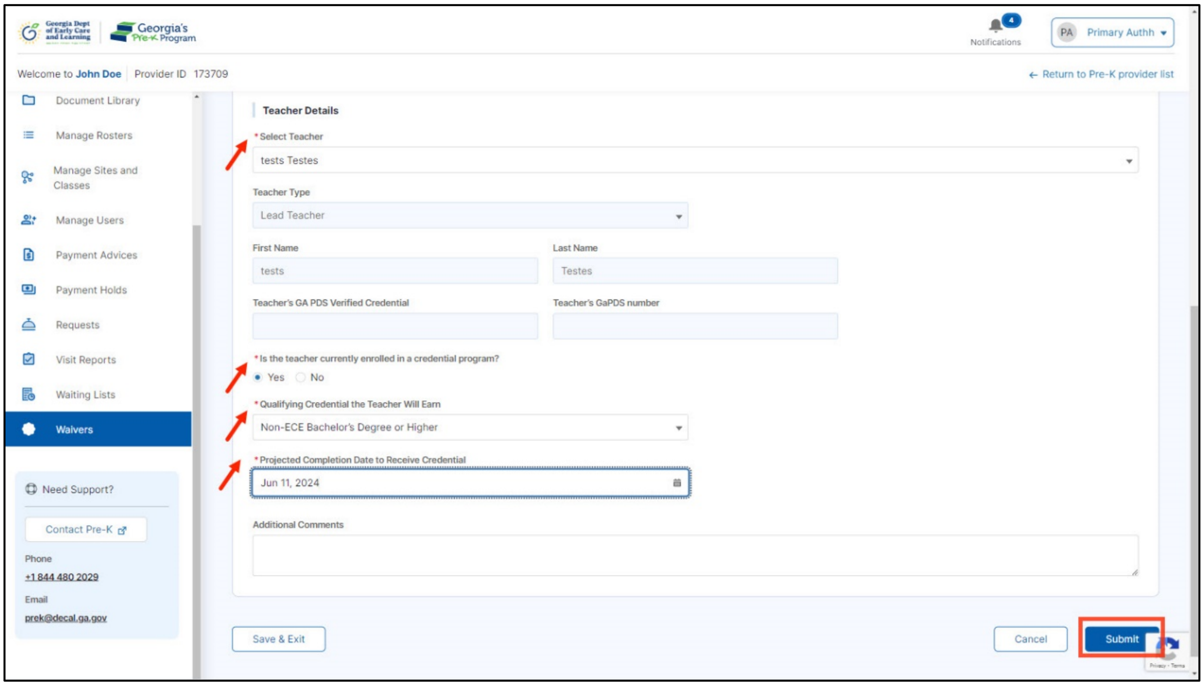


3. On the **Teacher Credential Waiver Request** section, enter the following information:
    a. Select the *year range* from the **Waiver Application for School Year** field.
    b. Select the *site* from the **Site Name** drop-down list.
    c. Select the *class* from the **Class ID** drop-down list.



4. In the **Teacher Details** section, enter the following information:
    a. Select the *teacher* from the **Select Teacher** drop-down list.
    b. Select *Yes or No* radio button for the **Is the teacher currently enrolled in a credential Program**.
    c. Select the *value* from the **Qualifying Credential the Teacher Will Earn** drop-down list.
    d. Select the *date* from the **Projected completion date to receive the Credential** field.

5. Click the **Submit** button.

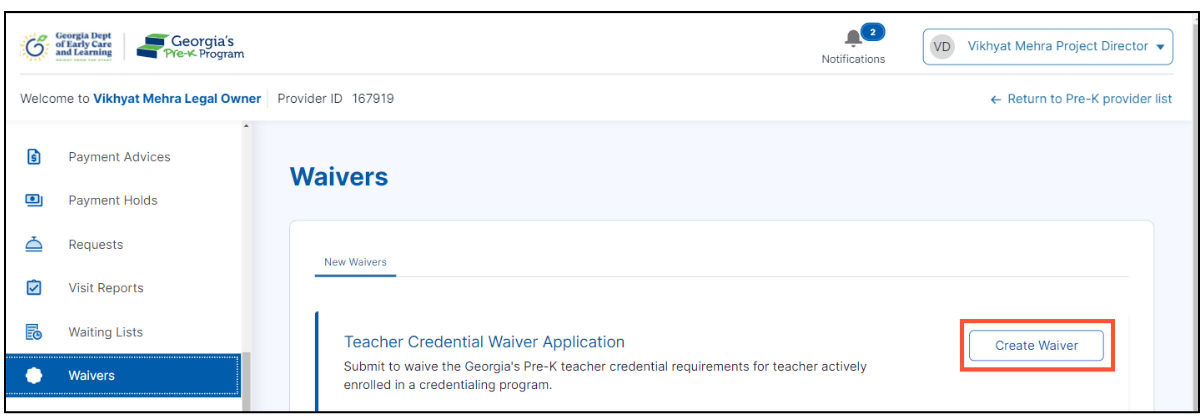


Teacher Credential Waiver Extension Application

The Teacher Credential Waiver Extension Application relates to the funds allocated for temporarily hiring teachers who have not yet fulfilled the state's credentialing requirements.

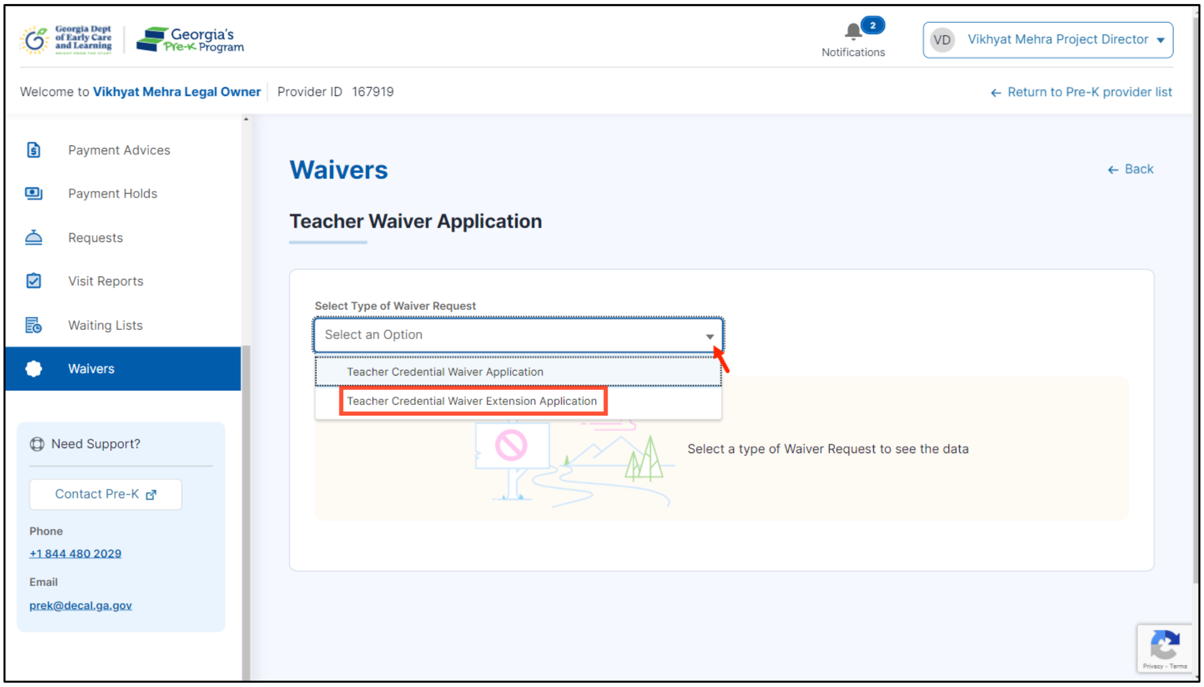
To create the Teacher Credential Waiver Extension Application, perform the following steps:

1. On the **Teacher Credential Waiver Application** tile, click the **Create Waiver** button.

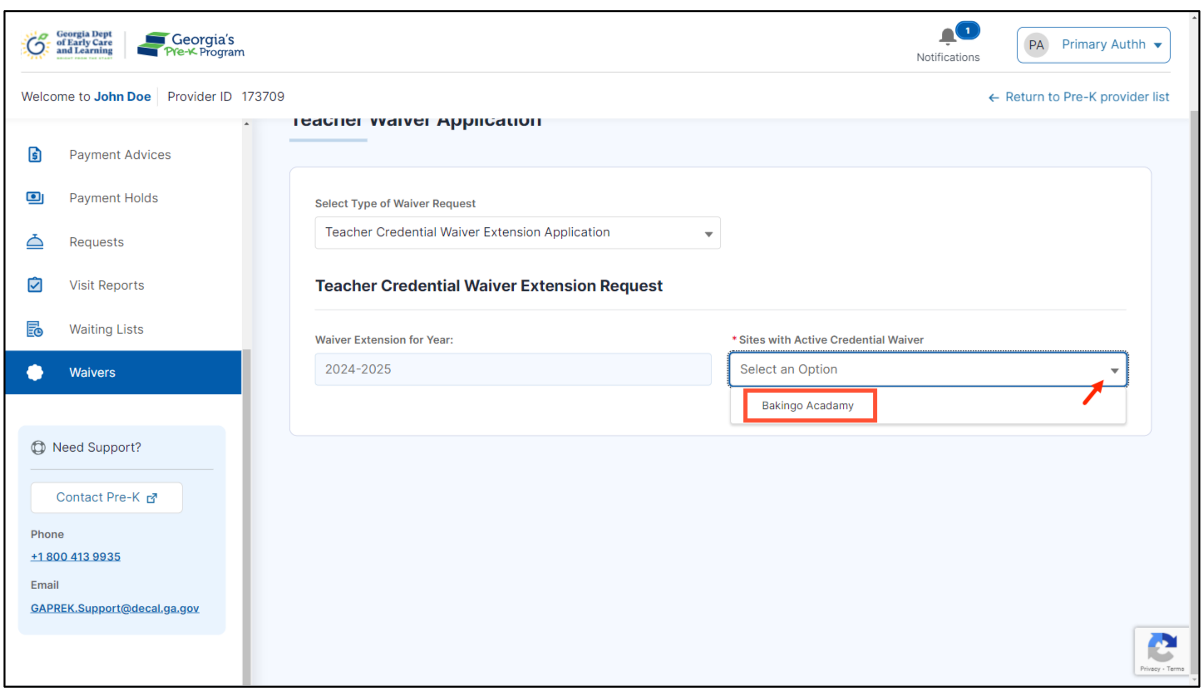


You will be directed to the Teacher Waiver Application page.

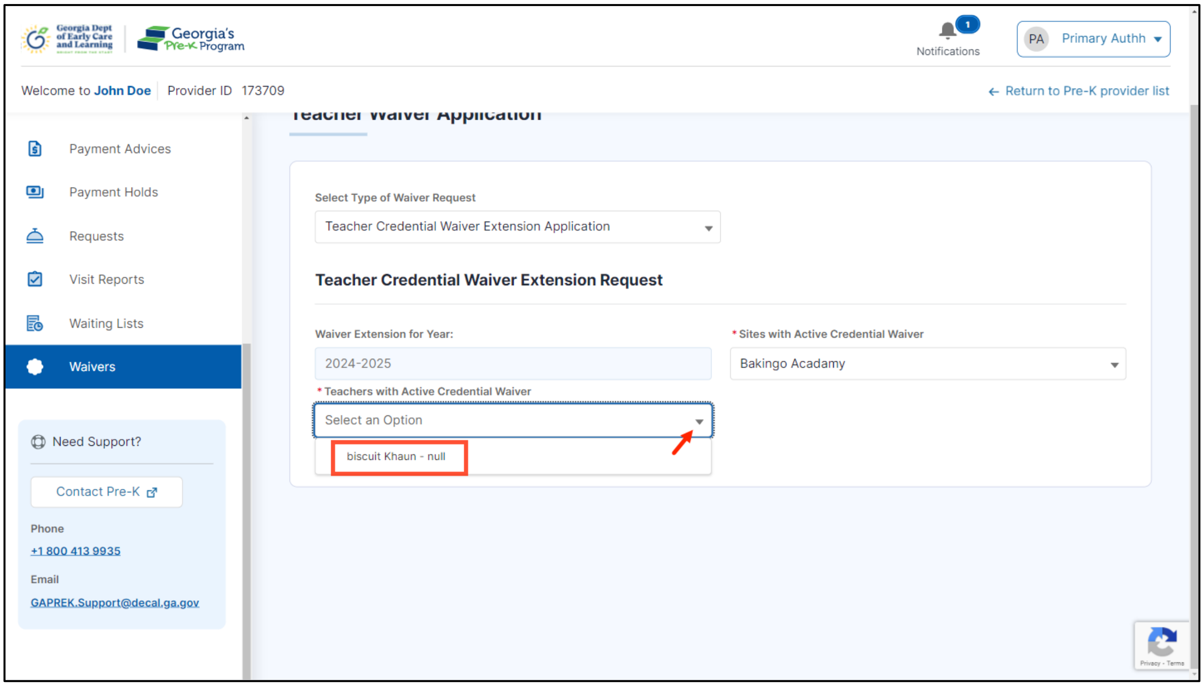
2. Select the *Teacher Credential Waiver Extension Application* from the **Select Type of Waiver Request** drop-down list.



3. On the **Teacher Credential Waiver Extension Request** section, enter the following information:
   a. Select the *site* from the **Sites with Active Credential Waiver** drop-down list.



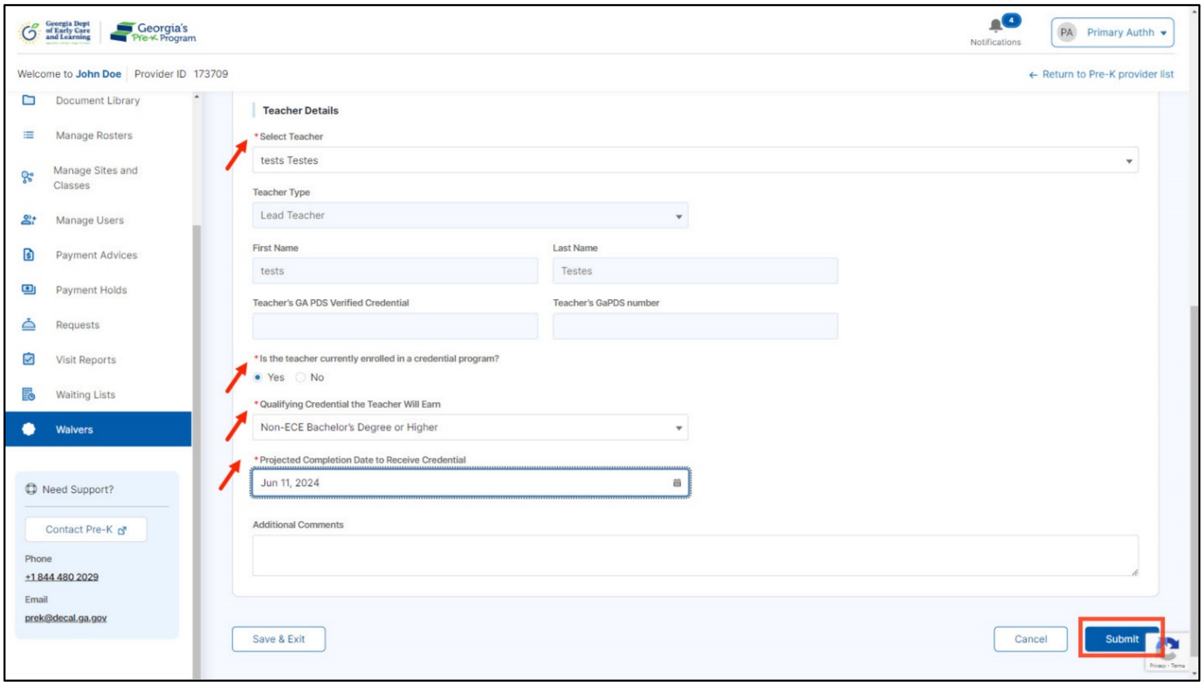
b. Select the *teacher* from the **Teachers with Active Credential Waiver** drop-down list.



The Provider and Teacher details will be displayed.

4. On the **Teacher Details** section, enter the following information:
   a. Select *Yes or No* radio button for the **Is the teacher currently enrolled in a credential program**.
   b. Select the *value* from the **Qualifying credential the teacher will earn** drop-down list.
   c. Select the *date* from the **Projected completion date to receive the credential** field.

5. Click the **Submit** button.

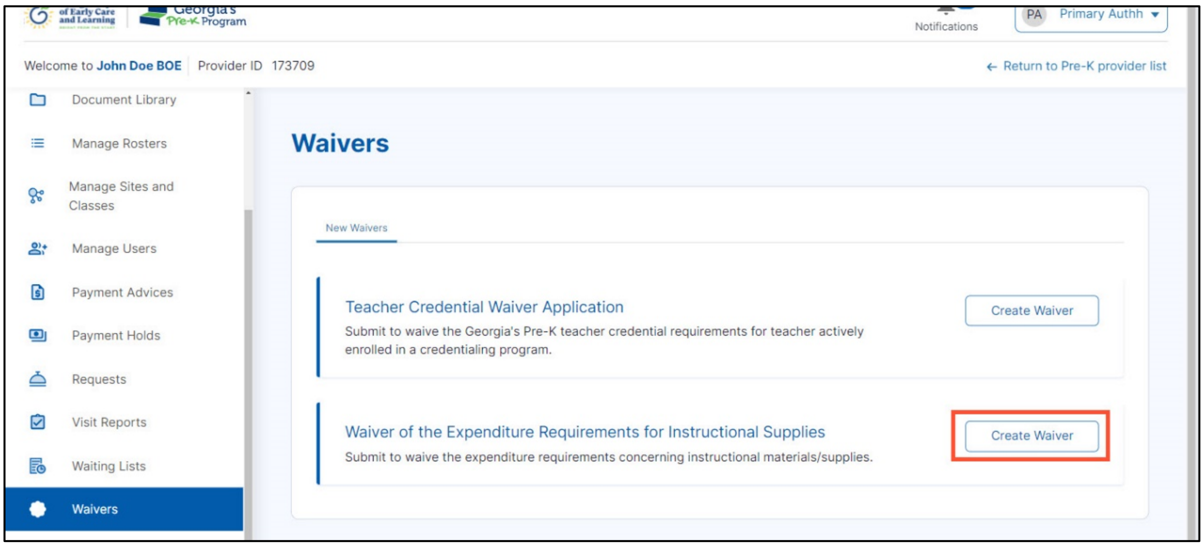


Waiver of the Expenditure Requirements for Instructional Supplies

Teacher Waiver Application refers to the expenditure spent on extensions of temporary teachers who do not yet meet the state's credentialing requirements.

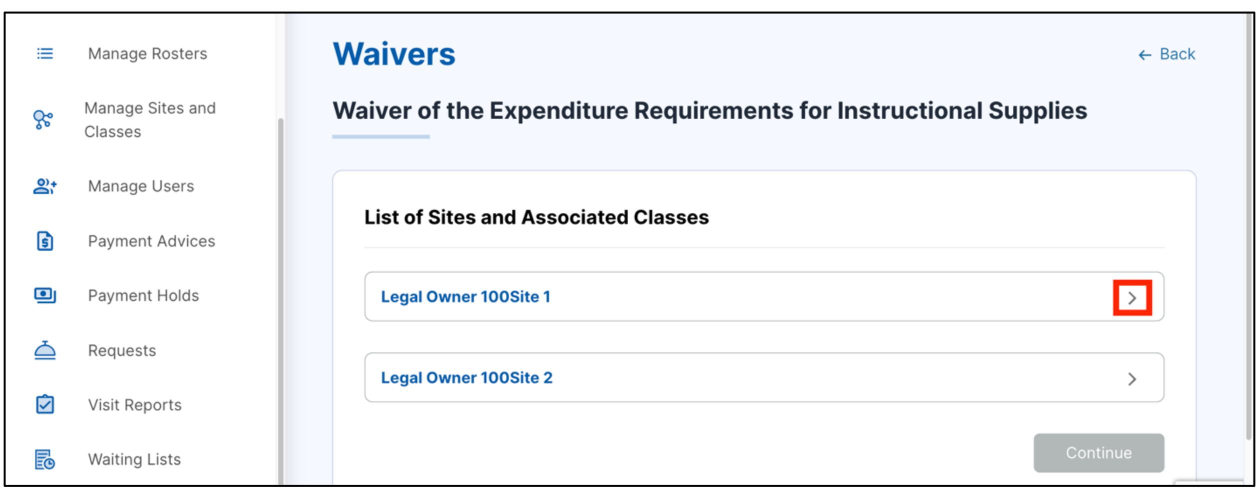
To create the Waiver of the Expenditure Requirements for Instructional Supplies, perform the following steps:

1. On the **Waiver of the Expenditure Requirements for Instructional Supplies** tile, click the **Create Waiver** button.

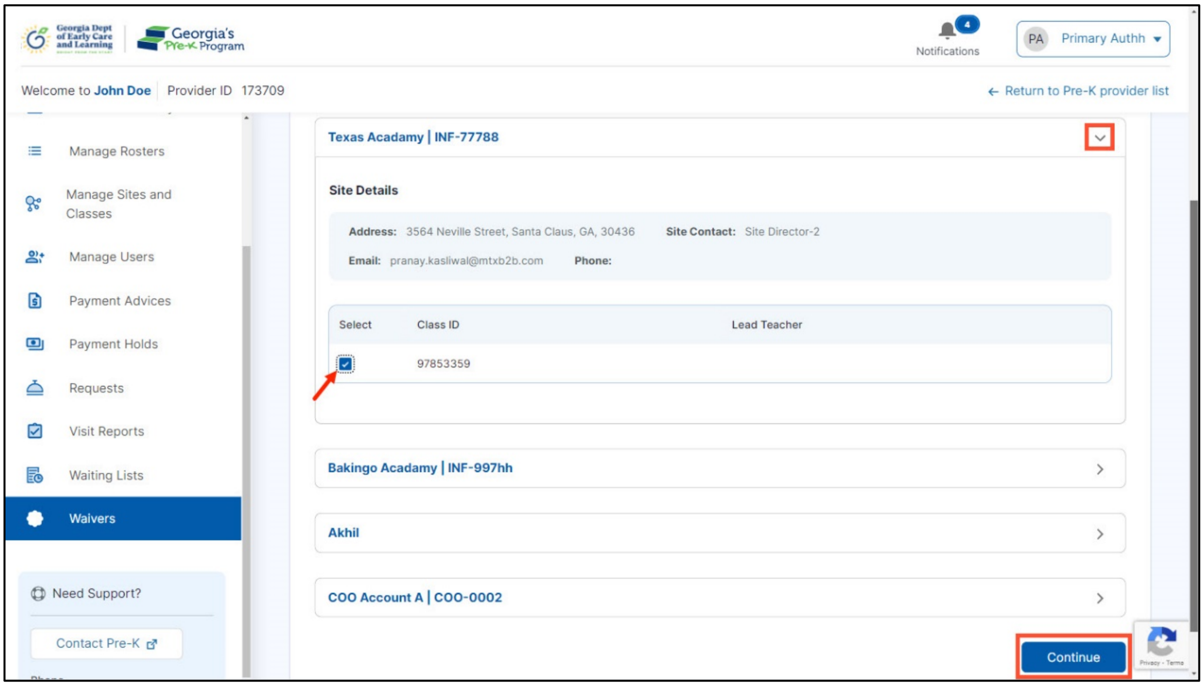


You will be directed to the Waivers page. The List of Sites and Associated Classes will be displayed.

2. Click the expand arrow to view the details.

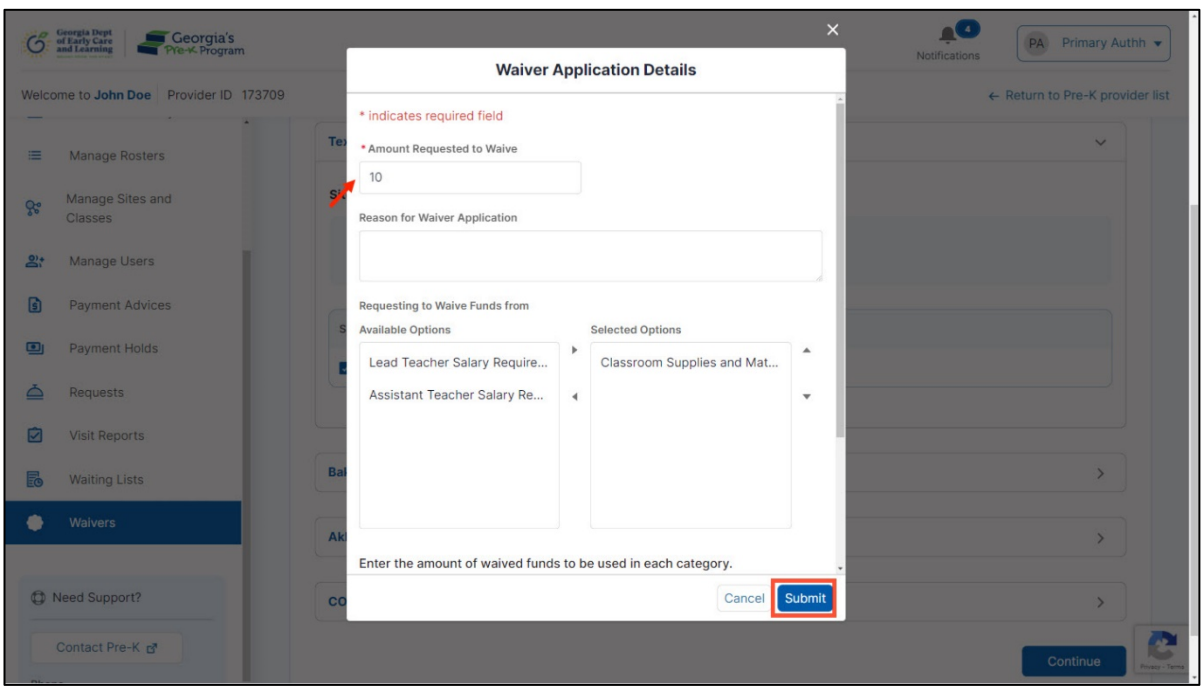


3. Click the down arrow and select the **Class ID**. Click the **Continue** button.



The Waiver Application Details pop-up will be displayed.

4. Enter the **Amount Requested to Waive** and click the **Submit** button.



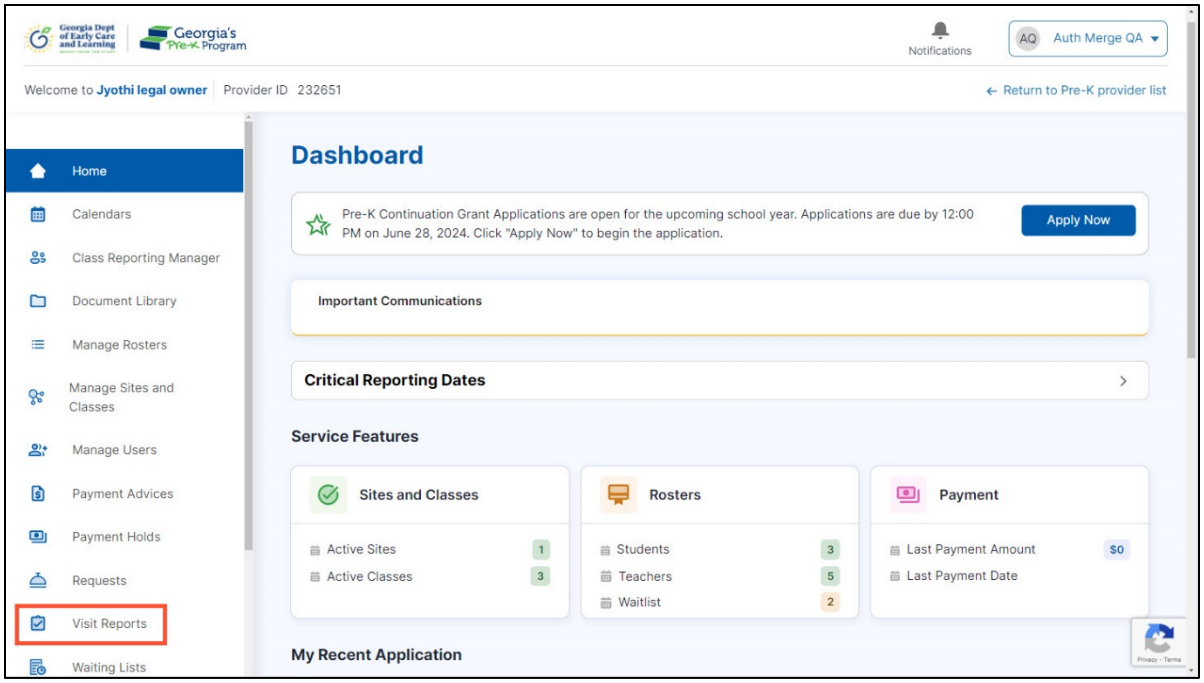
**After saving, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

MANAGING VISITS

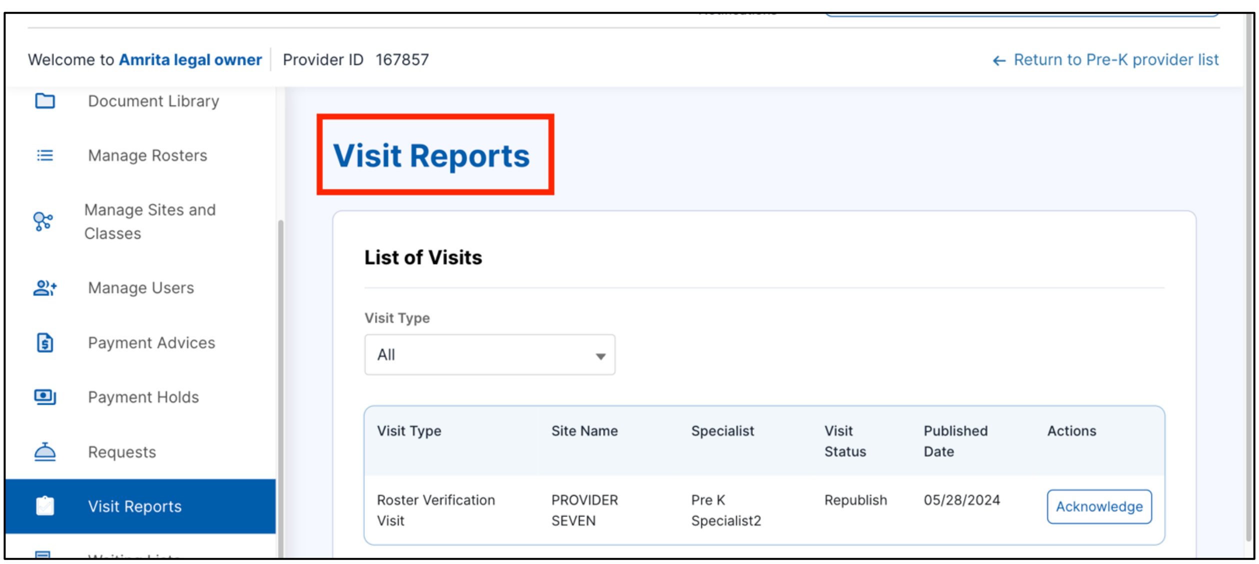
As a Primary Authorized User and Project Director for Pre-K programs, managing visits is a key responsibility. This includes acknowledging visit reports and uploading visit reports.

To view the Visit Reports, perform the following steps:

1. Go to the **Visit Reports** tab on the left panel.



You will be directed to the Visit Reports page.

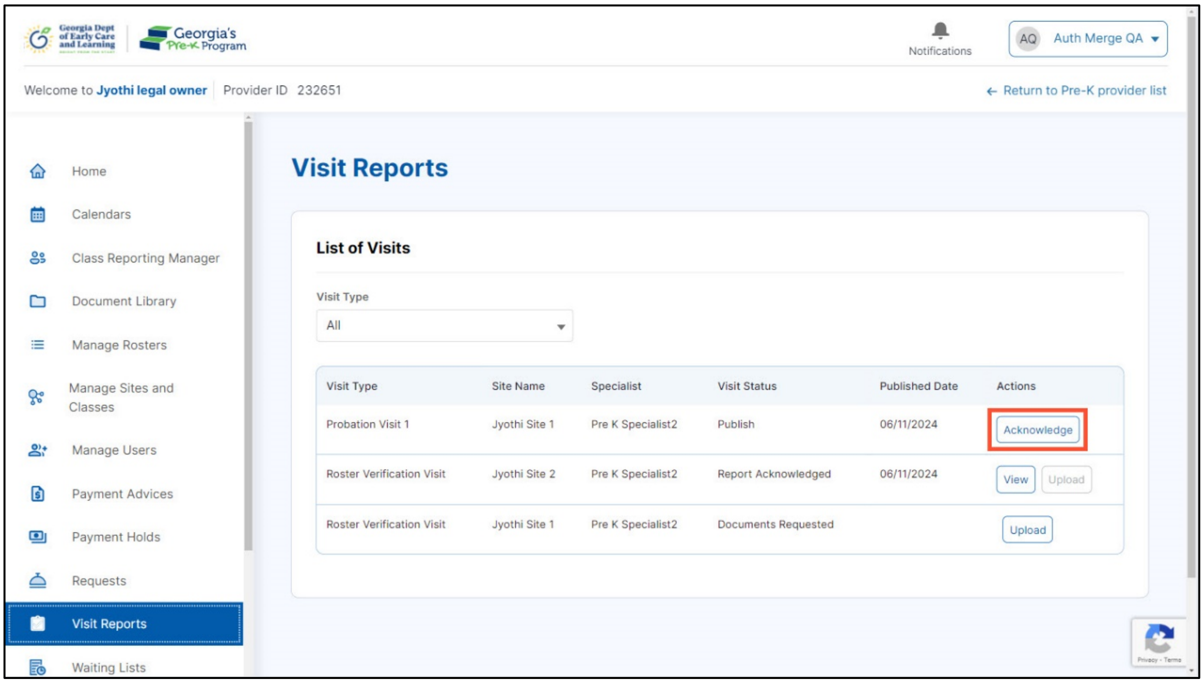


Acknowledging the Visit Reports

The visit reports are available once the visit is completed and published by Pre-K.

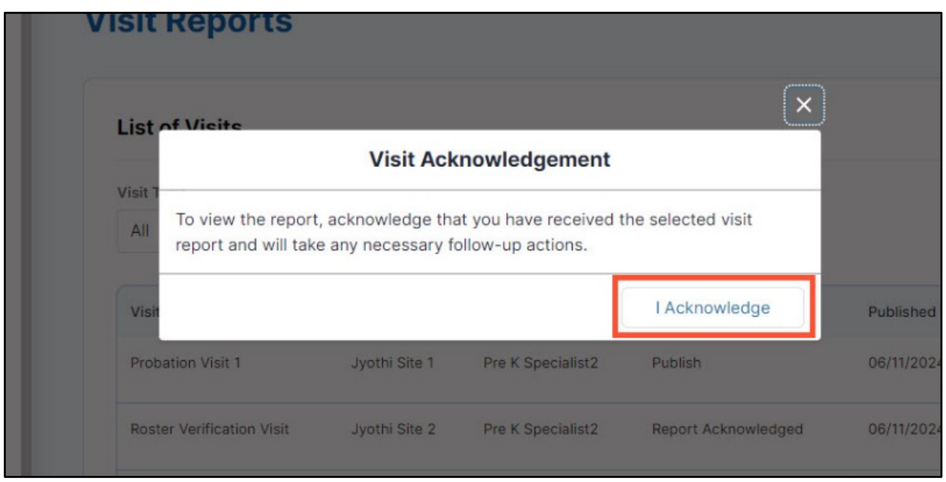
To acknowledge the Visit Reports, perform the following steps:

1. On the Visit Reports page, against the required Visit Type, click the **Acknowledge** button.



The View Acknowledgement pop-up window will be displayed.

2. Click the **I Acknowledge** button.

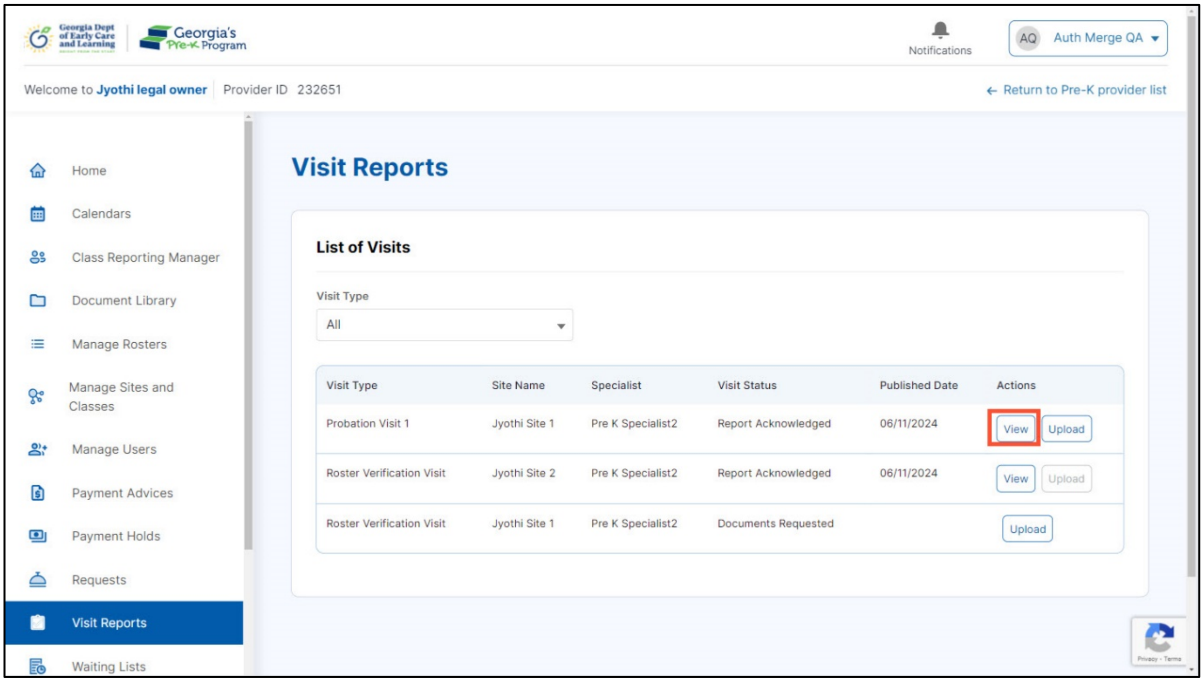


*After saving, a success message will be displayed on the page.

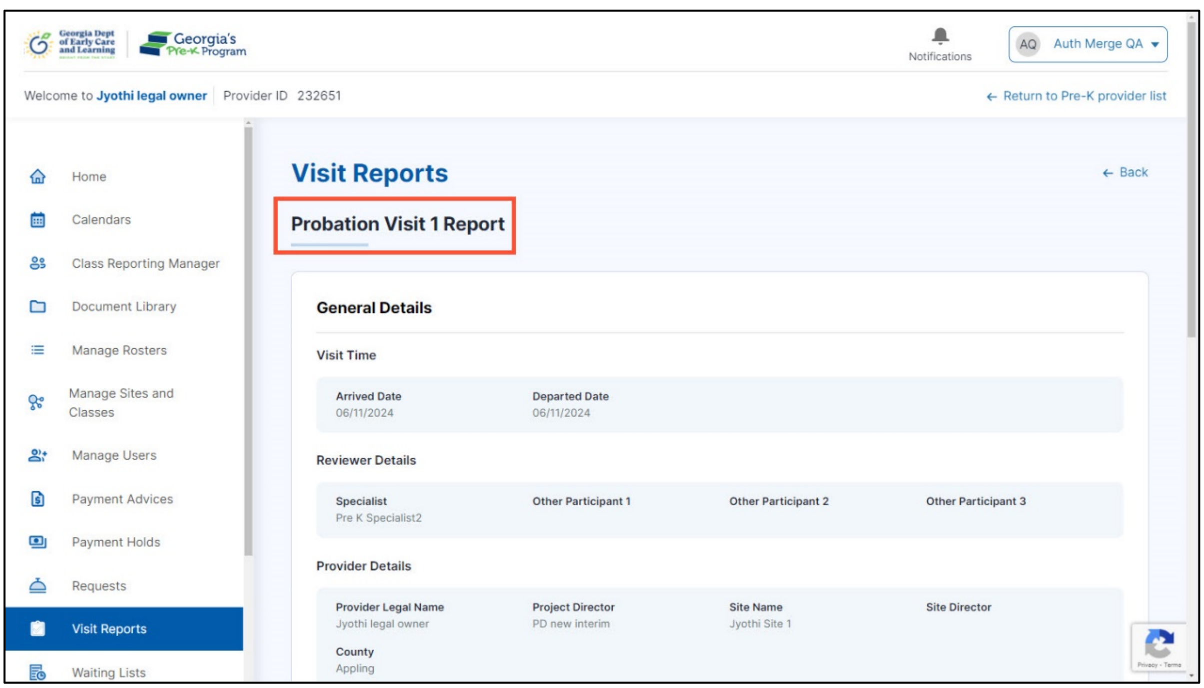
Viewing the Visit Reports

To view the Visit Reports, perform the following steps:

1. On the Visit Reports page, against the required Visit Type, click the **View** button.



The detailed visit report will be displayed for the selected Visit Type.

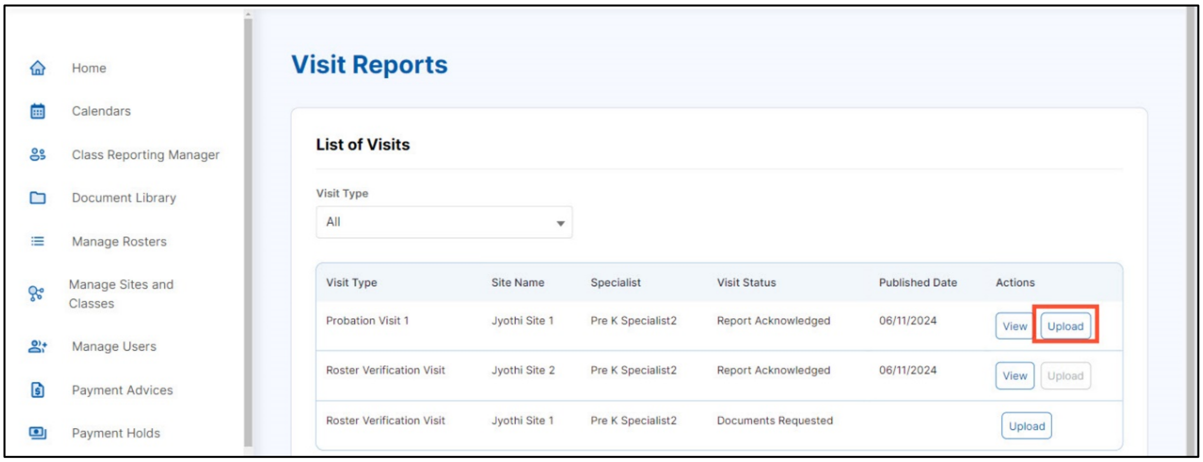


Uploading the Visit Reports

The upload button will be available when Pre-K has requested any documents or follow-ups.

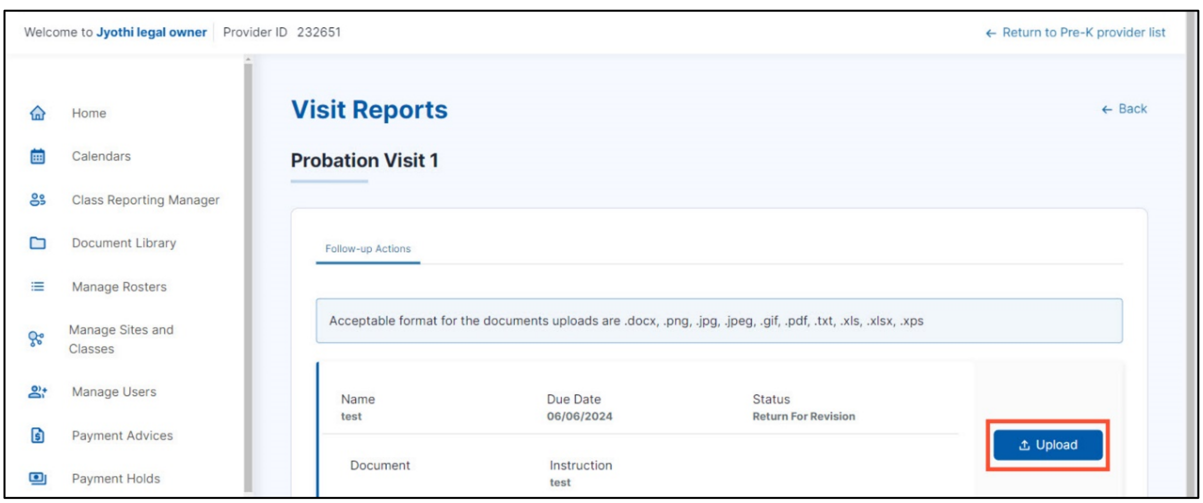
To upload the Visit Reports, perform the following steps:

1. On the Visit Reports page, against the required Visit Type, click the **Upload** button.



You will be directed to the Visit Type page.

2. Click the **Upload** button.



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

Refer to the File Upload section for the detailed procedure for uploading the files.

**Once the document is uploaded, the status will be changed to Submitted.*

**After saving, a success message will be displayed on the page.*

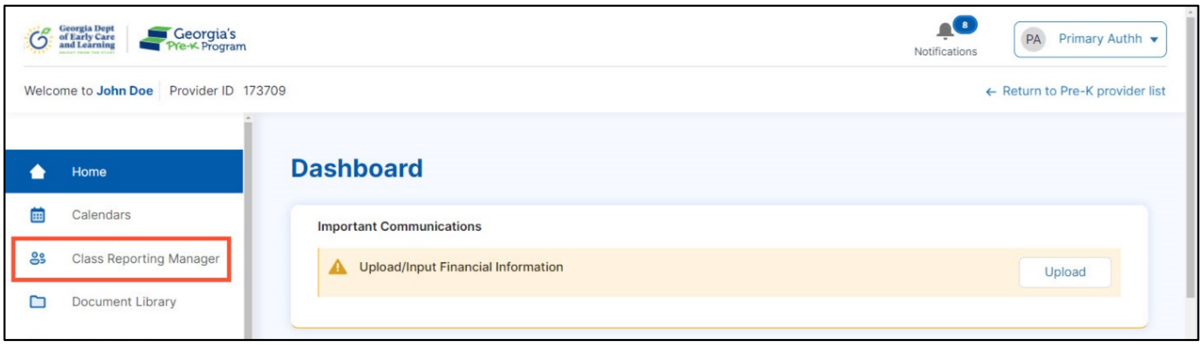
MANAGING CLASS REPORTING MANAGER

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 more staff or substitute teachers.

Managing Students

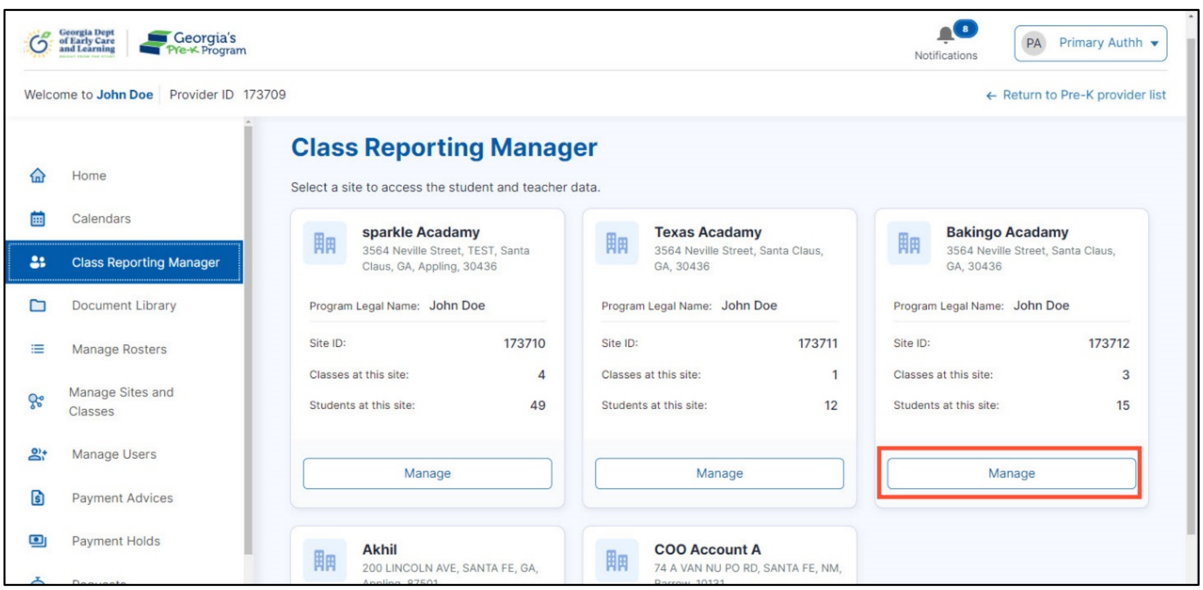
To manage the students, perform the following steps:

1. Go to the **Class Reporting Manager** tab on the left panel.



You will be directed to the Class Reporting Manager page.

2. Click the **Manage** button on the desired Site tile.

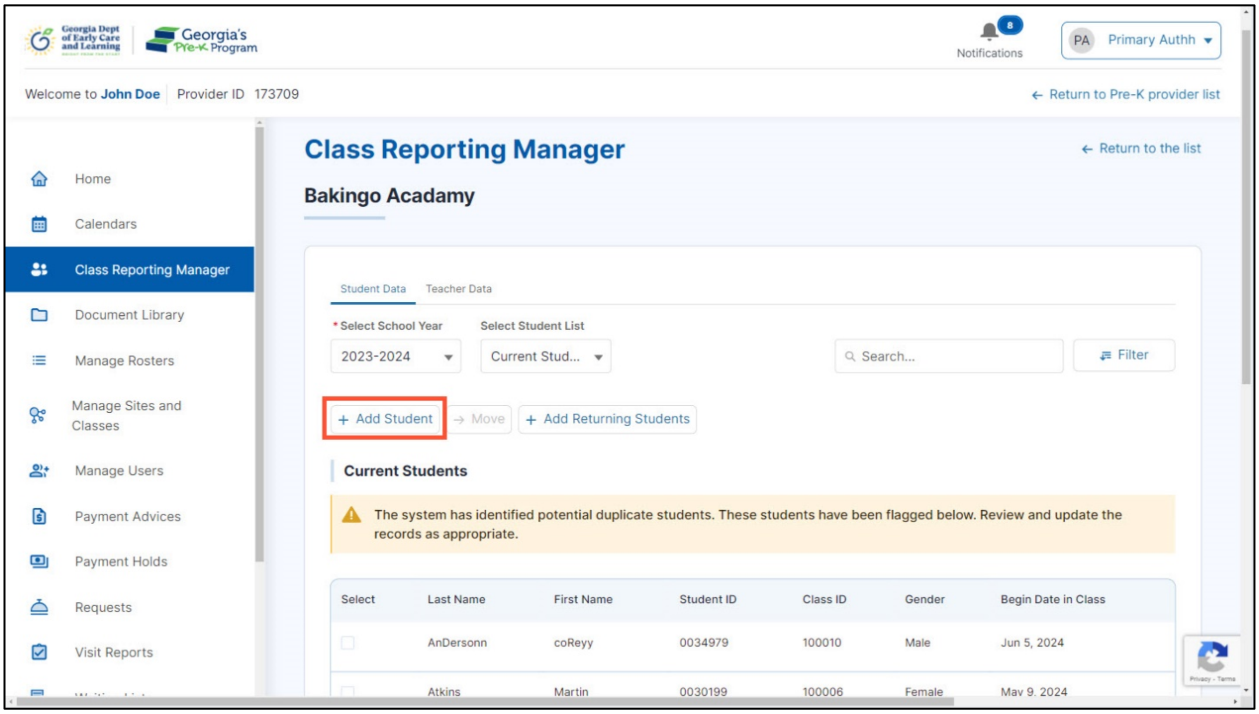


You will be directed to the selected Site page.

Adding a Student

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

1. On the Site page, go to the **Student Data** tab.
2. Click the **+ Add Student** button.



You will be directed to the Add Student page.

3. On the **Student Information** section, enter the following information:

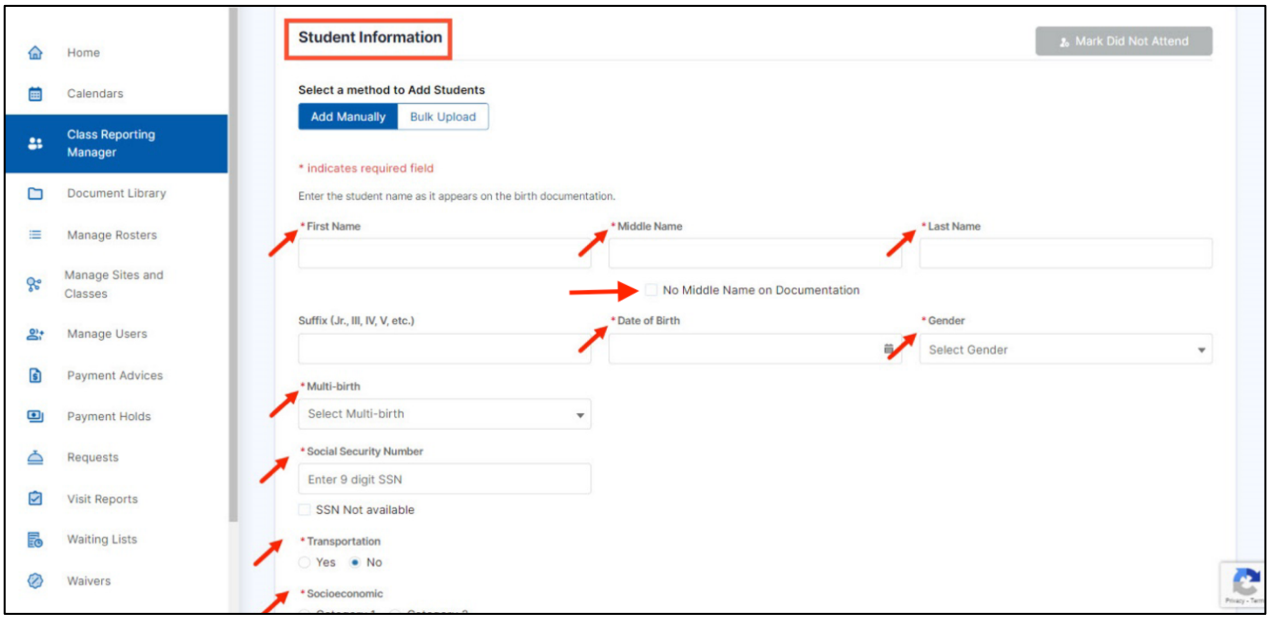
   Notes:

   - Fields marked with a red asterisk (*) are mandatory fields.
   - You can also bulk upload student data using the **Bulk Upload** feature. Refer to the Bulk Upload section for instructions on uploading student data to the Class Reporting Manager.

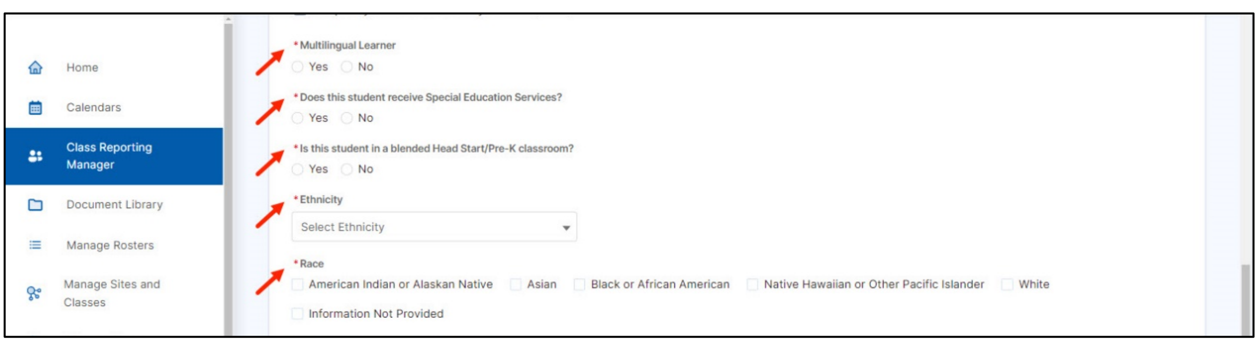
   a. Enter **First Name**, **Middle Name**, **Last Name**, **Suffix**, **Date of Birth**, and **Social Security Number (SSN)**.
   Notes:
      - If you do not have an SSN, select the SSN Not available checkbox. Select your SSN Waiver Reason from the drop-down.

- Select the **No Middle Name on Documentation** checkbox, if you do not have a middle name.

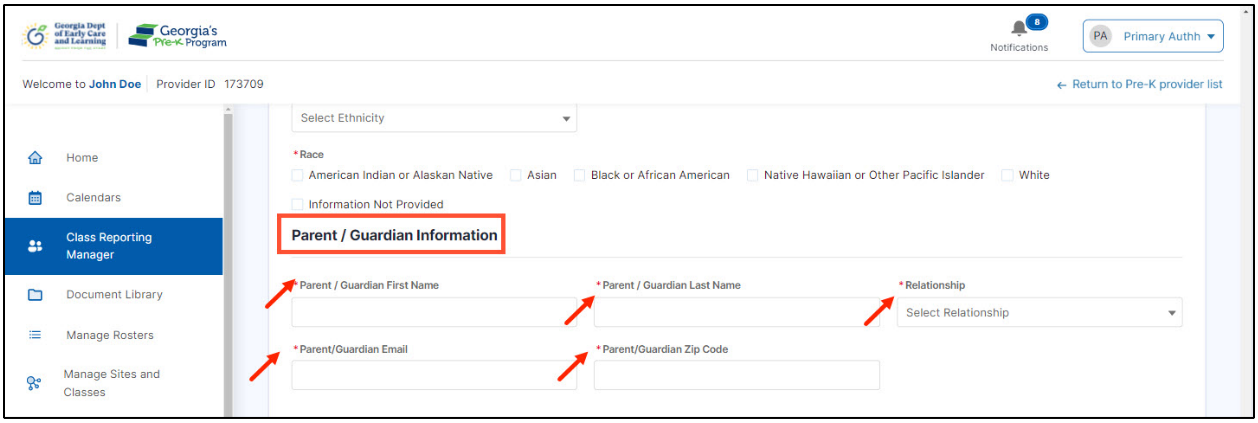
b. Select **Gender** and **Multi-birth** from the drop-down list.
c. Select the *Yes or No* radio button for **Transportation**.
d. Select the *Yes or No* radio button for the **Socioeconomic Category** option.
e. Select the appropriate Socioeconomic Category. If you opt for Category 1, you will need to check the appropriate services from the Category List.
Please Note the age of the student should be between 4-6 years as of September 1st of the current school year.



f. Select *Yes/No* for **Multilingual Learner**, **Does this student receive Special Education Services?**, and **Is this student in a blended Head Start/Pre-K classroom?** fields.
Note: You may need to provide further information if you select **Yes** for these three fields.
g. Select **Ethnicity** and **Race**.

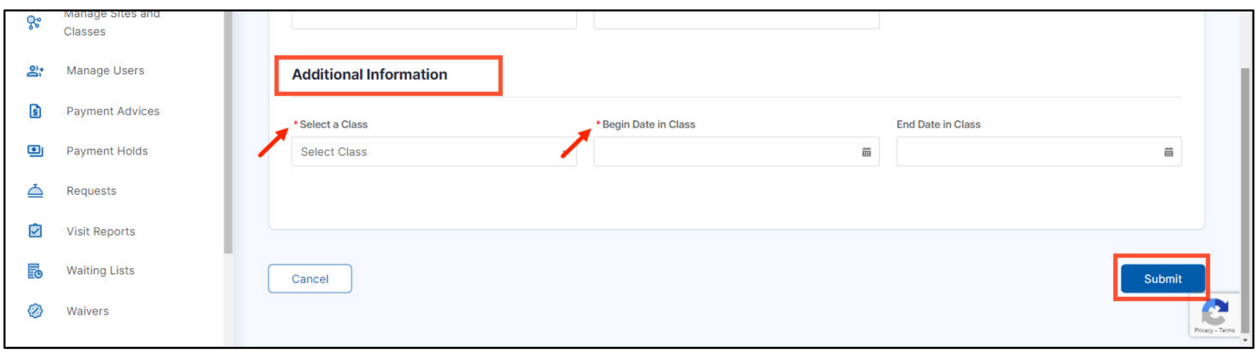


4. In the **Parent/Guardian Information** section, enter the following information:
    a. Enter the **Parent/Guardian First Name**, **Parent / Guardian Last Name**, **Relationship**, **Parent/Guardian Email**, and **Parent/Guardian Zip Code** in the designated text boxes.
    b. Select the Relationship from the drop-down list.



5. In the **Additional Information** section, **select a Class** including the **Begin** Date in Class and **End Date in Class**.

6. Click the **Submit** button.



**After saving, a success message will be displayed on the page, and the updated student record will be displayed in the Current Students section.*

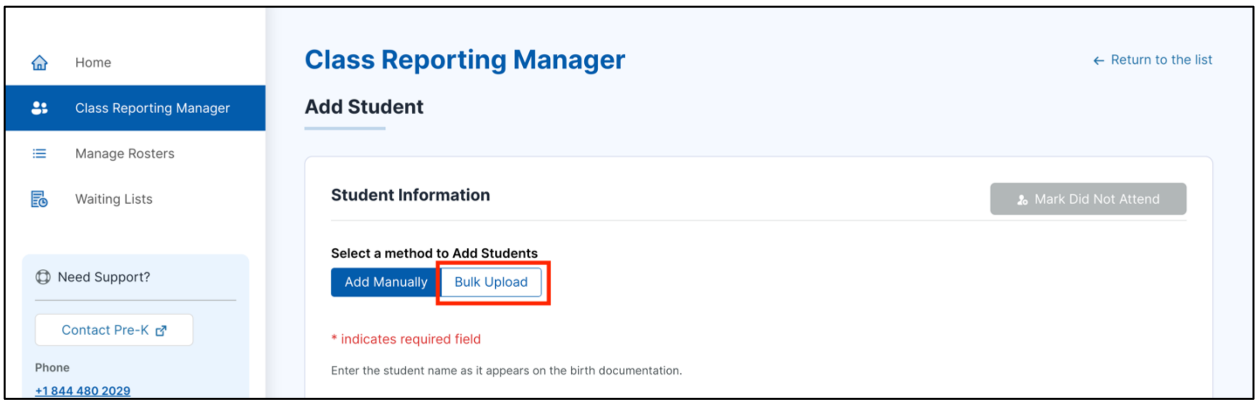
Student Bulk Upload

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.

Note: Bulk Upload is only available during the 1st roster cycle.

To bulk upload student data, perform the following steps:

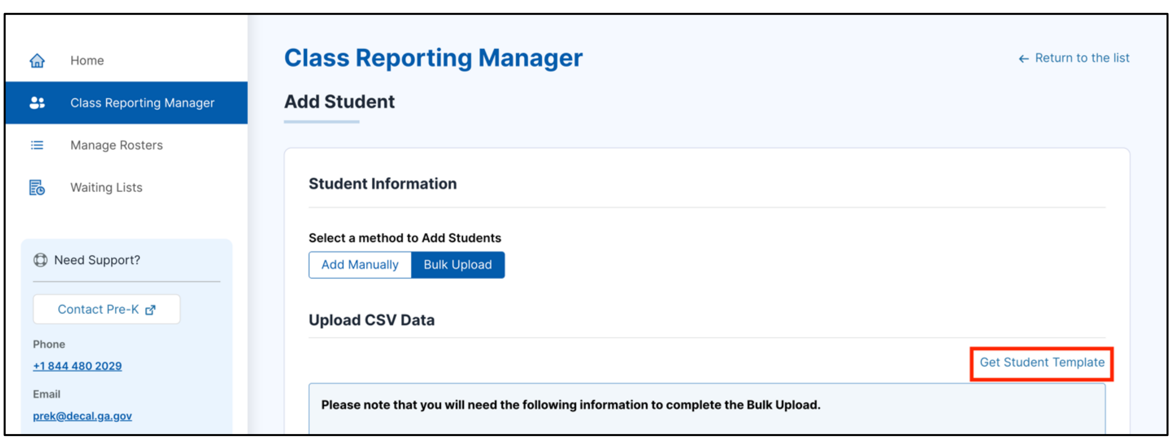
1. On the Class Reporting Manager > Add Student page, under the Student Information section, click the **Bulk Upload** button.



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

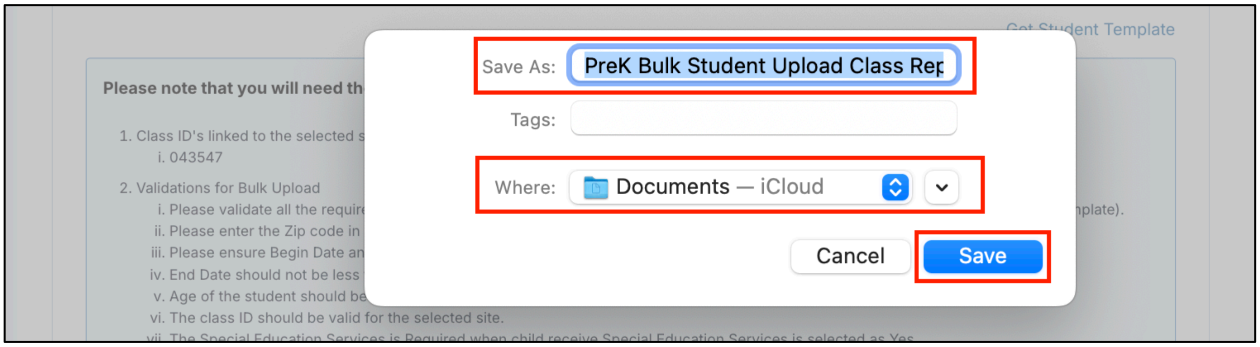
   Notes:

   - The **Select School Year** field will be the current year and the **Class Site** will be populated, by default. You cannot edit these fields.
   - If you are uploading the designated bulk upload extract from your student management system, you can move to step 5.



A Downloads pop-up will be displayed. The *File Name* would be PreK Bulk Student Upload Class Reporting Template by default. It will be saved in your system's Downloads location by default.

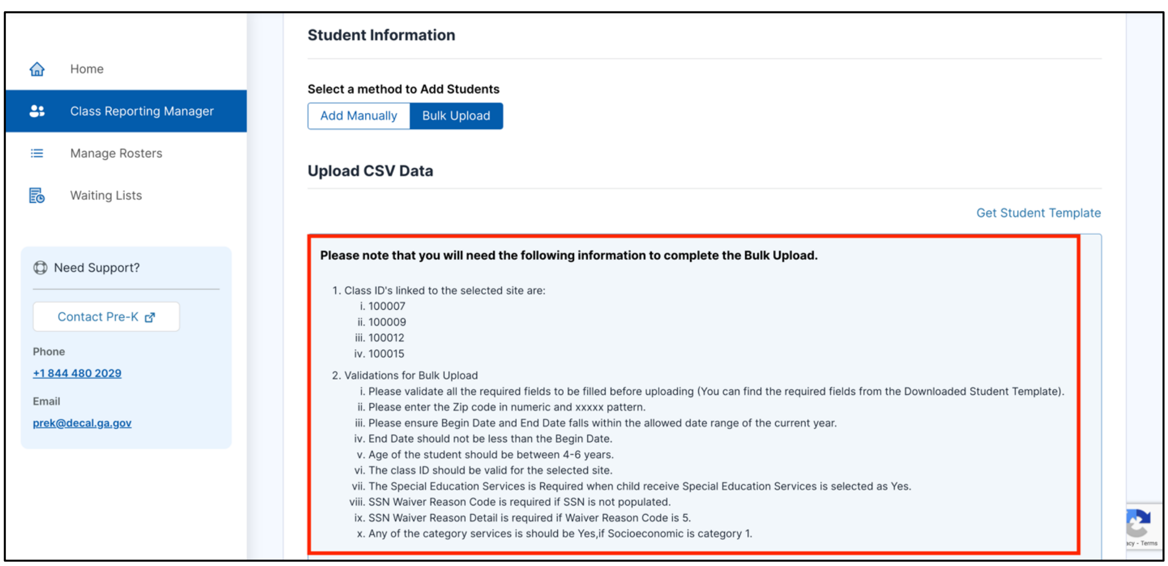
3. Click the **Save** button to download the template.



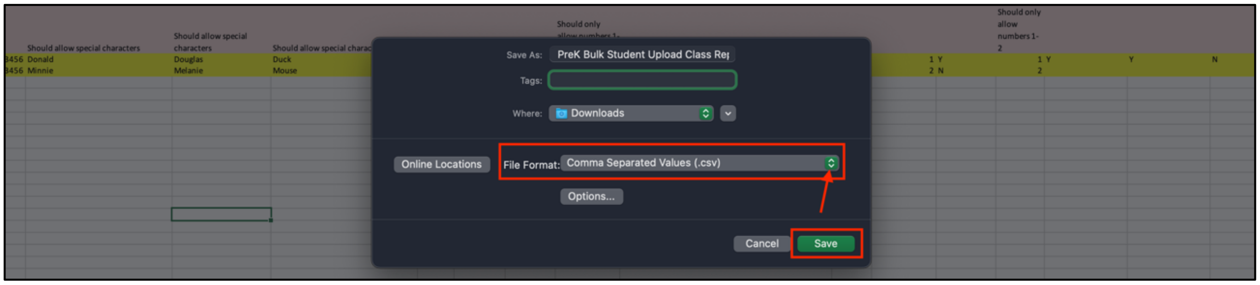
4. Fill in the information on the Pre-K Bulk Student Upload Class Reporting Template according to the instructions/validations mentioned for each column on row number five.

Notes:

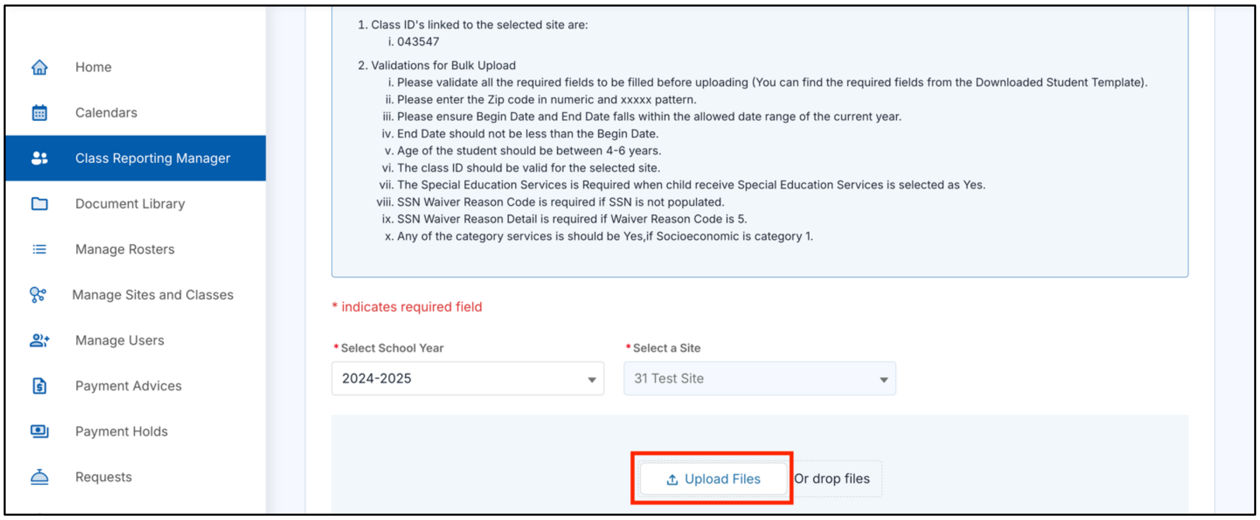
- Read the information in the Student Information section before filling out the information in the Template.



- After populating the Template, convert it to a CSV file. Open the Template Excel sheet, click **Save As**, select CSV from the File Format drop-down list, and click the **Save** button.

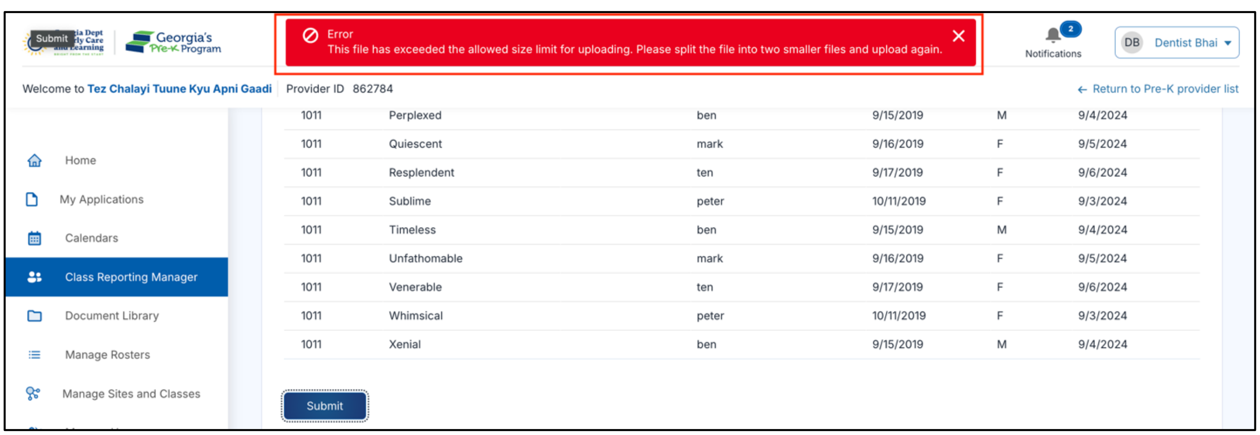


5. To upload the template, click the **Upload Files** button.

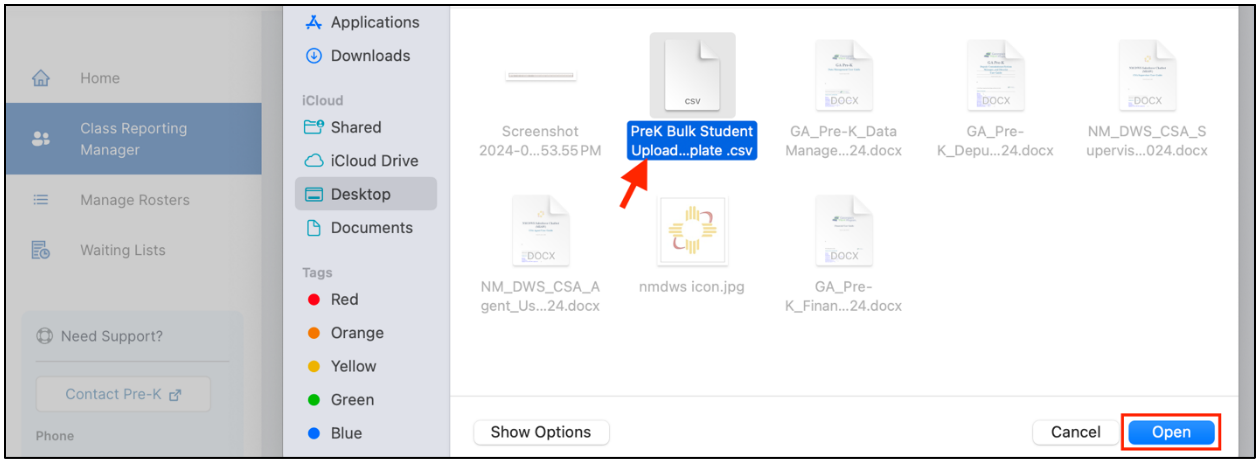


You will be directed to your local system to upload the template.

Note: The system will generate an error if the student count exceeds 1000 in the template. Bulk upload can accommodate 500 to 1000 students based on the .csv file content, with a maximum file size of 4 MB.

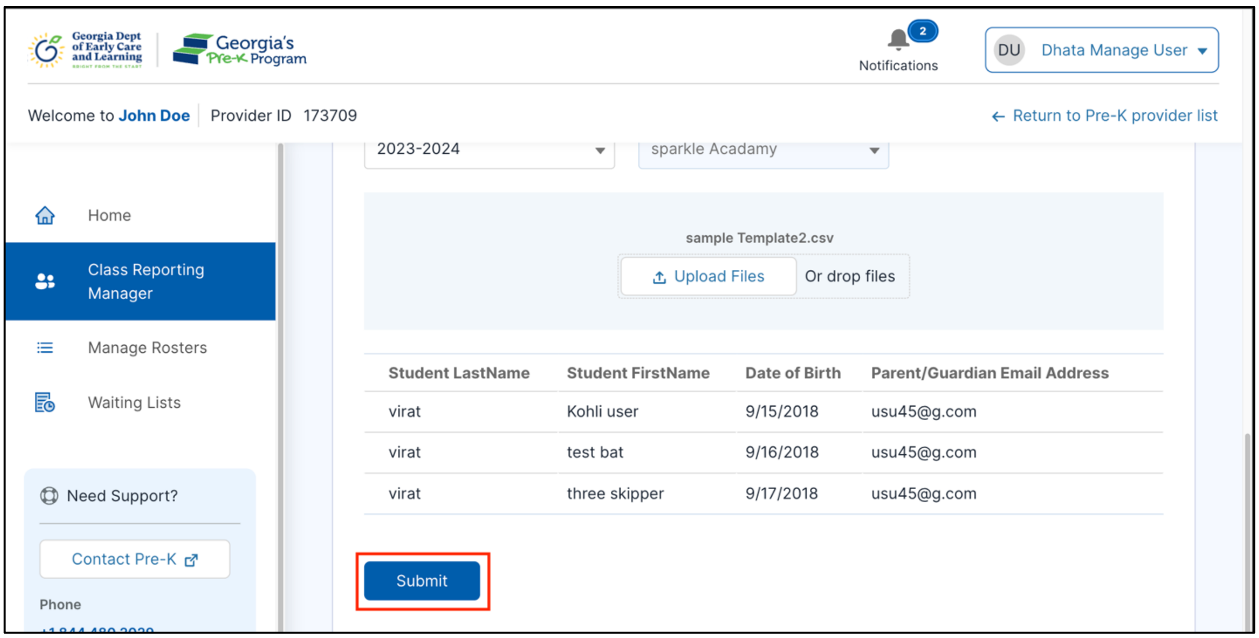


6. Now, select the **CSV File** and click the **Open** button.



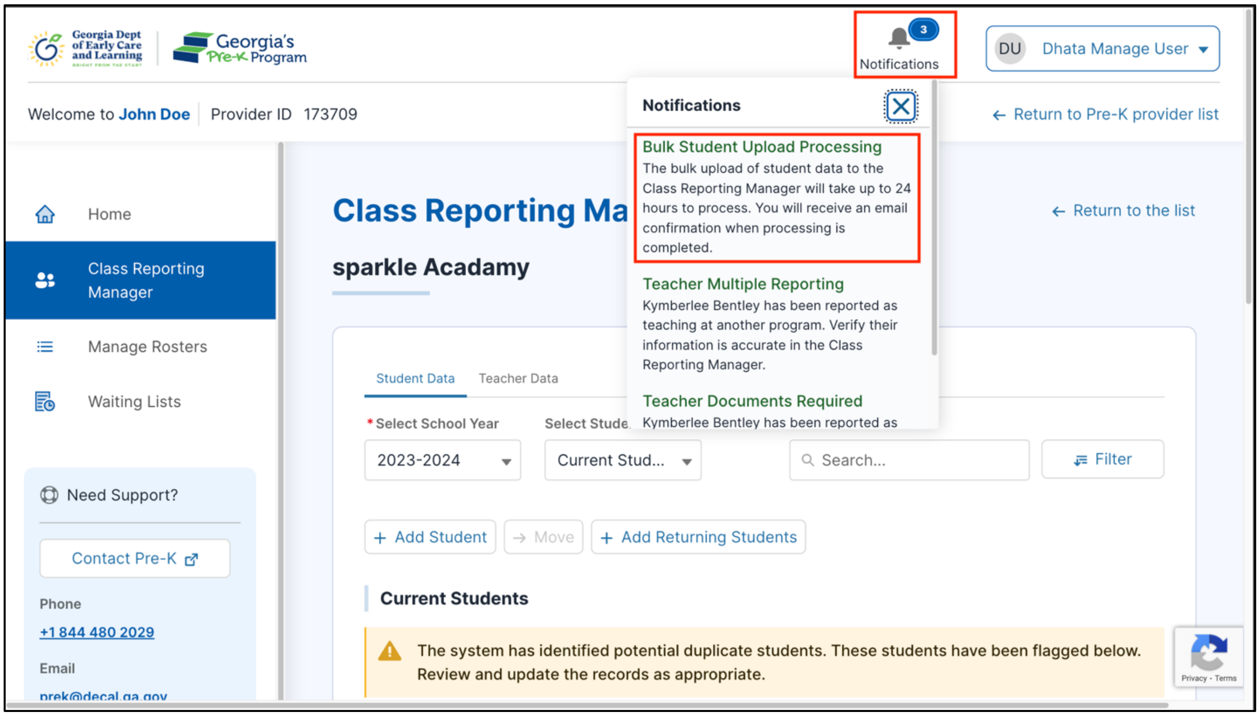
After uploading the CSV file, you can see the student data on the page.

7. Click the **Submit** button.

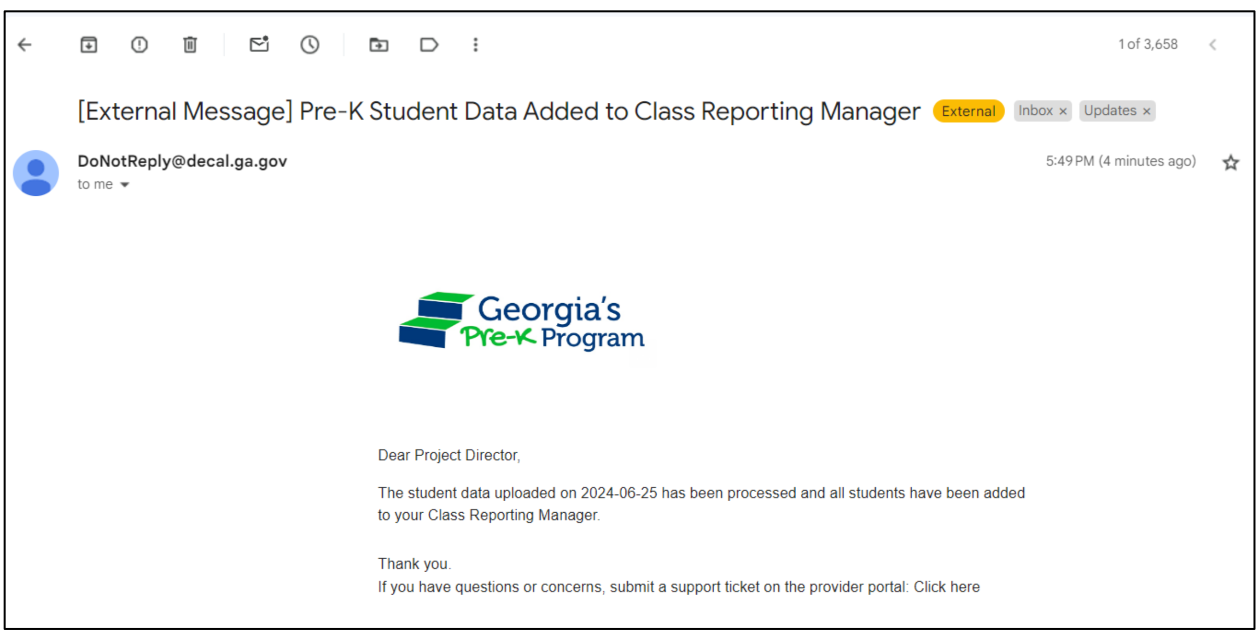


After submitting, you will receive a notification that data will take up to 24 hours to process and the Project Director will receive an email confirmation when the processing is complete.

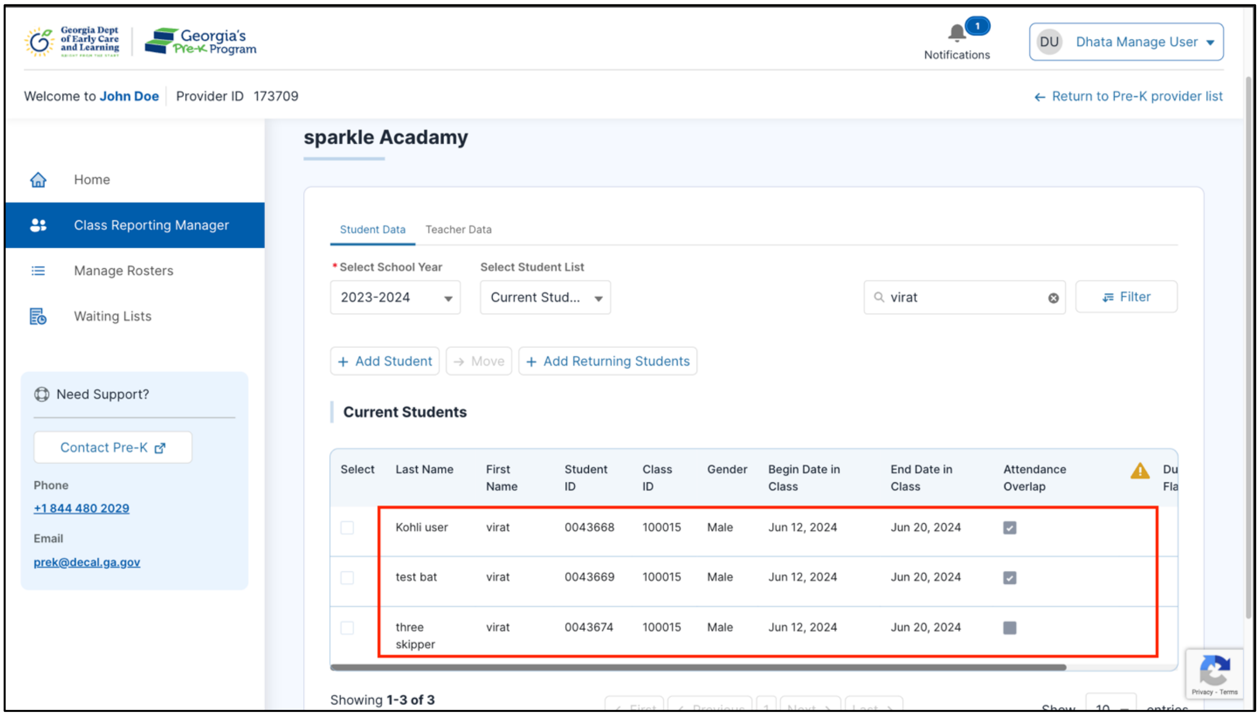
8. To view the notification, click the Notification Bell icon.



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.



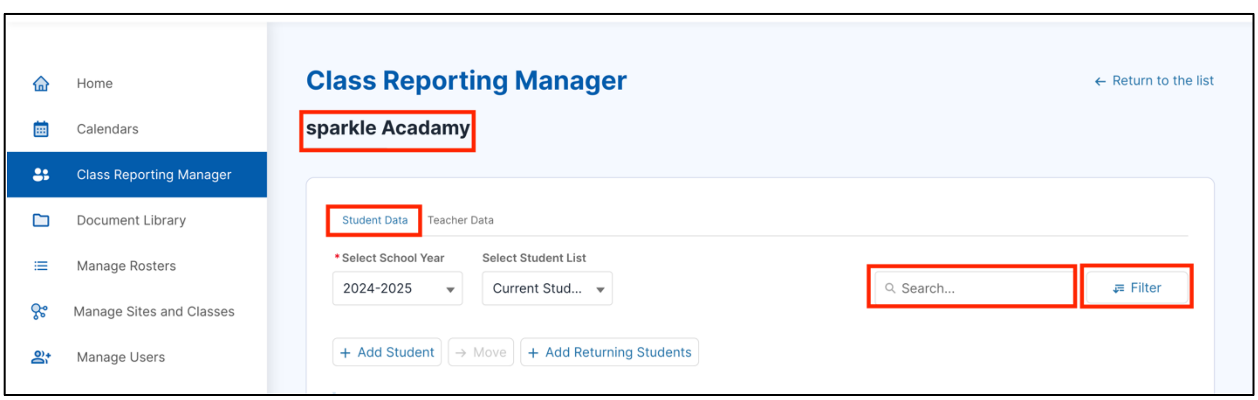
Filtering a Student

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).

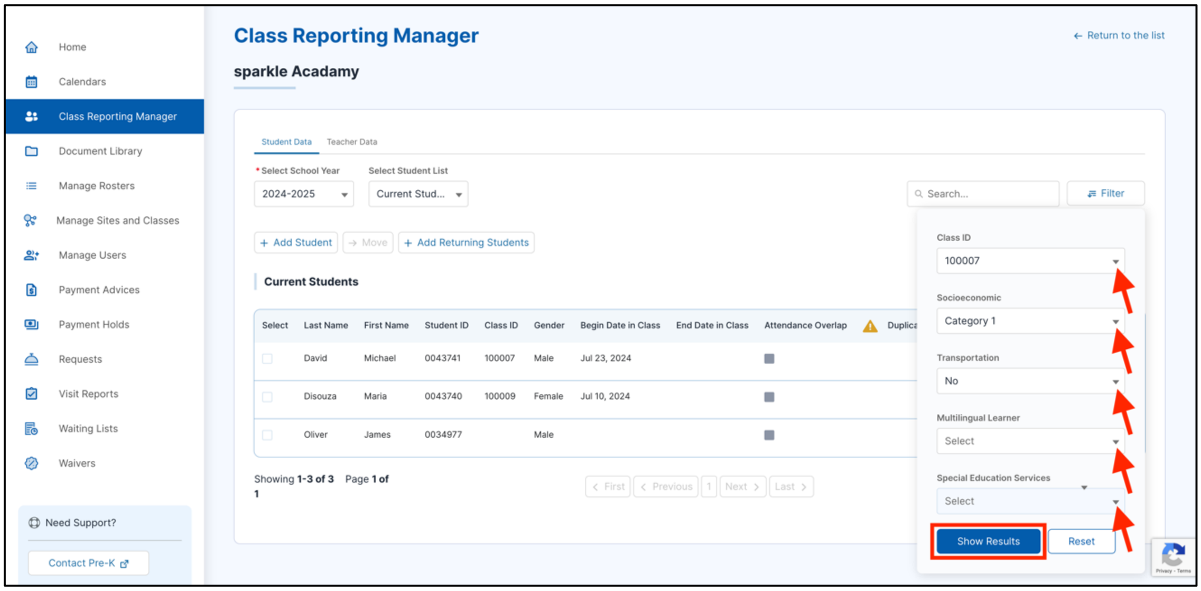
To filter a student, perform the following steps:

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

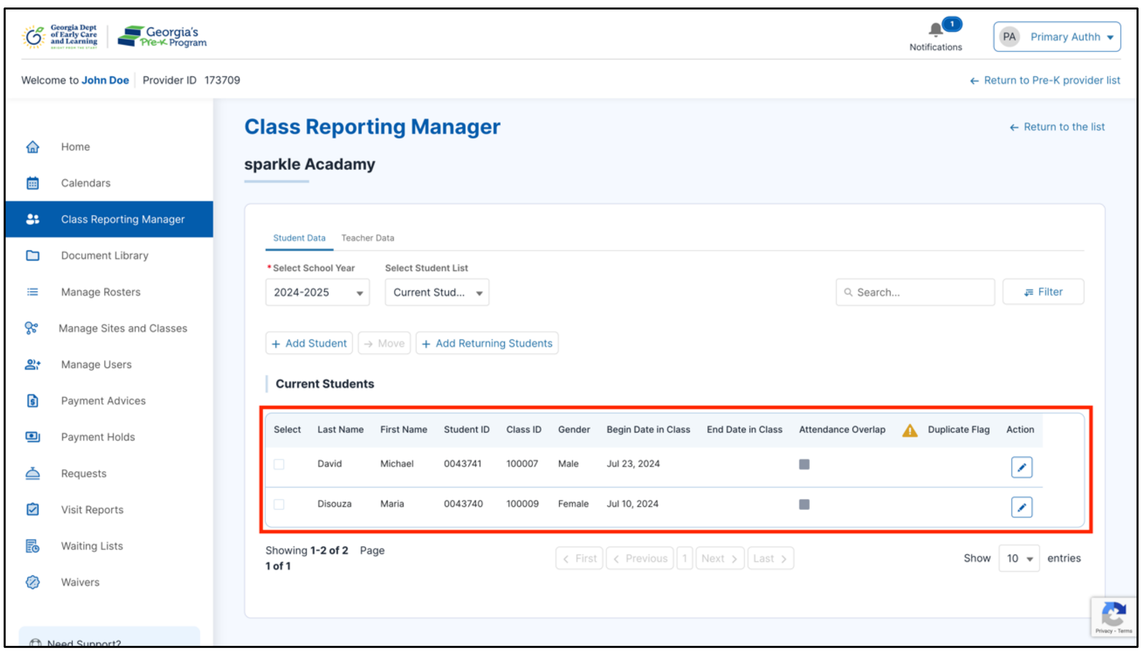
   Note: You can search for a student by entering their First Name or Last Name in the Search bar.



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



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

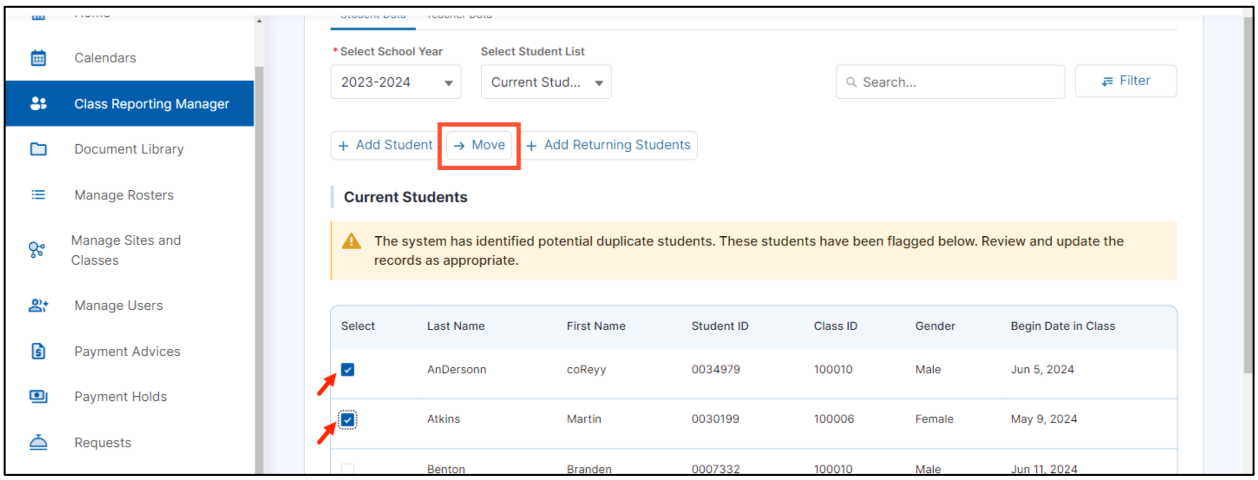


Moving a Student

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

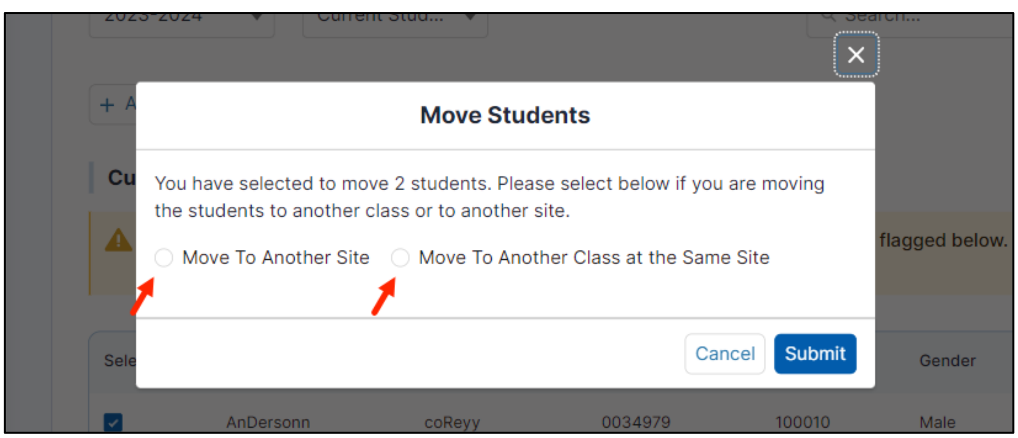
To move a student, perform the following steps:

1. On the Site page, go to the **Student Data** tab.
2. On the **Current Students** section, select the required **student(s)** and click the **→ Move** button.



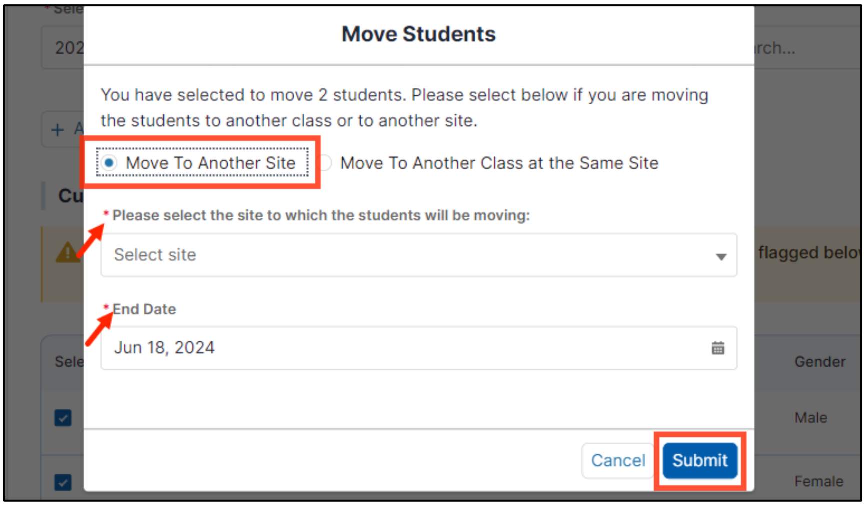
The Move Students pop-up window will be displayed.

3. Select one of the appropriate actions from the options. Based on the selection, you must do one of the following:



   a. If you select the *Move to Another Site* option from the list, perform the following steps:

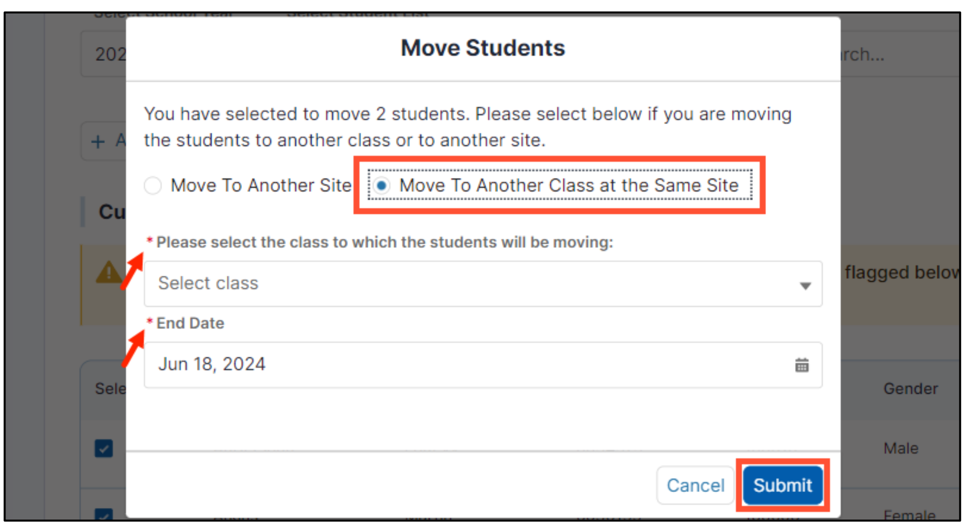
i. Select the *site* from the **Please select the site to which the students will be moving** drop-down list.
ii. Select the last *date* in the **End Date** field.
iii. Click the **Submit** button.



After saving, a success message will be displayed on the page and the site changes of the selected students will be reflected under the *current students' section.*

b. If you select the *Move to Another Class at the Same Site* option from the list, perform the following steps:

i. Select the *class* from the **Please select the class to which the students will be moving** drop-down list.
ii. Select the last *date* in the **End Date** field.
iii. Click the **Submit** button.



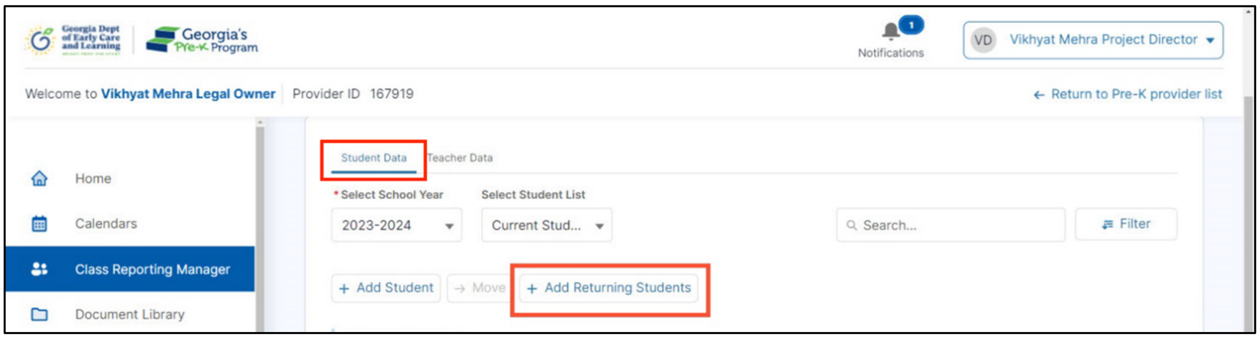
After saving, a success message will be displayed on the page and the class changes of the selected students will be reflected under the current students' section.

Adding Returning Students

The Add Returning Students feature allows you to re-add and re-enroll a returning student to the classes. A student is considered returning if they have an end date populated and are not active in another class at any site across all providers.

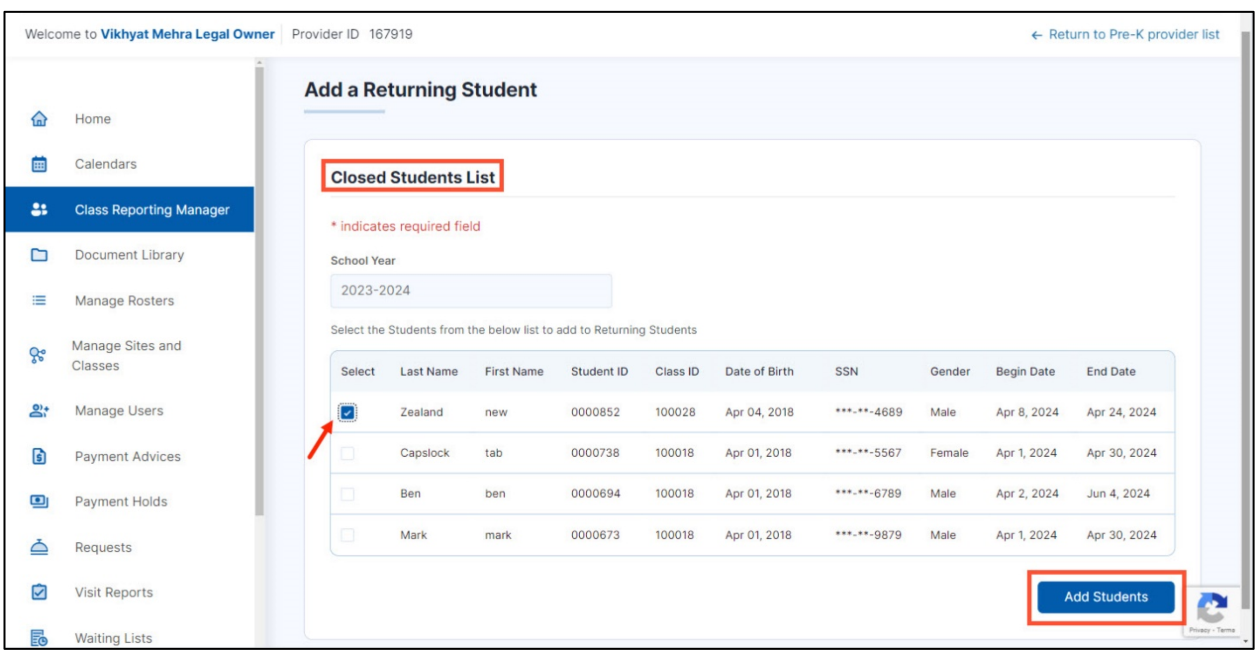
To add a Returning Student, perform the following steps:

1. On the Site page, go to the **Student Data** tab.
2. Click the **+ Add Returning Students** button.



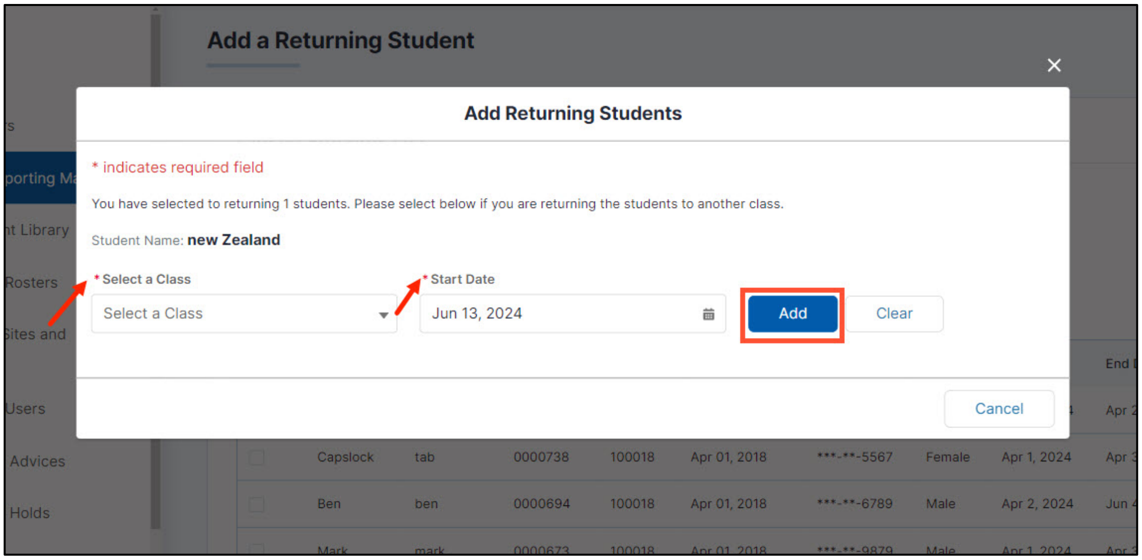
You will be directed to the Closed Students List page.

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



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

4. On the **Add Returning Students** pop-up window, enter the following information:
   a. Select the required *class* from the **Select a Class** drop-down list.
   b. Select the *date* from the **Start Date** field.
   c. Click the **Add** button.



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

Uploading Student Documentation

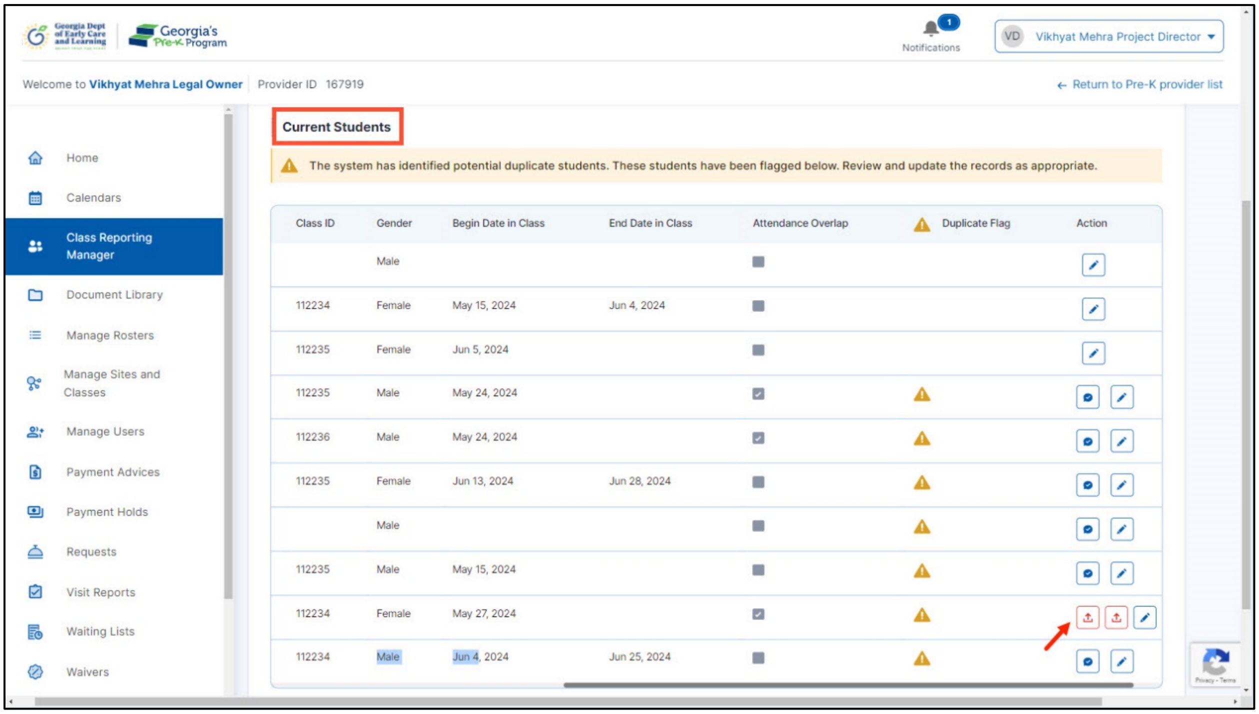
The Provider is required to upload documents in the following scenarios:

- **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 three 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:

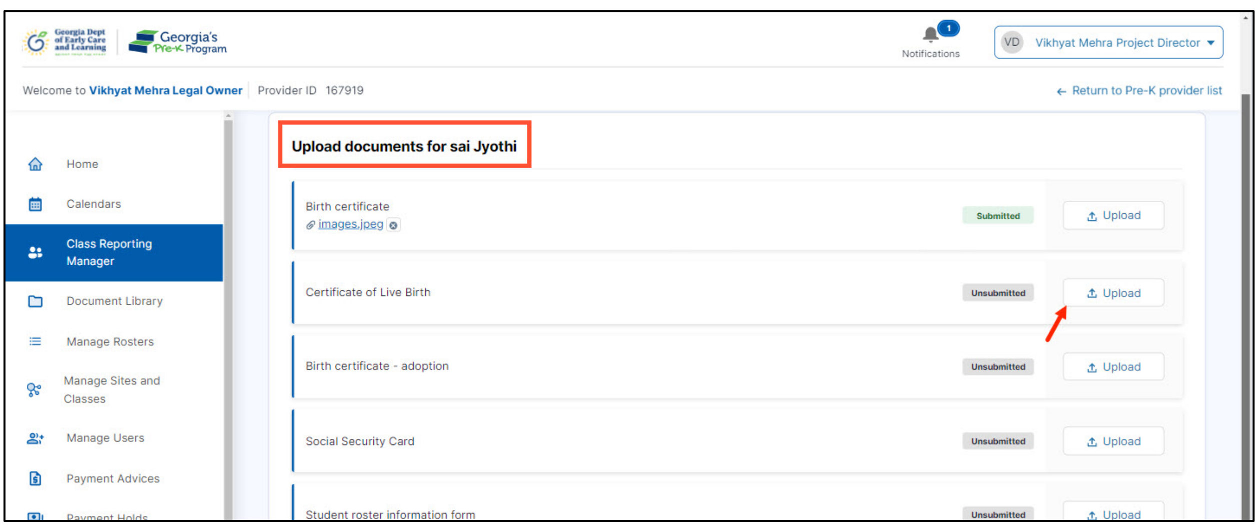
1. To upload the document, scroll right in the **Current Student** section using the scroll bar. Then, click the **Upload Student Identity Documents** icon.



You will be directed to the Upload Documents page.

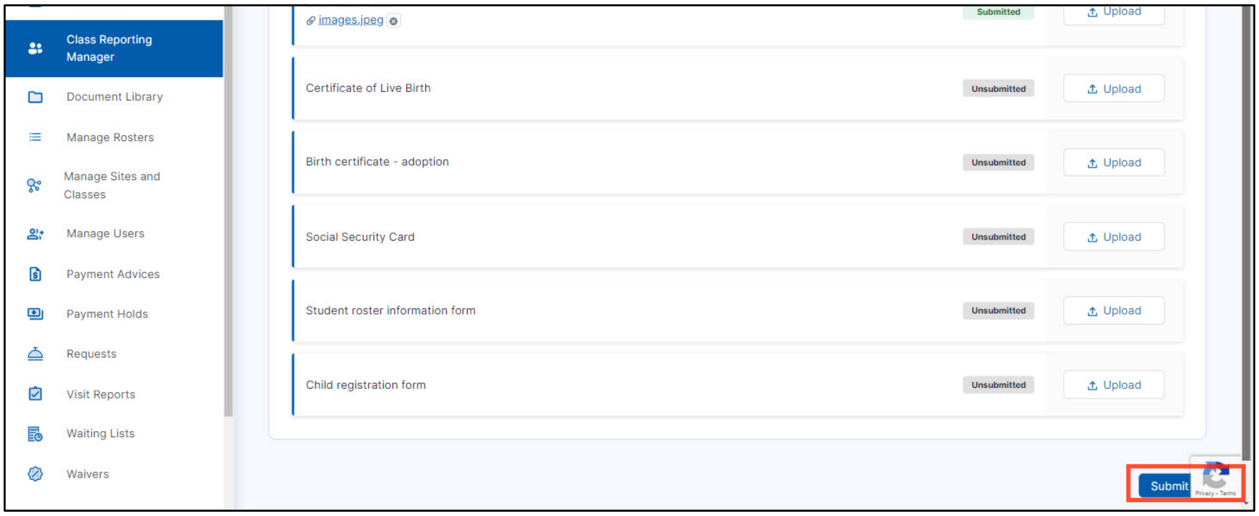
2. On the **Upload documents for student** section (The student's name is Sai Jyothi in this scenario), to upload the documents, click the **Upload** button.

Note: Refer to the File Upload section for the detailed procedure for uploading the files.



Once the document is uploaded, the status will be changed to Submitted.

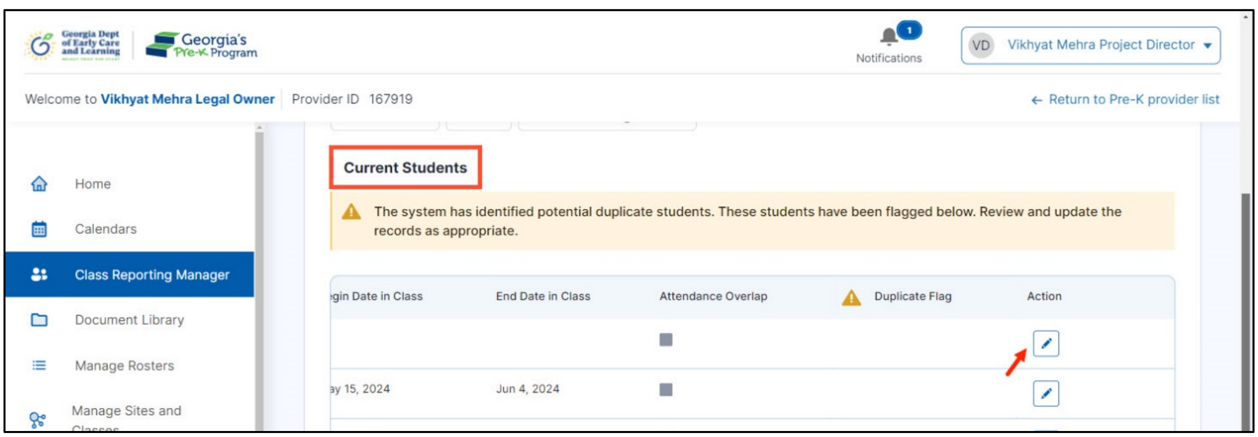
3. Click the **Submit** button.



Closing a Student

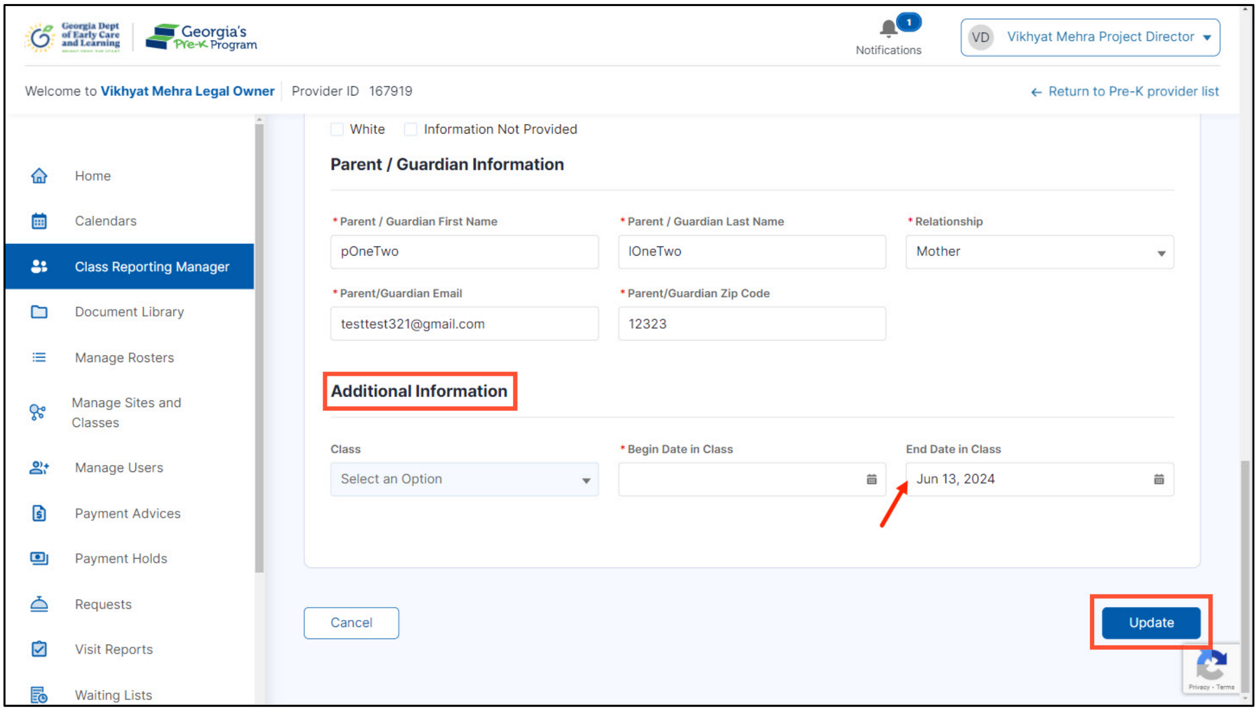
To close a student, perform the following steps:

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



The **Student Information page will be displayed.*

2. Scroll to the **Additional Information** section, then enter the date in the **End Date in Class** field. Then, click the **Update** button.



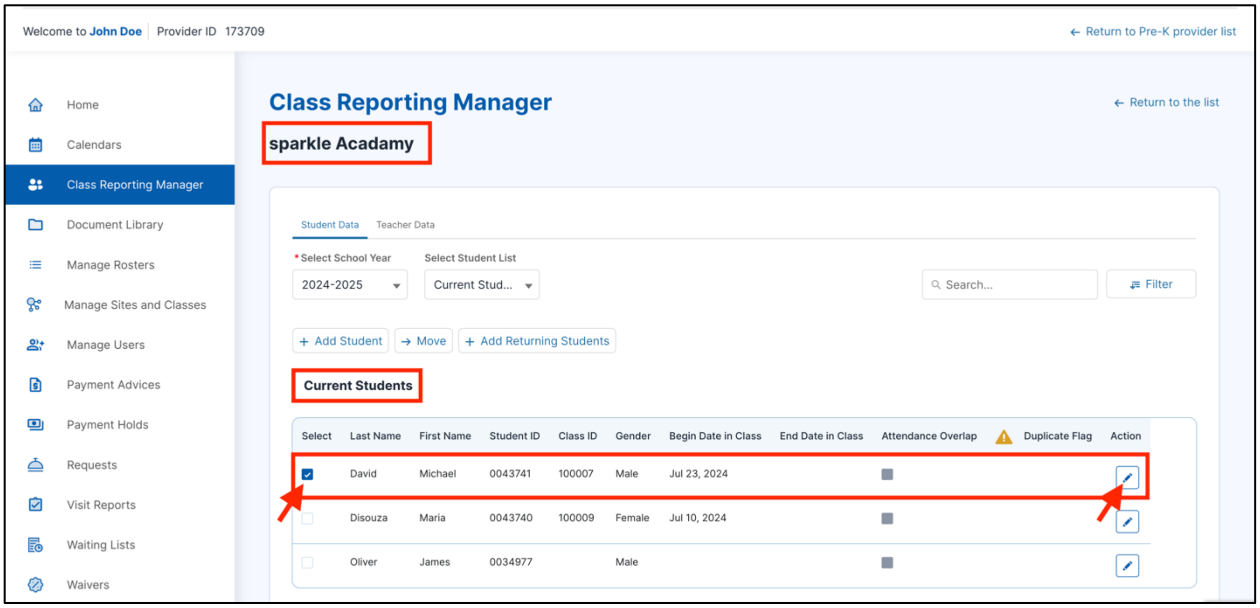
**The End Date of the Class will be reflected on the page for the selected student in the Current Student section.*

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.

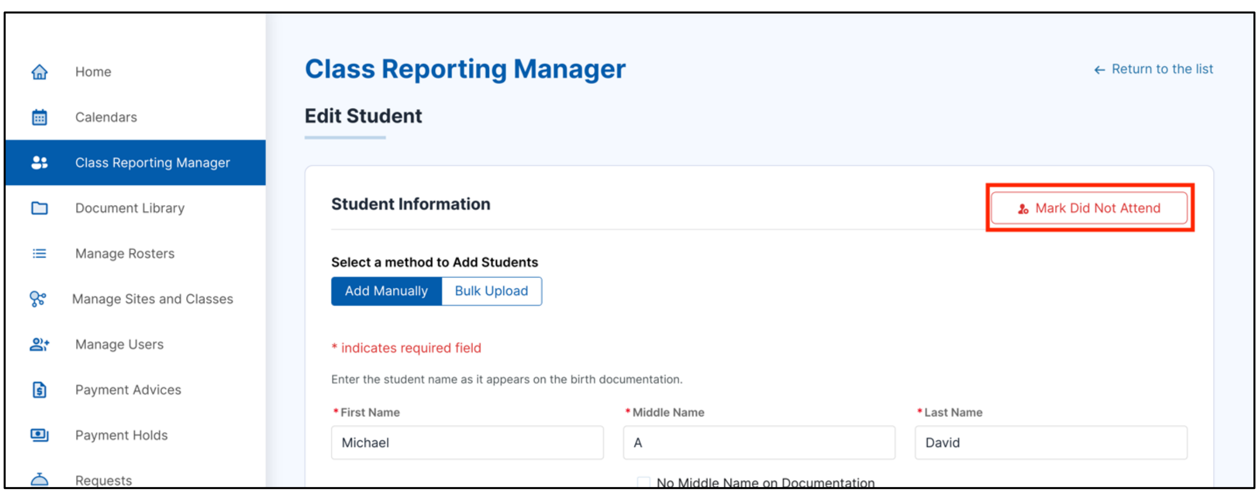
To mark a child as Did Not Attend, perform the following steps:

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.



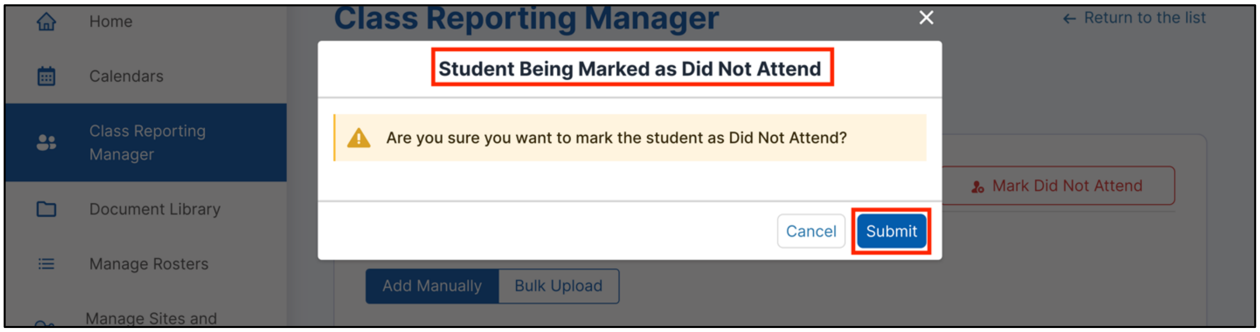
The **Edit Student** > **Student Information** page will be displayed.

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



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

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



**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.*

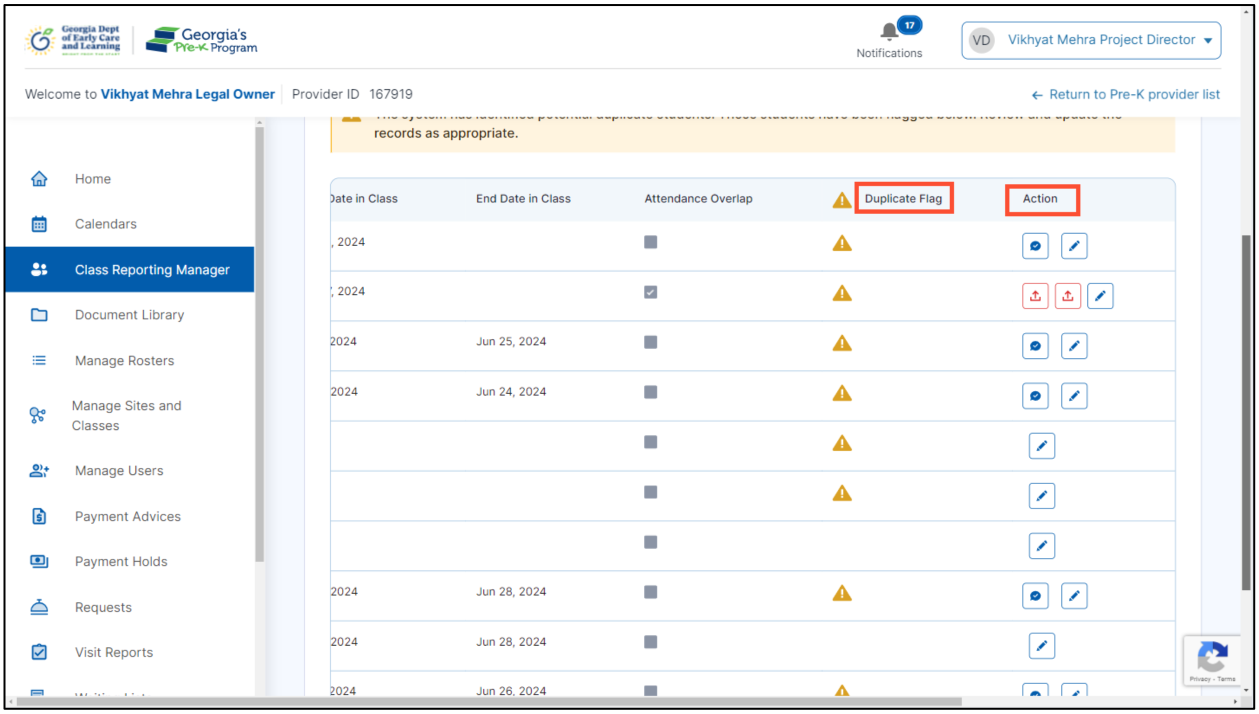
Resolving Duplicate Student

The student data will reflect as a duplicate for the following criteria:

- **Same Demographics Different Last Four of SSN** where demographic information like First Name, Last Name, Middle Name, Date of Birth, and Gender is the same however, the last four digits of the SSN are different.
- **Same Last Four of SSN Different Demographics** where the last four digits of the SSN are the same however, the demographic information like First Name, Last Name, Middle Name, Date of Birth, and Gender is different.
- **Same Demographics Different Gender** where the demographic information like First Name, Last Name, Middle Name, Date of Birth, and Gender is the same however, the gender is different.
- **Same Demographics Blank SSN** where the demographic information like First Name, Last Name, Middle Name, Date of Birth, Gender, and the site is the same however, the SSN fields do not have any information.
- **Name Reversal** where the Middle Name, Date of Birth, and Gender are the same; however, the First Name and Last Name match in reverse order. For example, the First Name of one student is the same as the Last Name of another student, and vice versa.

To resolve the Duplicate Student issue, perform the following steps:

1. On the Current Students section, scroll right to the Duplicate Flag and Action field.



You will see the duplicate flag against the student record.

The duplicate student resolution steps vary based on the criteria.

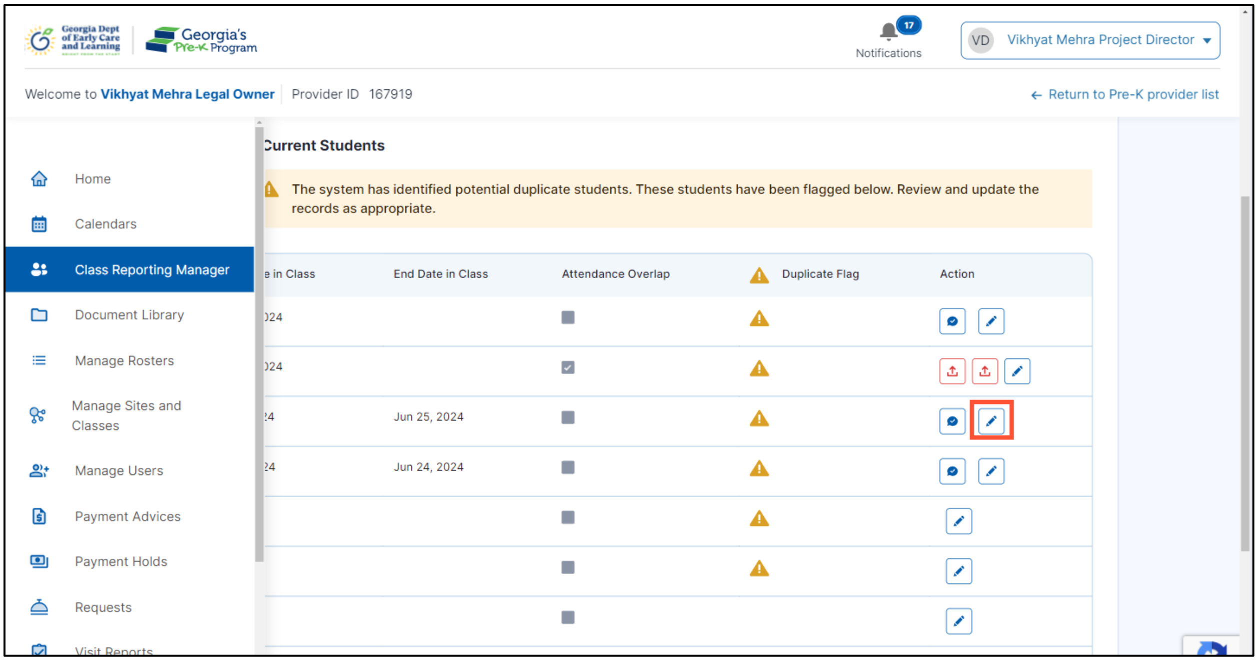
1. <u>Criteria 1</u> - **Same Last Four of SSN Different Demographics** and **Name Reversal**

You can resolve the above issue either by editing the student records or by leaving the student records unchanged.

- Resolution by Editing the student's record.

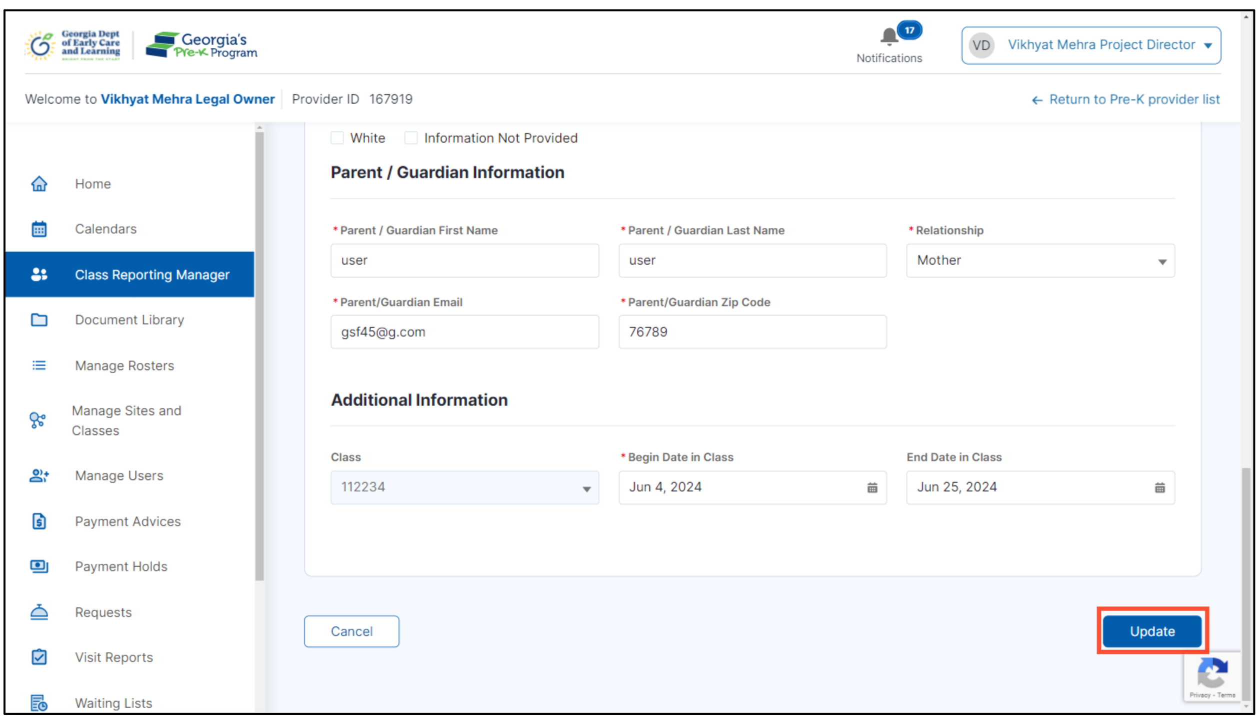
To edit the student information, perform the following steps:

i. Against the duplicate student record, click the **Edit** icon.



You will be directed to the Edit Student page.

ii. Change the required fields and click the **Update** button.

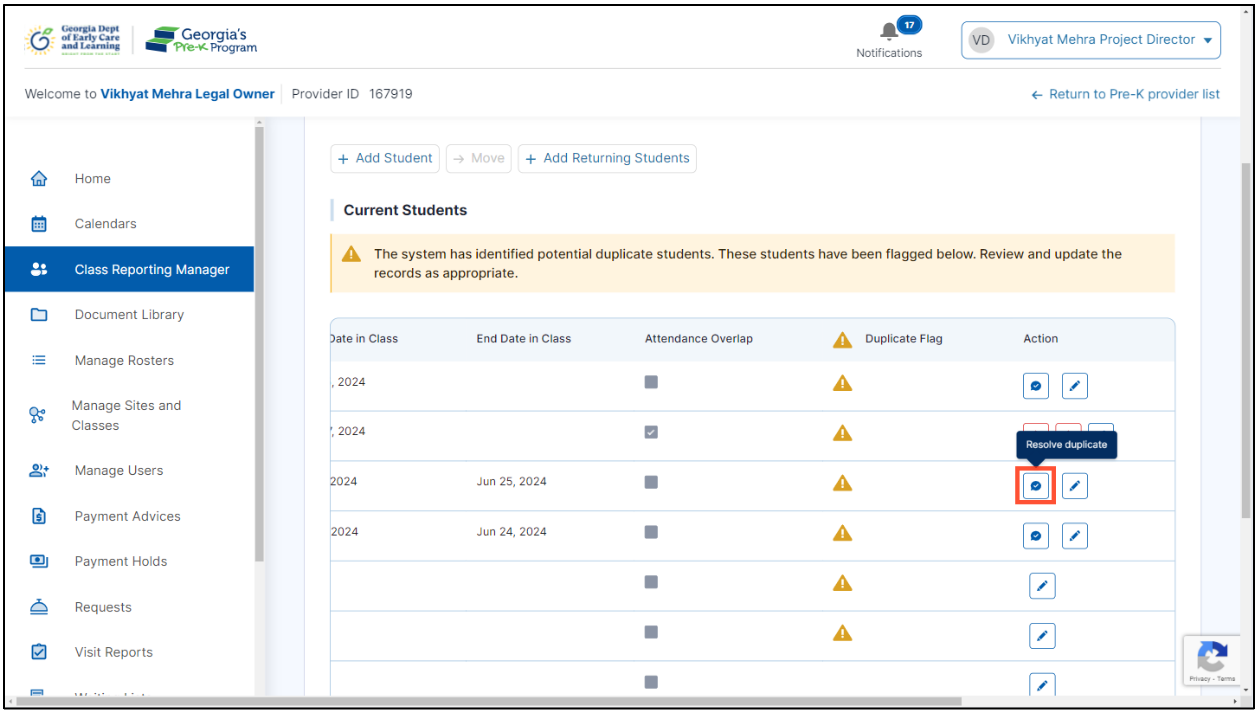


**A success message will be displayed on the page.*

- Resolution by not editing the student's record.

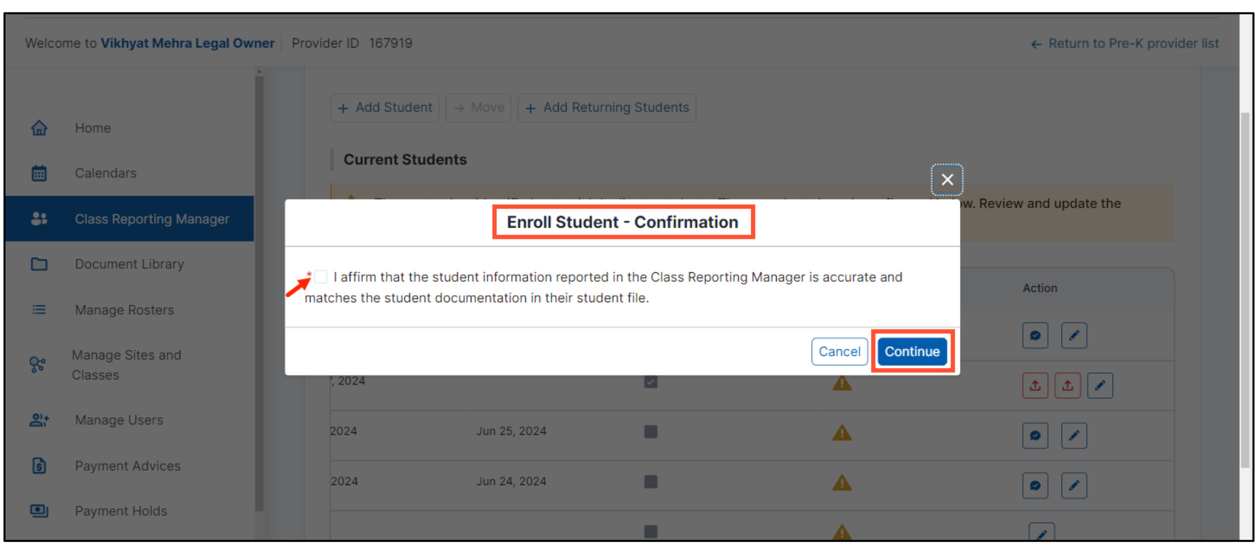
To resolve the duplicate student information without editing the student data, perform the following steps:

i. Against the duplicate student record, click the **Resolve duplicate** icon.



The Enroll Student - Confirmation pop-up window will be displayed.

ii. Check the confirmation box and click the **Continue** button.



**A success message will be displayed on the page.*

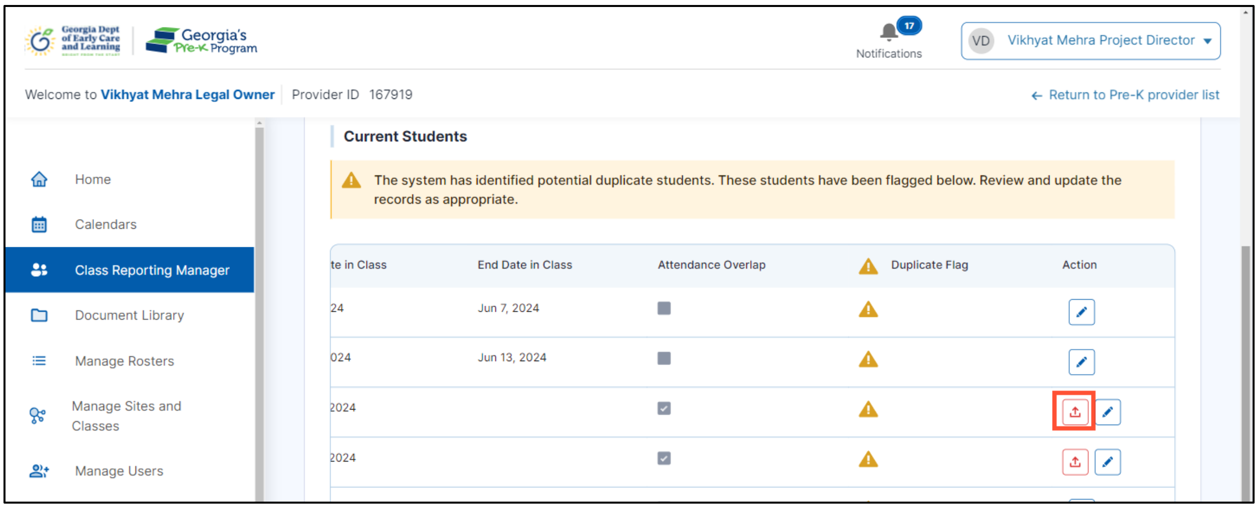
2. <u>Criteria 2</u> - **Same Demographics Different Last Four of SSN**, **Same Demographics Different Gender** and **Same Demographics Blank SSN.**

You can resolve the above issue by uploading the relevant documents for the relevant student.

Note: The provider will receive a notification if the issue remains unresolved 3 days after flagging the duplicate.

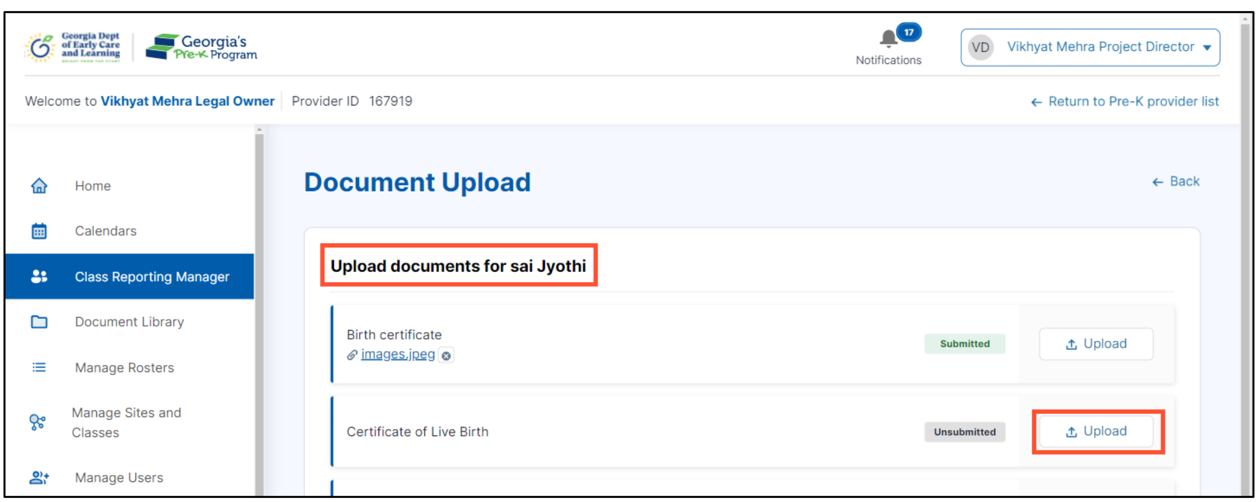
To upload the document, perform the following steps:

i. Against the duplicate student record, click the **update** icon.



You will be directed to the Document Upload page.

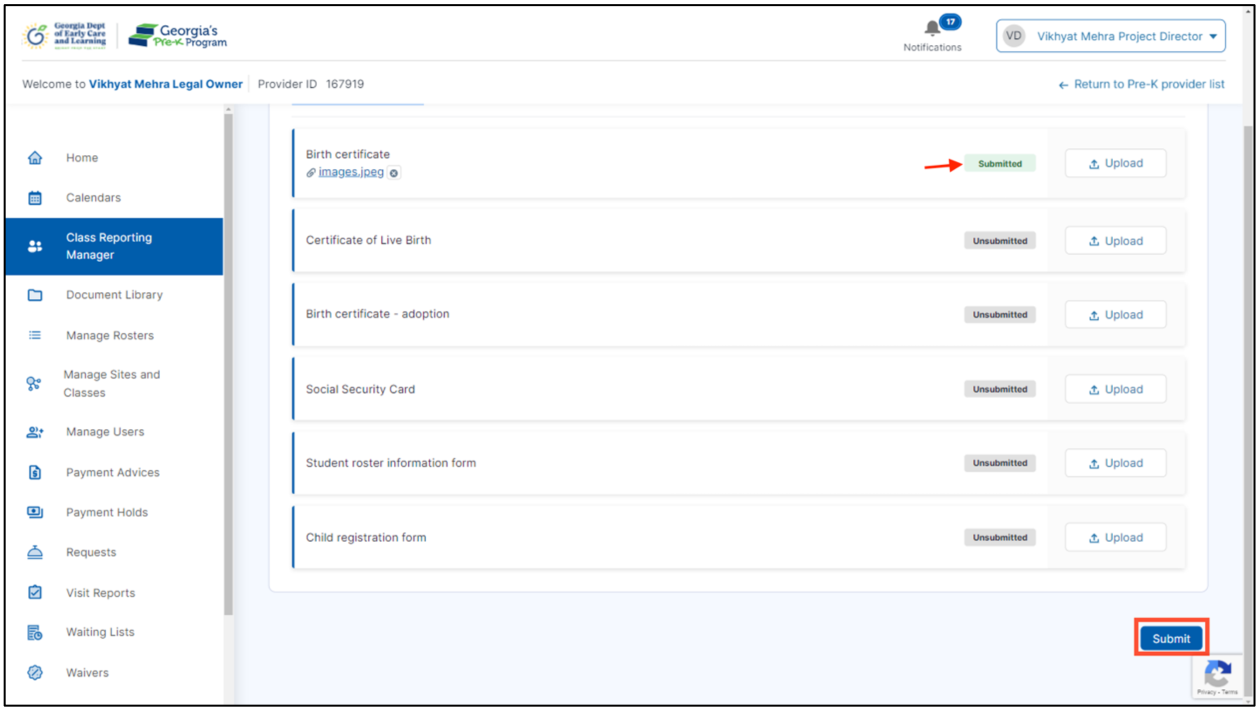
ii. On the Upload Documents student section, to upload documents click the **Update** button.



Refer to the File Upload section for the detailed procedure for uploading the files.

Once the document is uploaded, the status will be changed to Submitted.

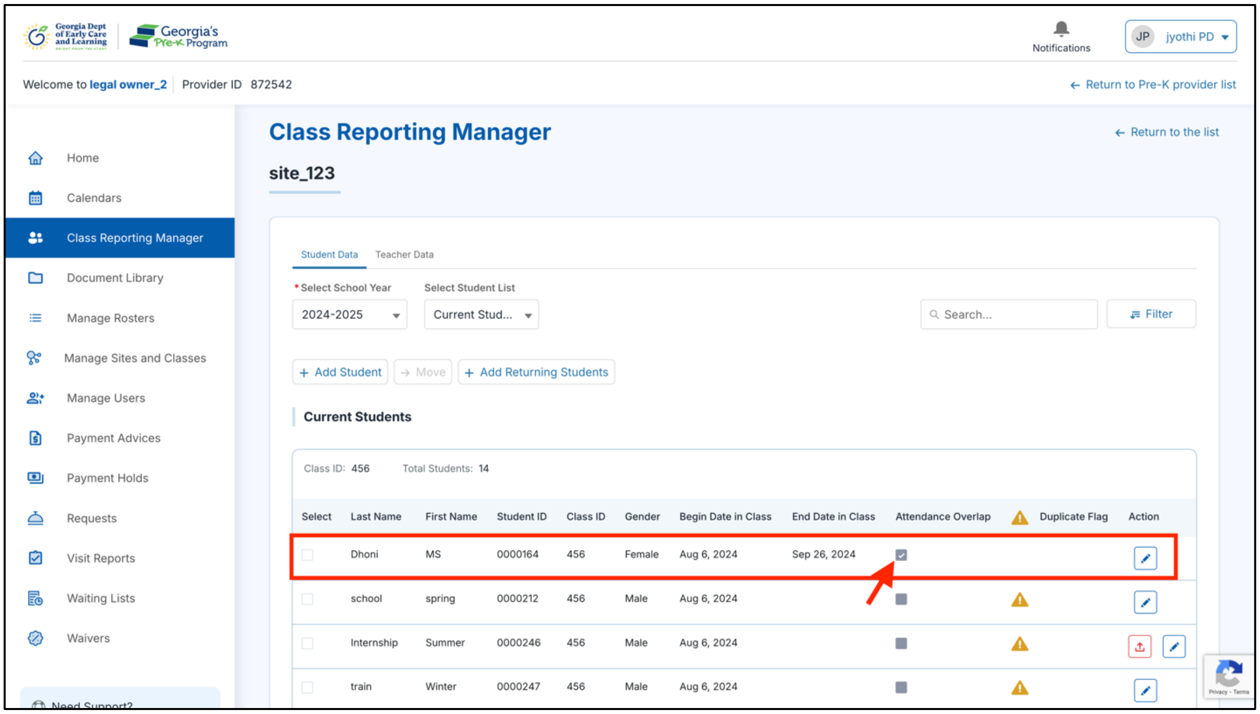
iii. Click the **Submit** button.



**A success message will be displayed on the page.*

Resolving Attendance Overlap

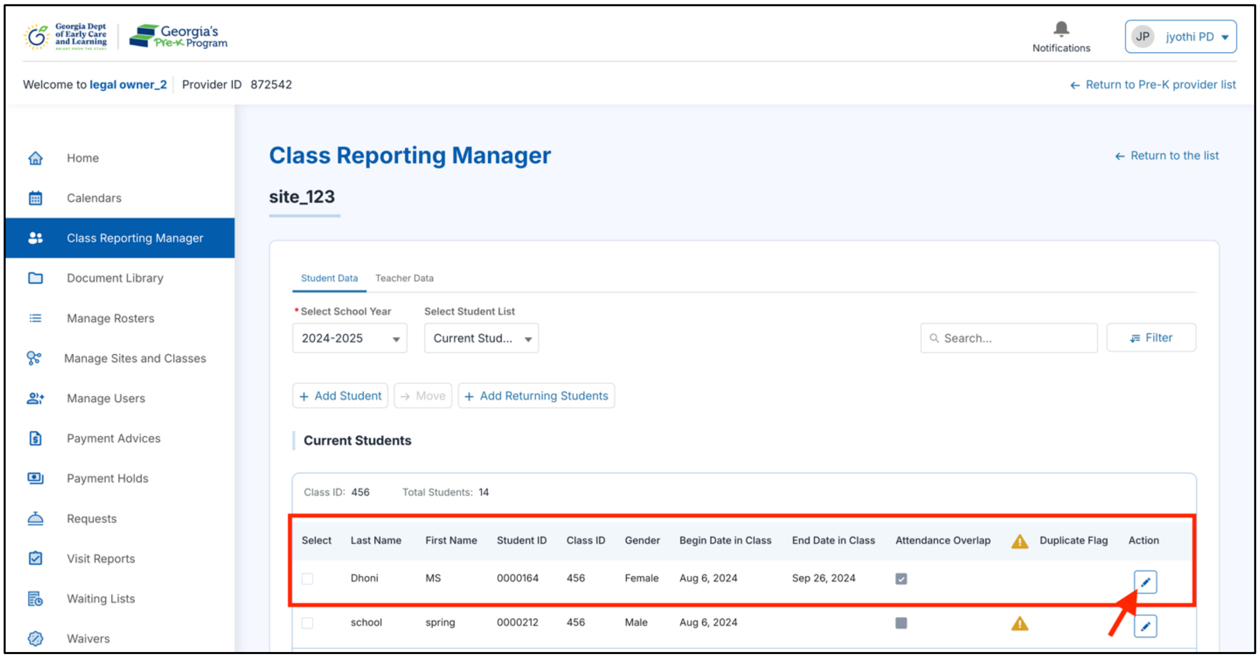
If a student's Begin Date in one class overlaps with or falls between the Begin and End Dates of another class, and the system identifies the student as a duplicate, the record for both classes will be marked as an Attendance Overlap.



To address the student duplicate issue, you will need to update the Begin and End dates in the system. If the update is not completed within five days of the Attendance Overlap, you are required to submit the necessary documents to resolve the attendance overlap. Refer to the Uploading Student Documentation section for detailed steps.)

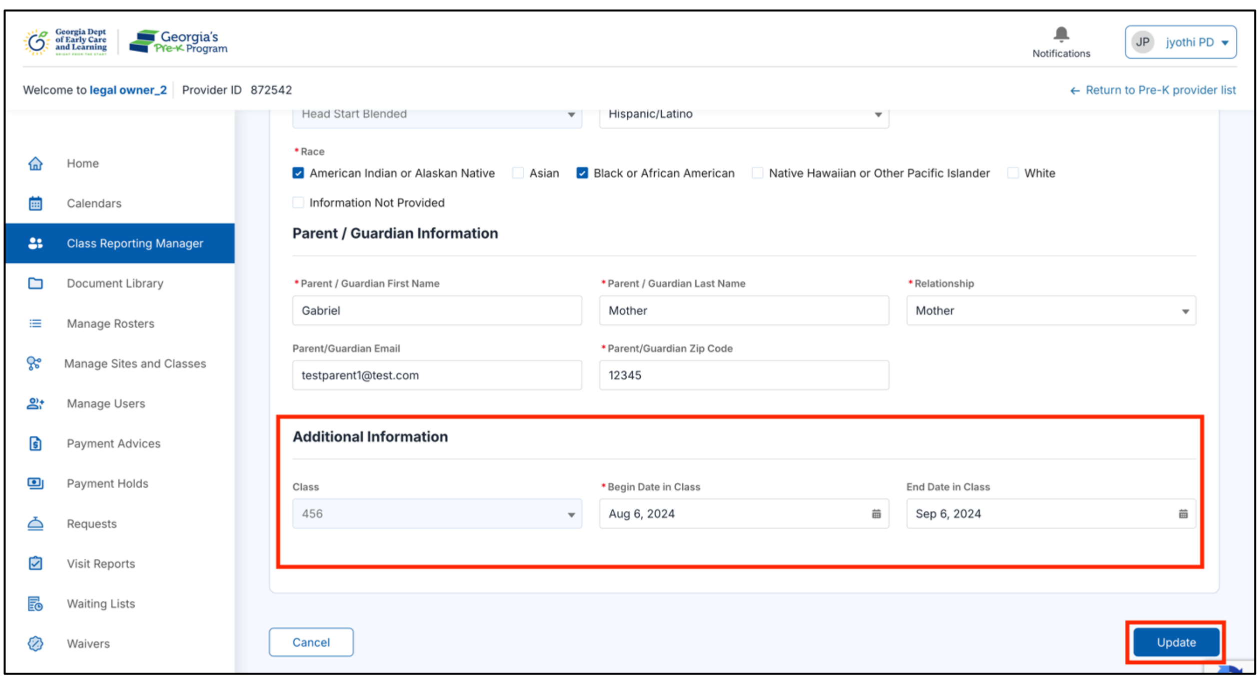
To resolve the attendance, overlap by updating the dates, perform the following steps:

1. On the selected site > Student Data tab, click the **Edit** Pencil icon on the Action column.



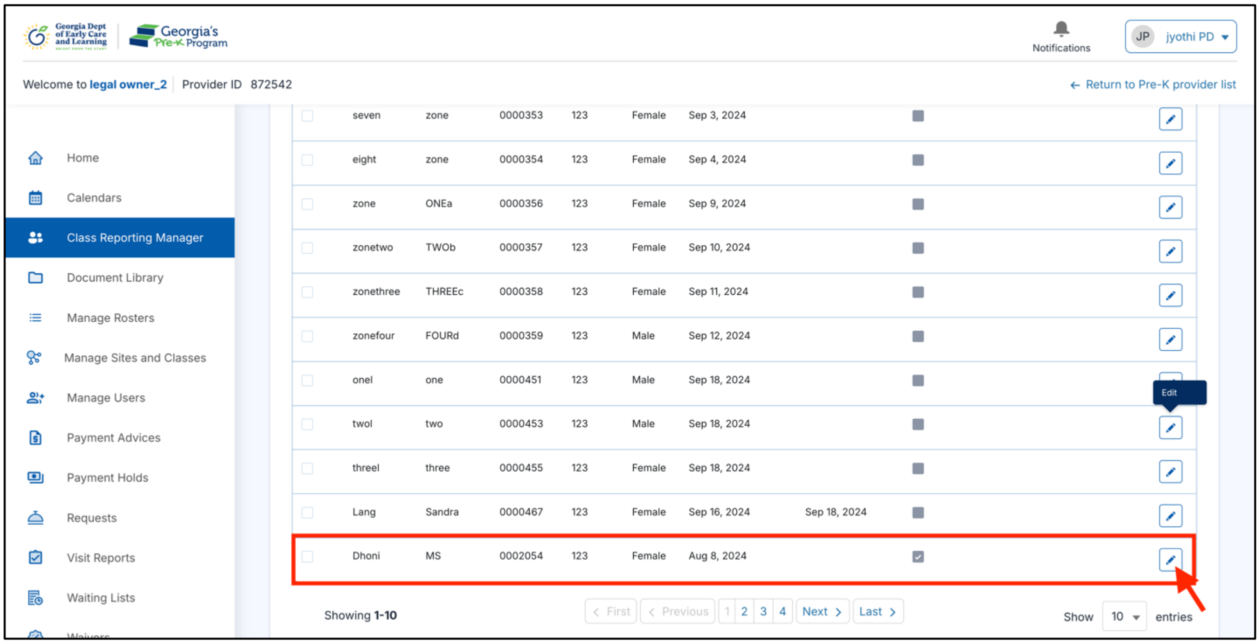
**The Student Information page will be displayed.*

2. In the Additional Information section, update the **Begin Date in Class** and **End Date in Class**. Then click the **Update** Button.



A success message will be displayed in the page.

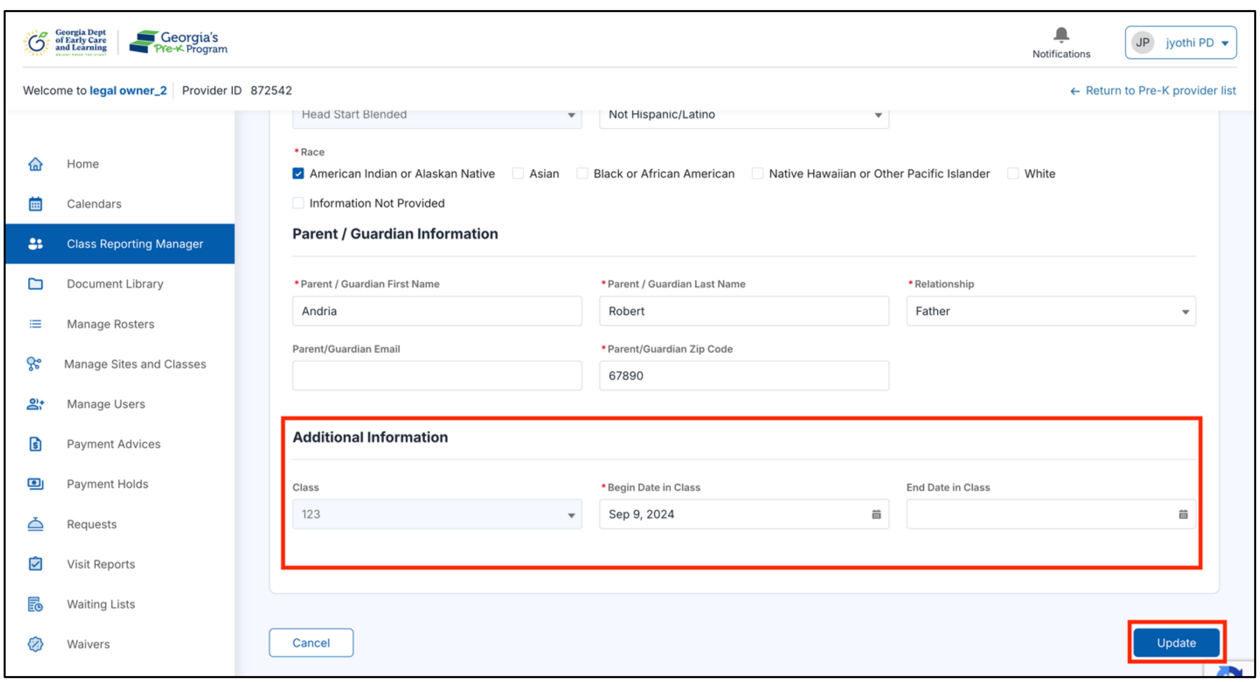
3. Now, to update the Begin Date of the student in another class, click the **Edit** Pencil icon on the Action column.



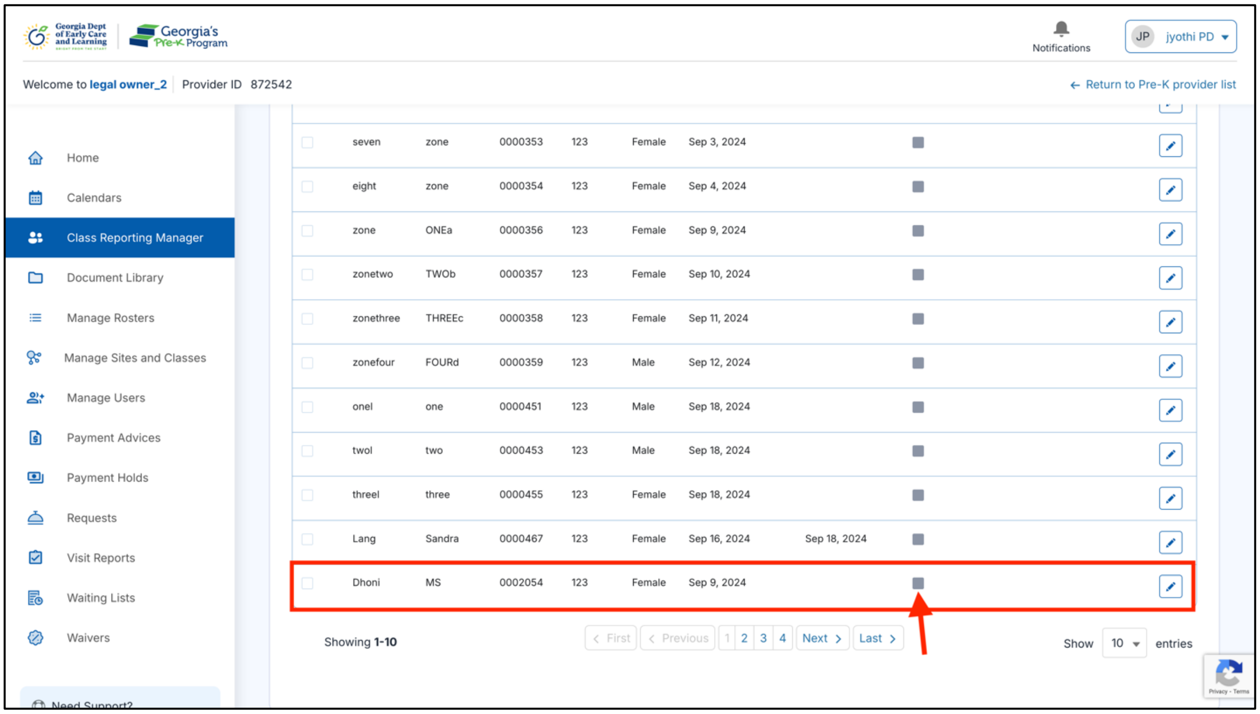
**The Student Information page will be displayed.*

4. Update the **Begin Date in Class**, then click the **Update** button.

   Note: The Begin Date of the class should not fall within the range of the Begin and End dates of another class.



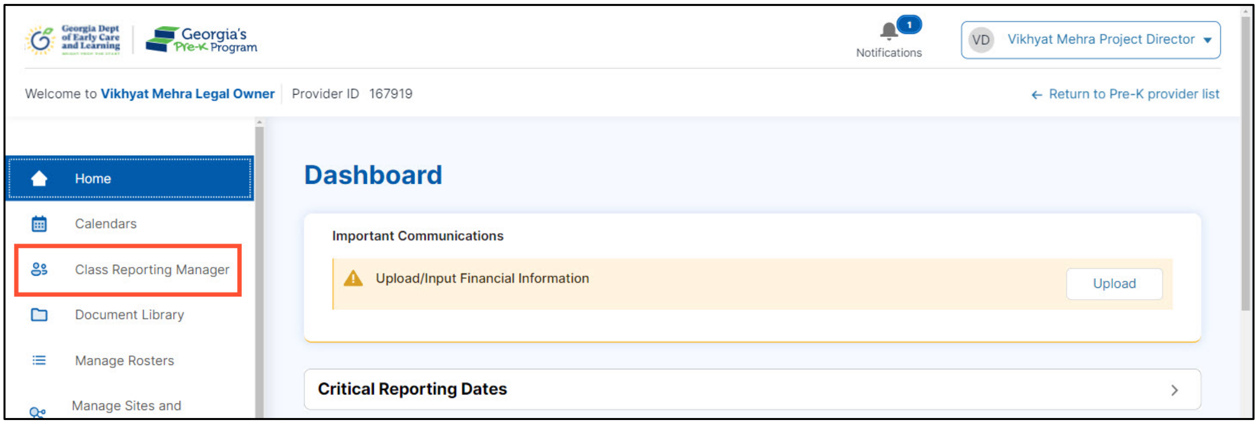
A success message will be displayed on the screen and the Attendance Overlap checkbox will be unchecked.



Managing Teachers

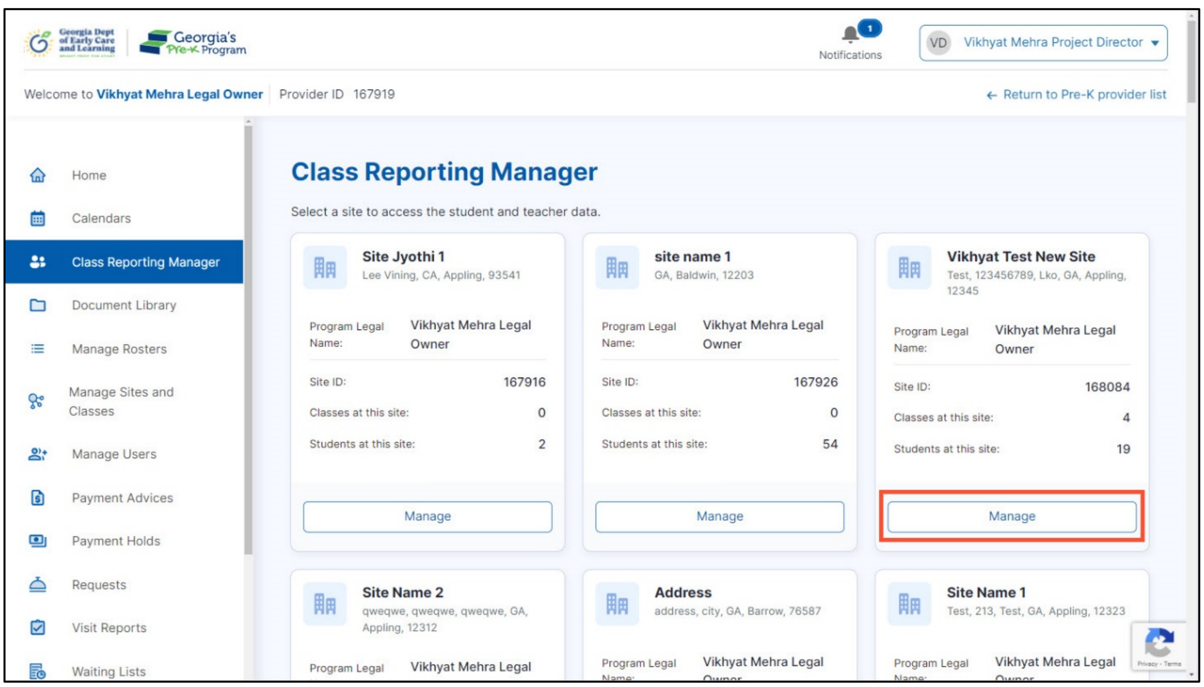
To manage the Teachers, perform the following steps:

1. Go to the **Class Reporting Manager** tab on the left panel.



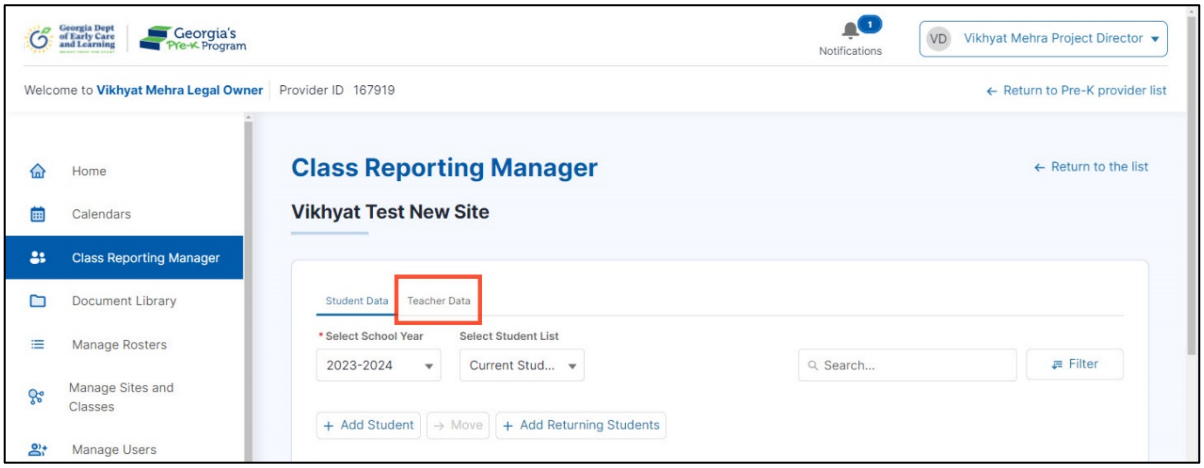
You will be directed to the Class Reporting Manager page.

2. Click the **Manage** button on the desired Site tile.



You will be directed to the Site details page.

3. Click the **Teacher Data** tab.

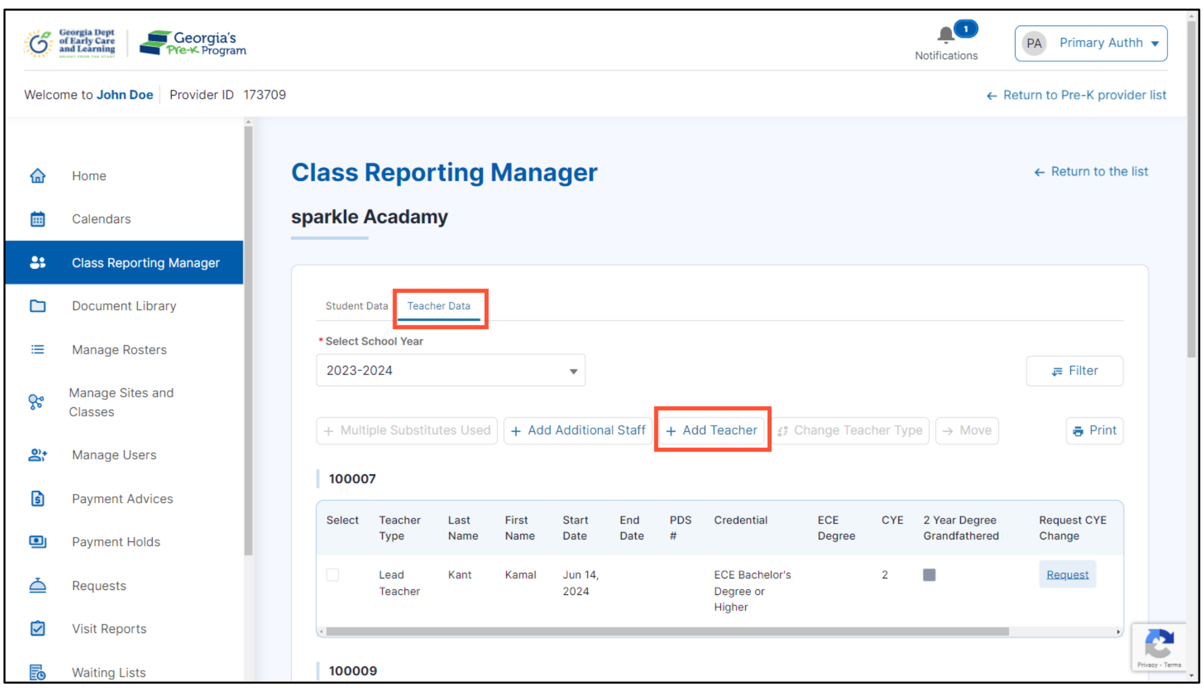


You will be directed to the Teacher Data page.

Adding a Teacher

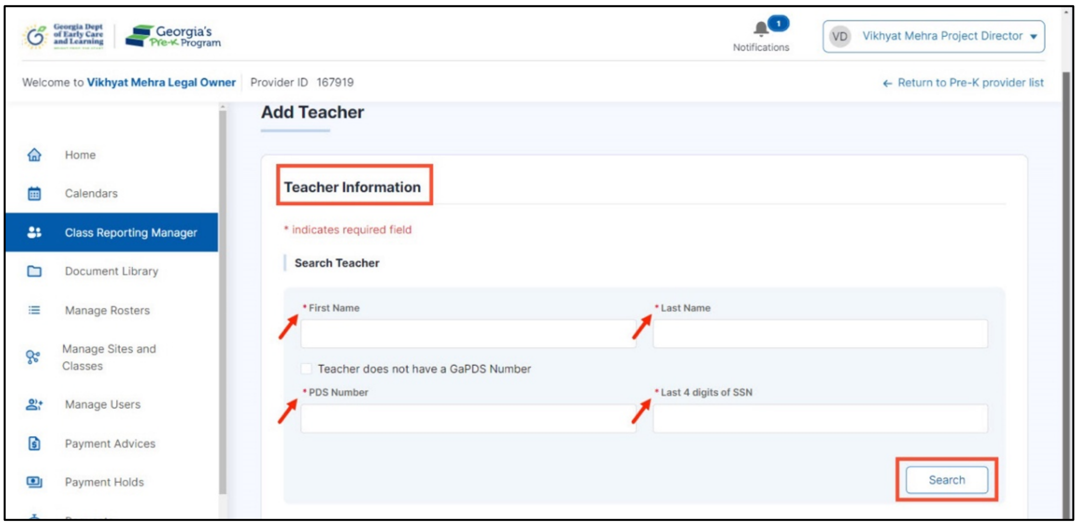
To add a teacher to the site, perform the following:

1. On the **Teacher Data** tab, click the **+ Add Teacher** button.



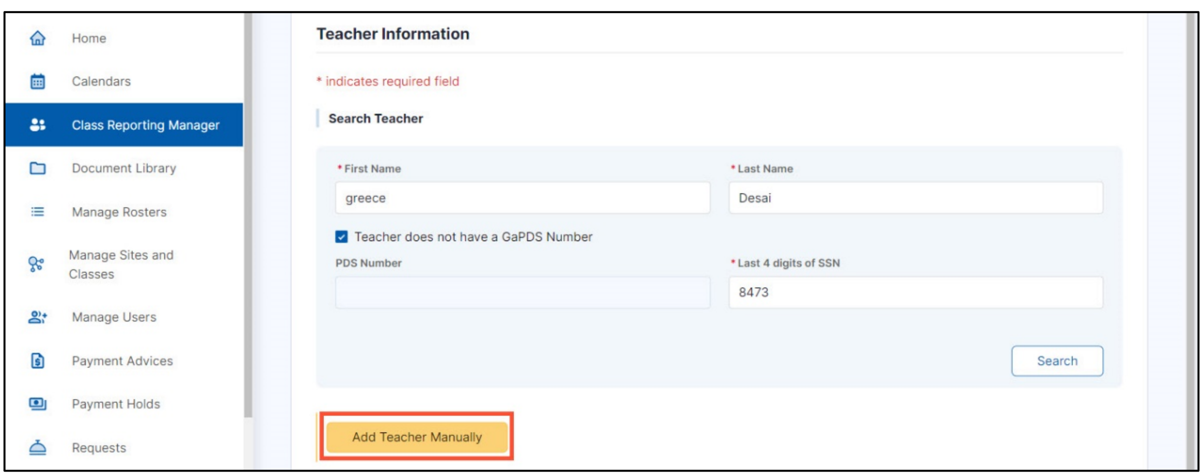
You will be directed to the Add Teacher page.

2. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
    a. Enter the *First Name* in the **First Name** textbox.
    b. Enter the *Last Name* in the **Last Name** textbox.
    c. Enter the *value* in the **PDS Number** field.
    Note: Select the **Teacher doesn't have a GaPDS Number** checkbox if you don't have a PDS number.
    d. Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
    e. Click the **Search** button.



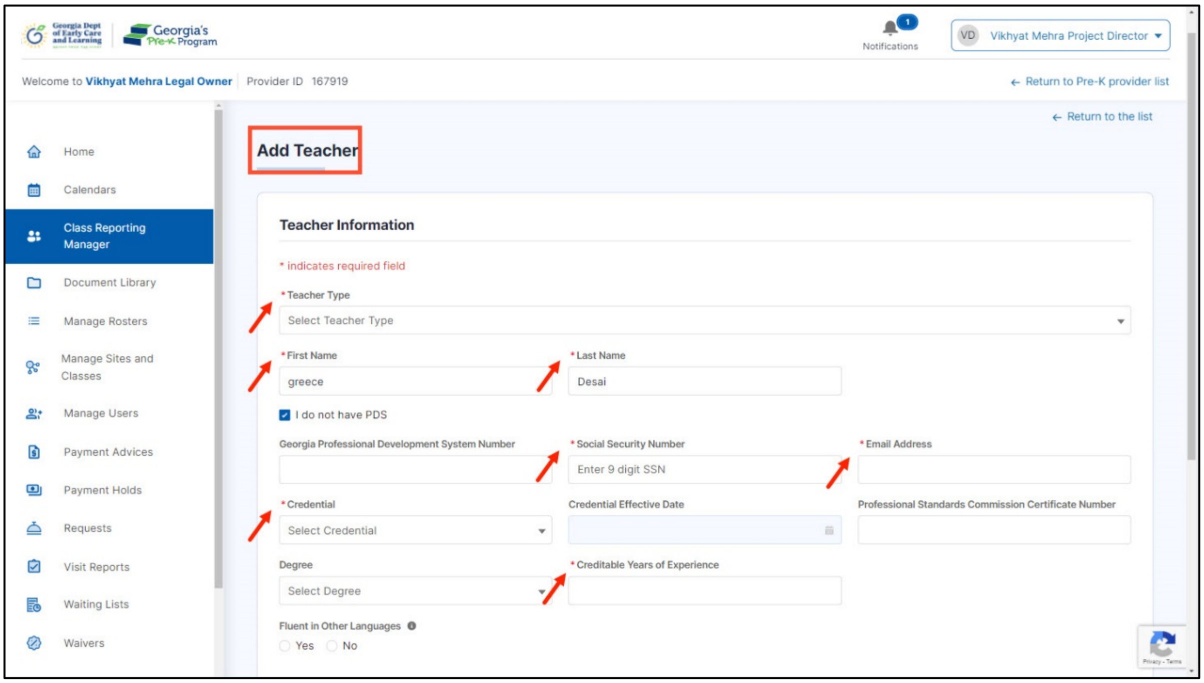
If the entered information does not match the existing Teacher information, then click the **Add Teacher Manually** button will be displayed.

3. Click the **Add Teacher Manually** button.



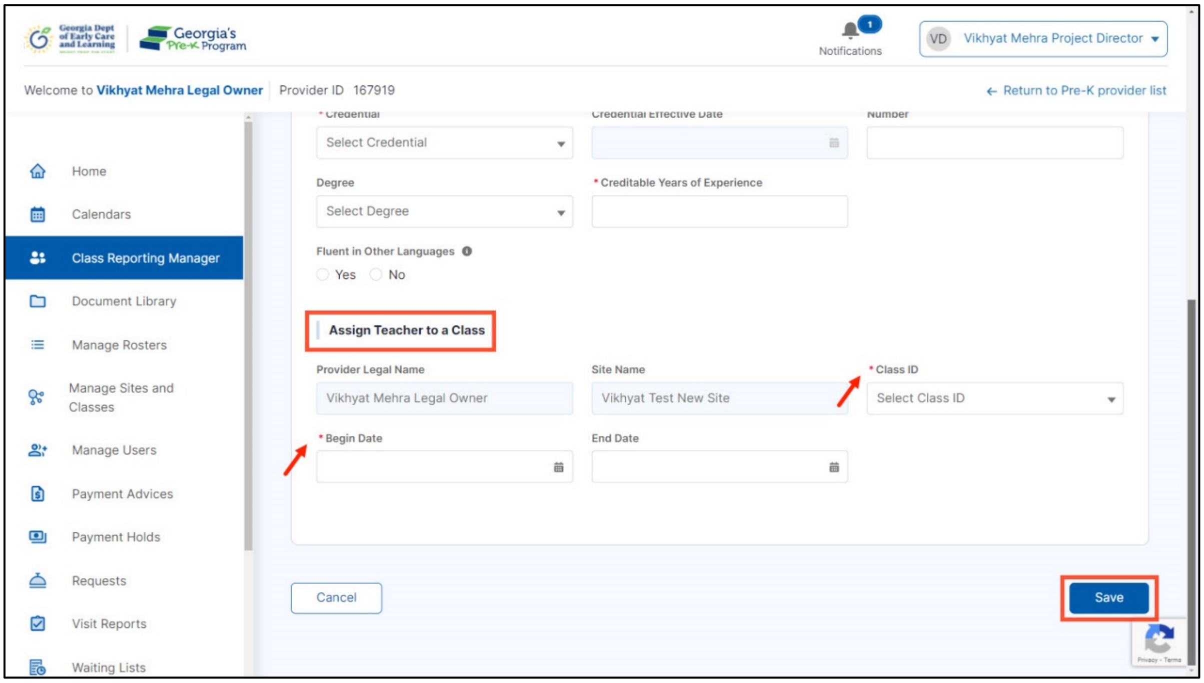
The Teacher Information page will be displayed.

4. On the **Teacher Information** section, enter the following information:
    a. Select the value in the **Teacher Type** drop-down list.
    b. Enter the *First Name* in the **First Name** textbox.
    c. Enter the *Last Name* in the **Last Name** textbox.
    d. Enter the *nine-digit SSN* in the **Social Security Number** field.
    e. Enter the *email address* in the **Email Address** field.
    f. Select the *value* in the **Credential** drop-down list.
    g. Enter the *value* in the **Creditable Years of Experience** field.



5. On the **Assign Teacher to the Class** section, enter the following information:
    a. Select the *class* in the **Class ID** drop-down list.
    b. Select the *date* in the **Begin Data** field.

6. After updating all the details, click the **Save** button.



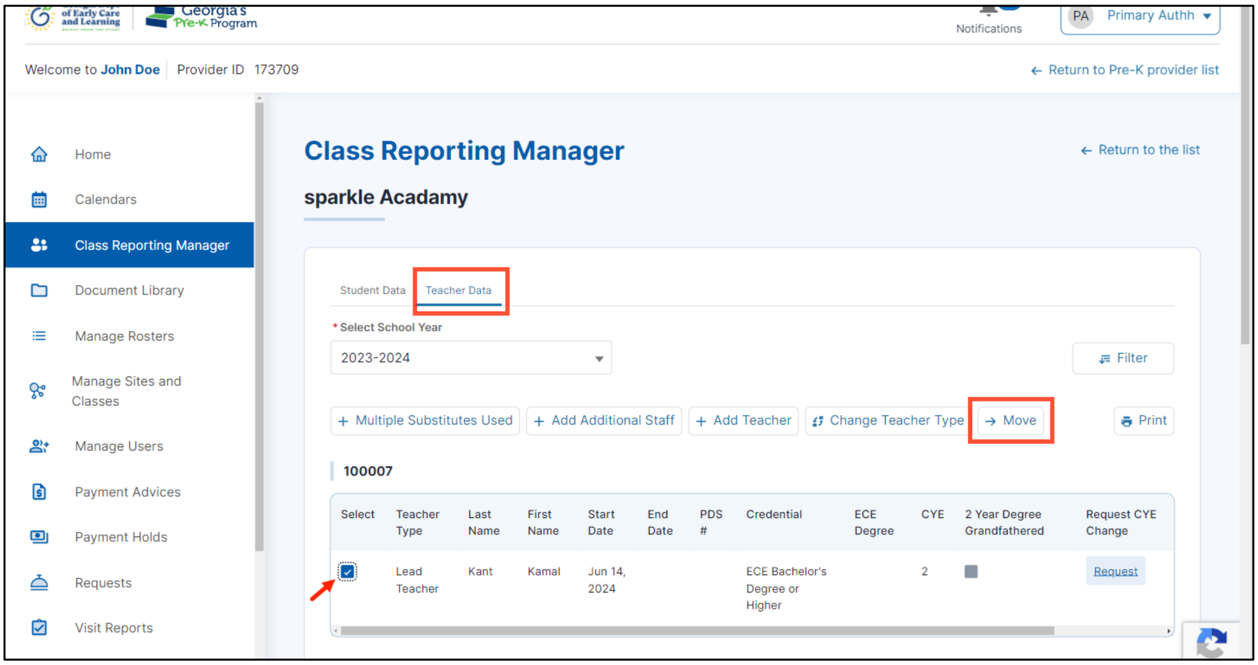
**After saving, a success message will be displayed on the page.*

Moving a Teacher

The Move Teacher feature allows you to transfer a teacher to another site or another class.

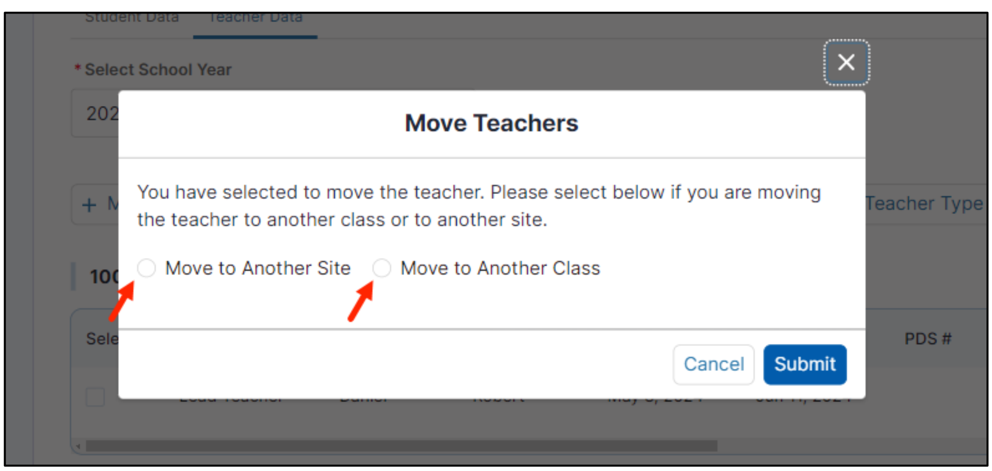
To move a teacher, perform the following steps:

1. On the **Teacher Data** tab, select the **Teacher** of a particular class to move, then click the **→ Move** button.

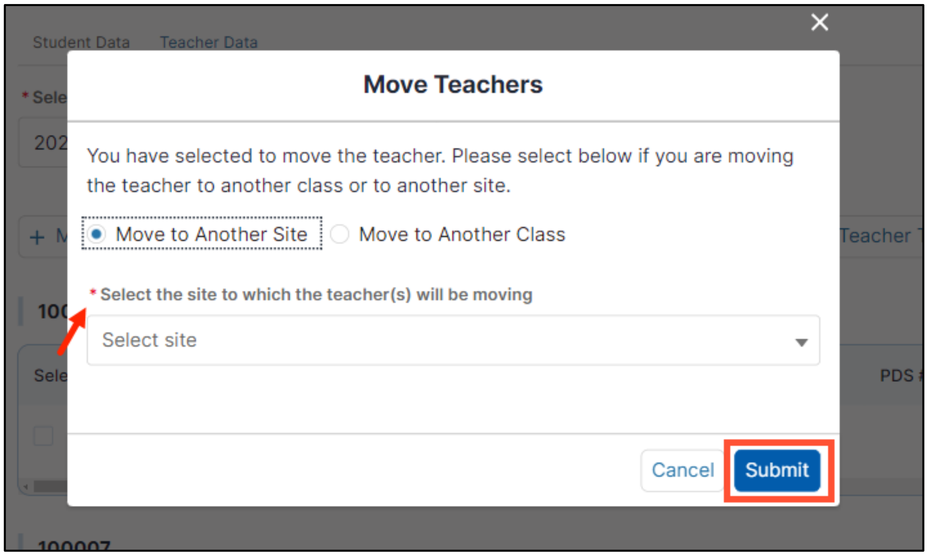


The Move Teachers pop-up window will be displayed.

2. Select the **Teacher** you wish to move. Based on the selection, you must do one of the following:



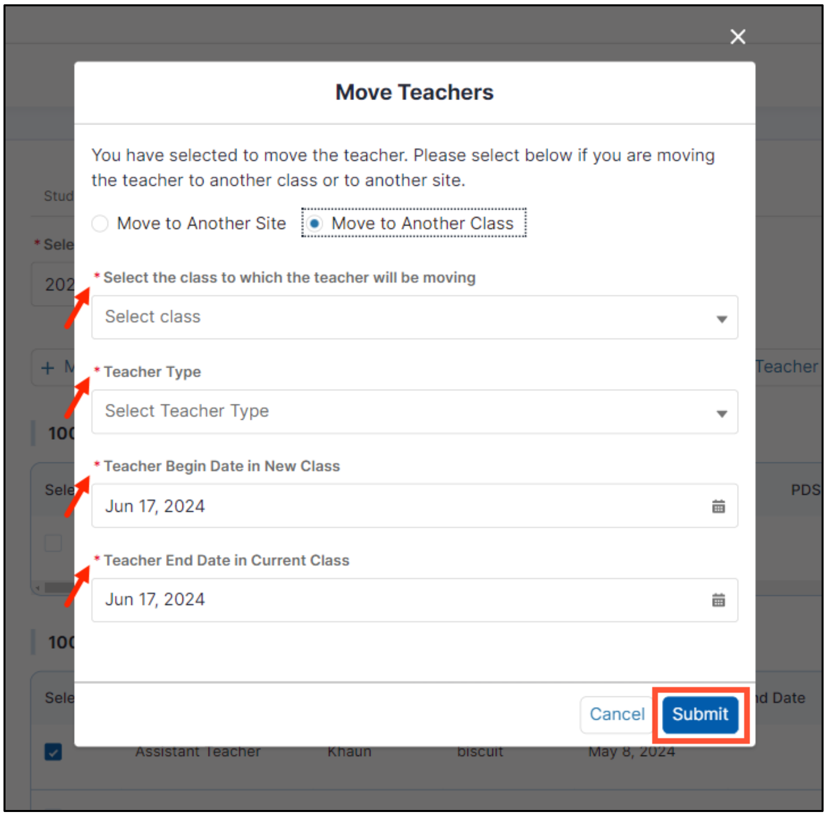
a. If you select the ***Move to Another Site*** radio button:
   i. Select the *site* from the Select the site to which the teacher(s) will be moving drop-down list.
   ii. Click the **Submit** button.



**After saving, a success message will be displayed on the page and the site changes of the selected teachers will be reflected under the Teacher Data tab.*

b. If you Select the *Move to Another Class,* then;
   i. Select the *class* from the **Select the class to which the teacher will be** moving drop-down list.
   ii. Select the *teacher* from the **Teacher Type** drop-down list.
   iii. Select the *date* in the **Teacher Begin Date in New Class** field.
   iv. Select the *date* in the **Teacher End Date in Current Class** field.
   Note: Teacher End Date in Current Class should be on or after the Teacher Begin Date in the New Class.

v. Click the **Submit** button.



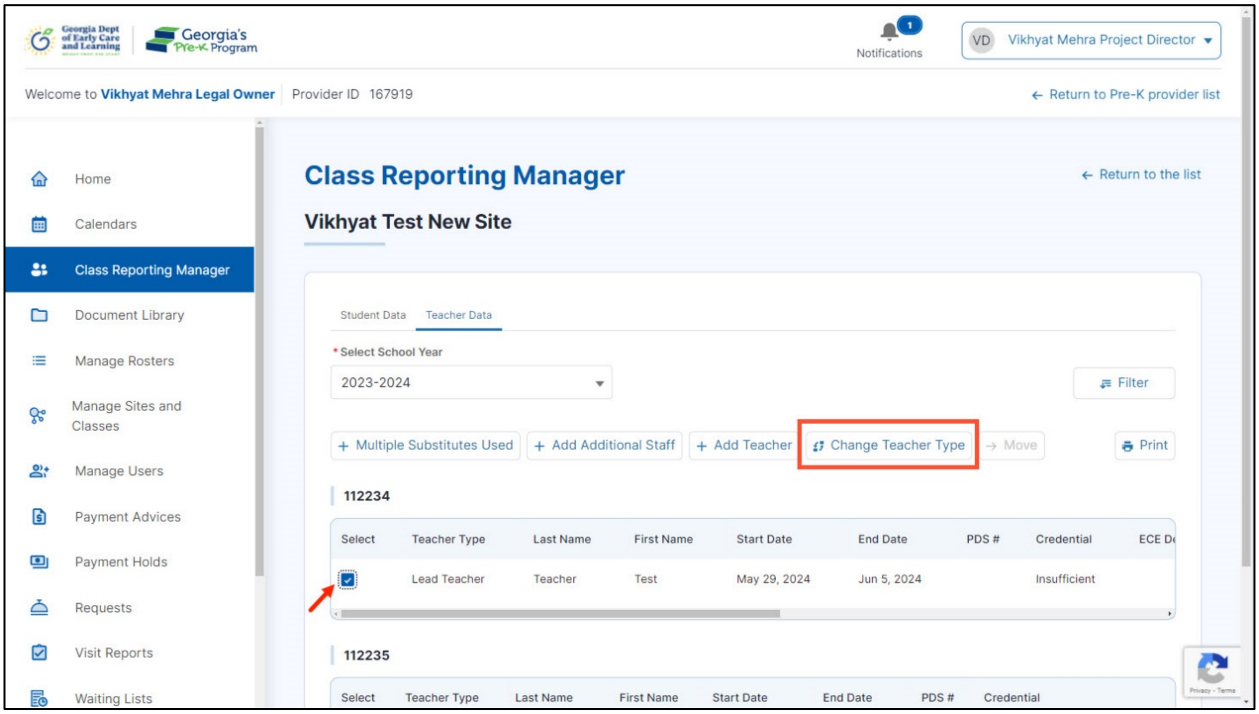
**After saving, a success message will be displayed on the page and the class changes of the selected teachers will be reflected under the Teacher Data tab.*

Changing a Teacher Type

The change Teacher type feature allows you to switch a role between teachers such as Assistant Teacher and Lead Teacher, as needed.

To change a teacher, perform the following steps:

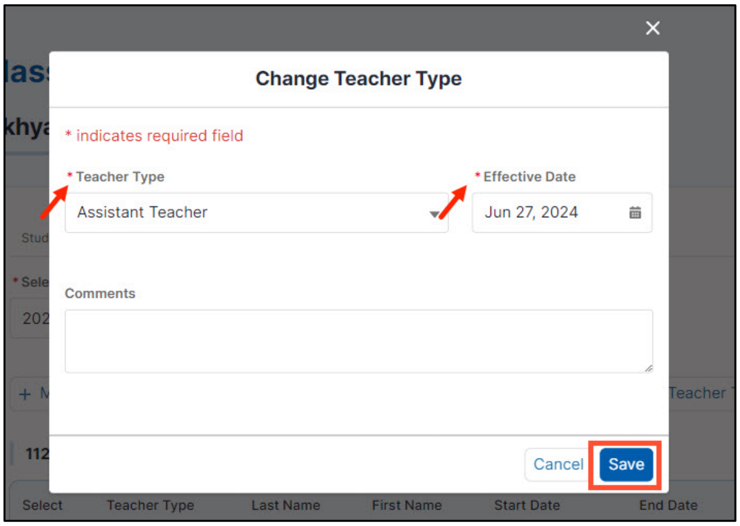
1. On the **Teacher Data** tab, click the checkbox to select the **Teacher**, then click the **Change Teacher Type** button.



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

2. To change the Teacher Type, enter the following information:
    a. Select the *type* from the **Teacher Type** drop-down list.
    b. Select the *date* in the **Effective Date** field.

c. Click the **Save** button.



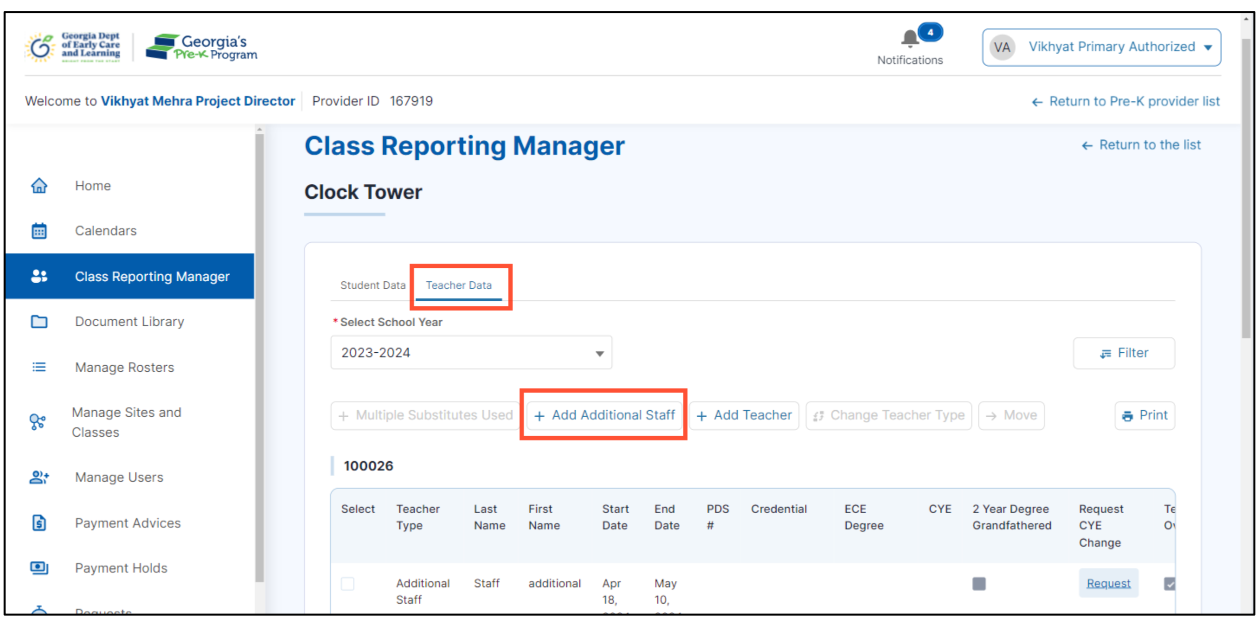
**A success message will be displayed on the page, and the Teacher Type along with the Effective Date of the change will be shown in the Teacher Data section.*

Adding the 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.

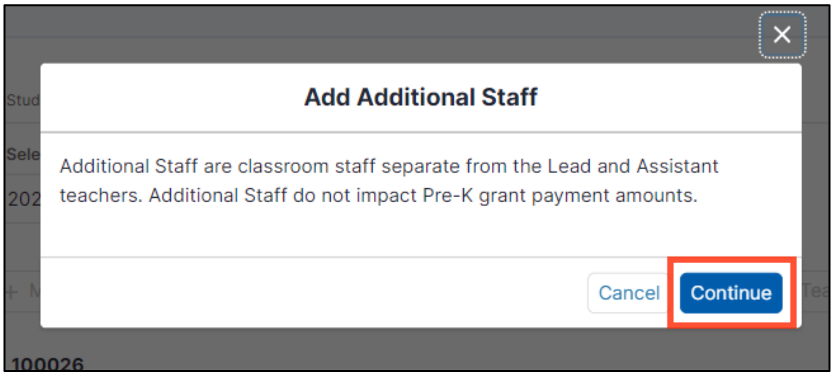
To add the additional staff to the site, perform the following steps:

1. On the **Teacher Data** tab, click the **+ Add Additional Staff** button.



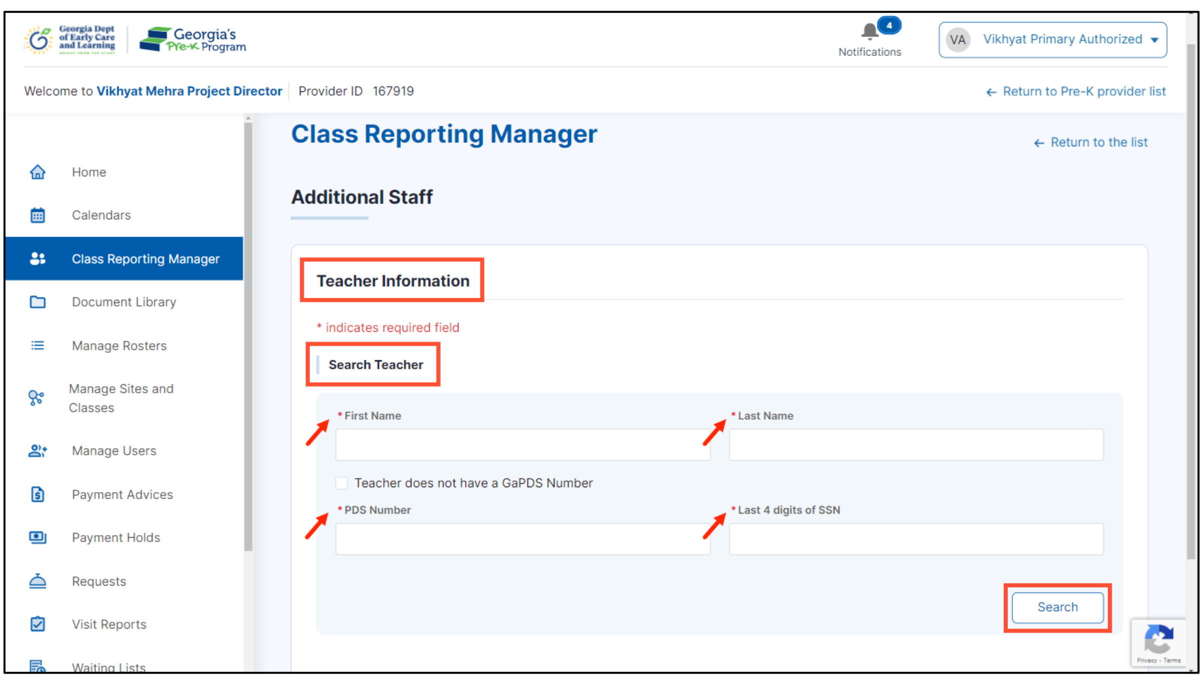
The Add Additional Staff pop-up window will be displayed.

2. Click the **Continue** button.



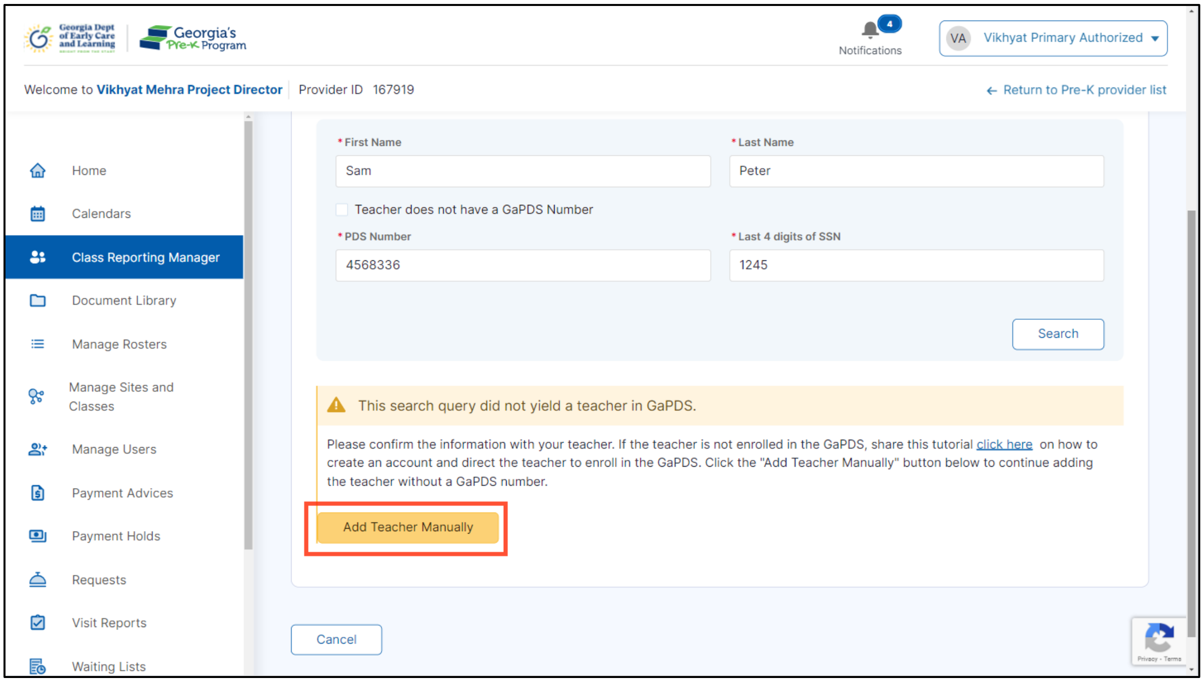
You will be directed to the Additional Staff page.

3. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
    a. Enter the *First Name* in the **First Name** textbox.
    b. Enter the *Last Name* in the **Last Name** textbox.
    c. Enter the *value* in the **PDS Number** field.
    Note: Select the **Teacher does not have a GaPDS Number** checkbox if you do not have a PDS number.
    d. Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
    e. Click the **Search** button.



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

4. Click the **Add Teacher Manually** button.



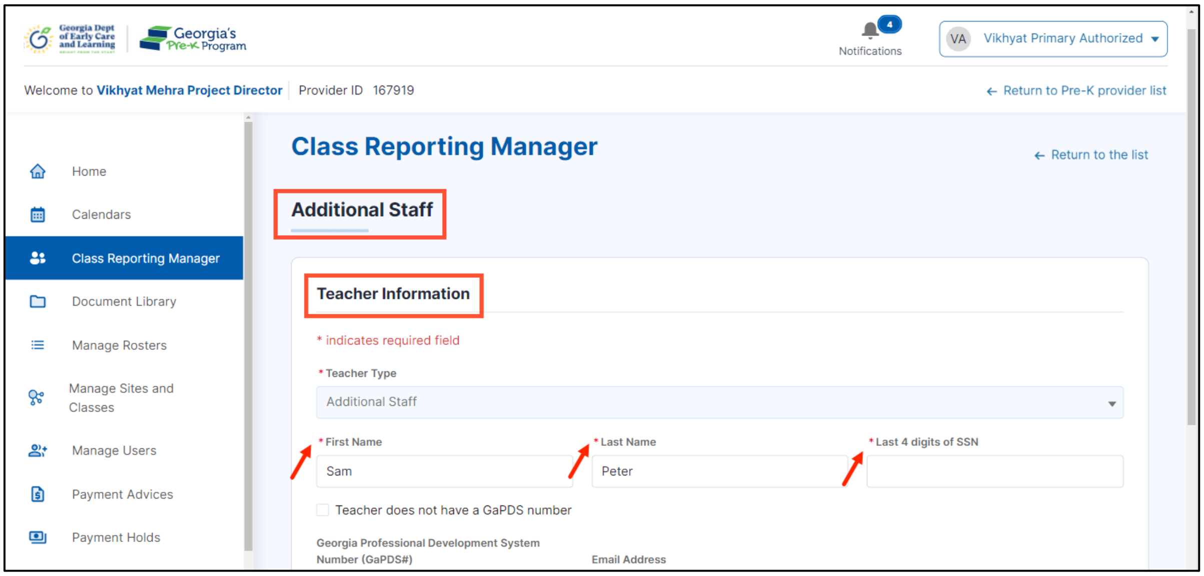
You will be directed to the Additional Staff page.

5. On the **Teacher Information** section, enter the following information:

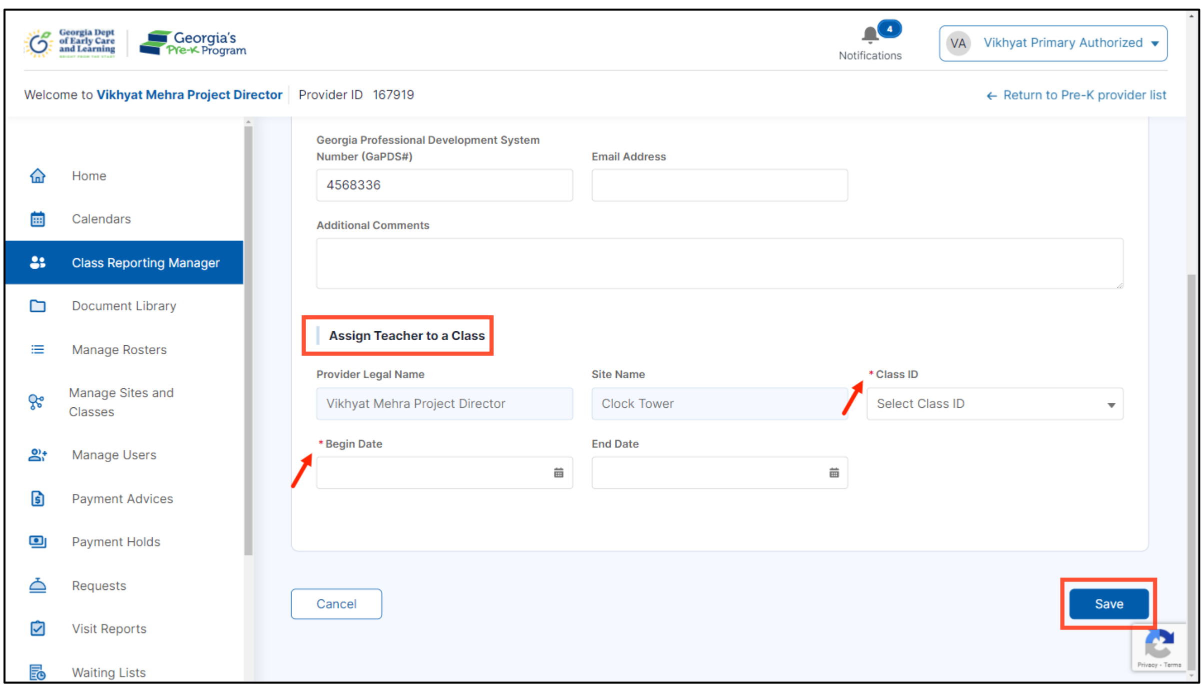
   a. Enter the *First Name* in the **First Name** textbox.

   b. Enter the *Last Name* in the **Last Name** textbox.

c. Enter the *nine-digit SSN* in the **Social Security Number** field.



6. On the **Assign Teacher to the Class** section, enter the following information:
   a. Select the class in the **Class ID** drop-down list.
   b. Select the *date* in the **Begin Data** field.
7. Click the **Save** button.



**After saving, a success message will be displayed on the page.*

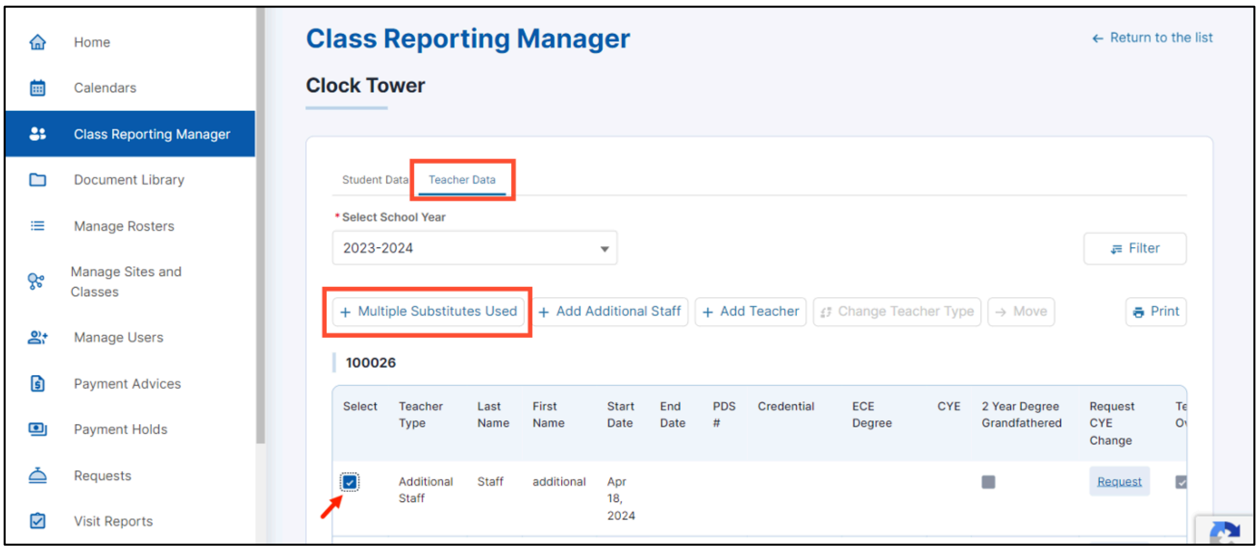
Adding a Substitute Teacher

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:

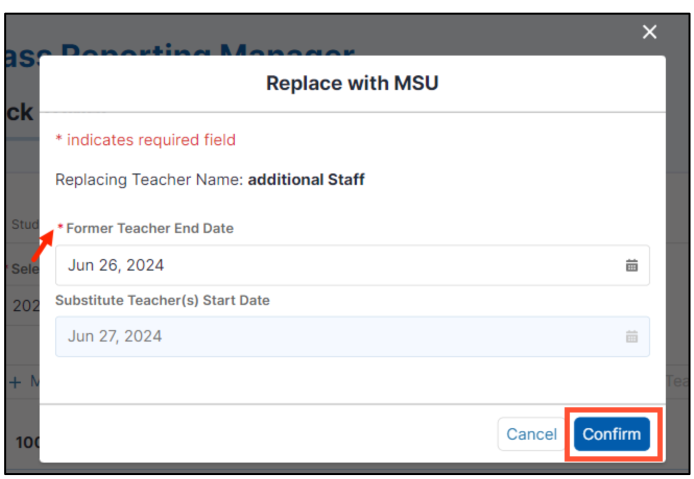
1. On the **Teacher Data** tab, click the checkbox to select the teacher, then click the **Multiple Substitutes Used** button.

   Note: Please ensure that the End Date is not added before assigning the substitute teacher.



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

2. Select the *date* in the **Effective Date** field.
3. Click the **Confirm** button.



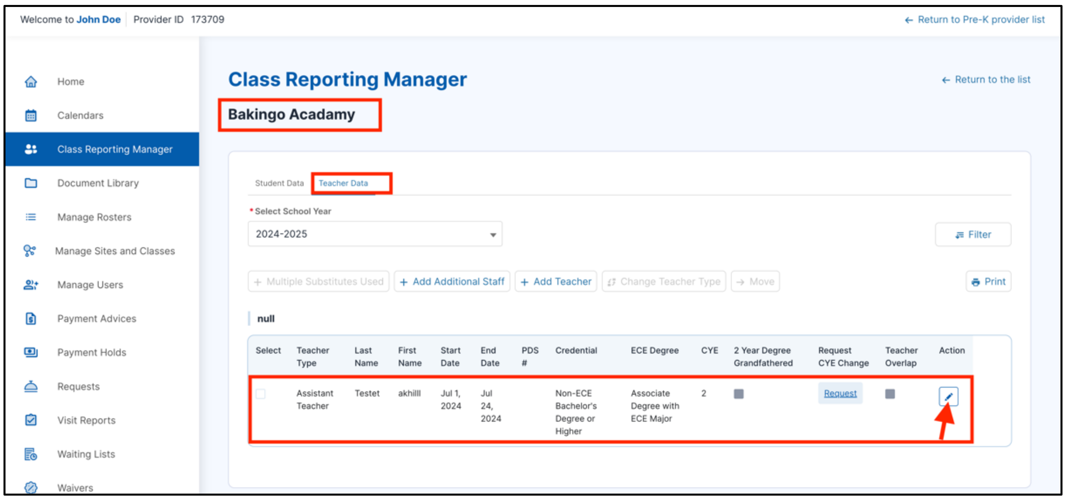
**A success message will be displayed on the page.*

Closing a Teacher

As a Primary Authorized User and Project Director, 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.

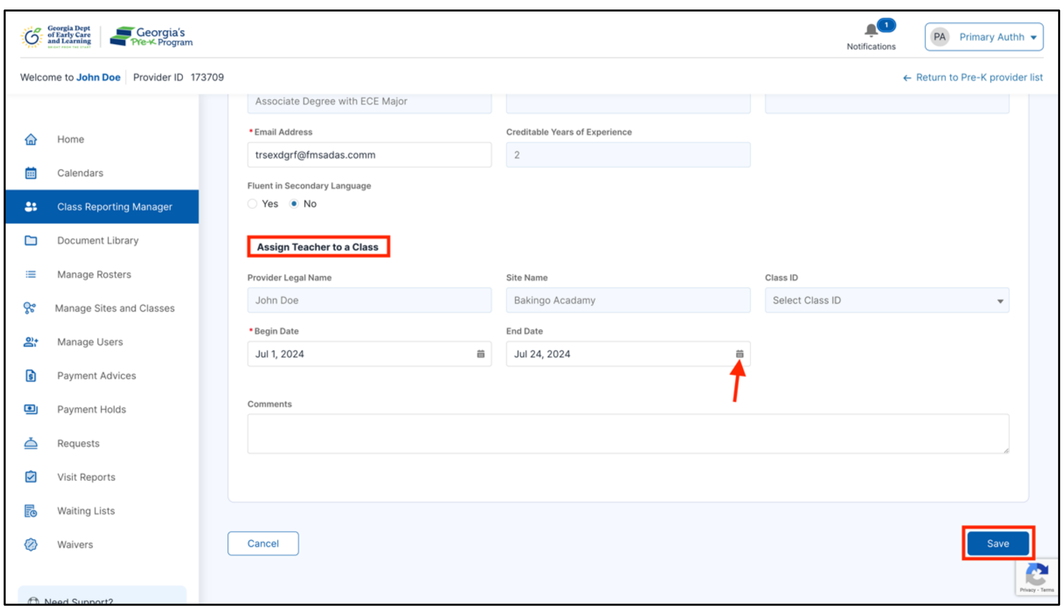
To close a teacher manually, perform the following steps:

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



The **Edit Teacher page will be displayed.*

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

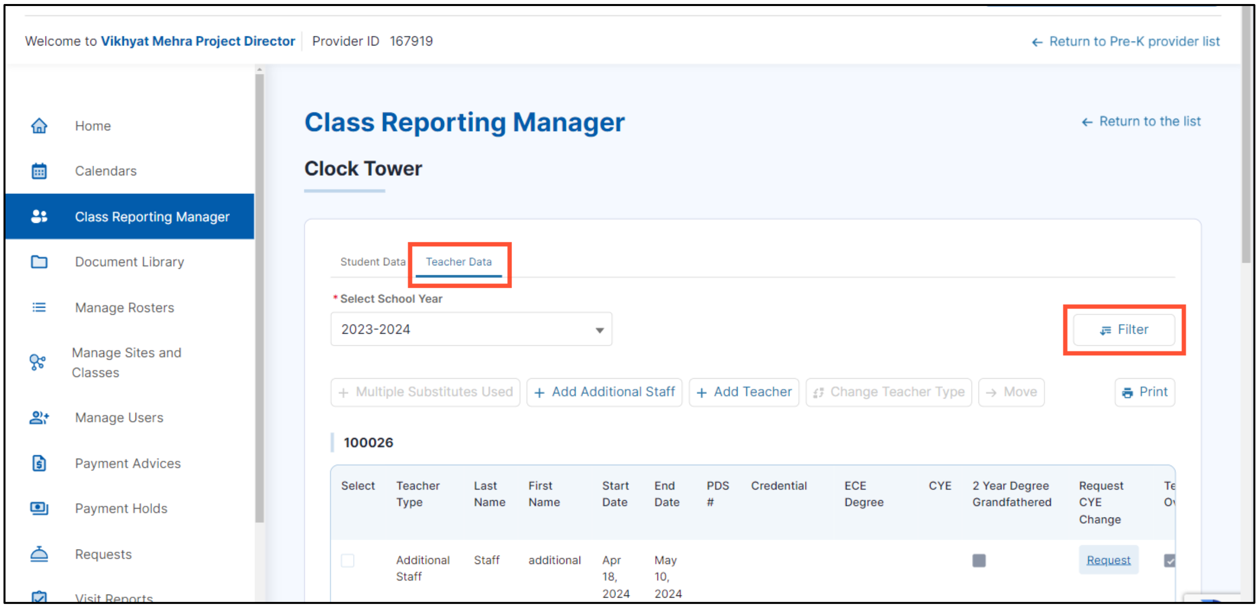


**The End date will be reflected on the page for the selected teacher in the Teacher Data section.*

Filtering a Teacher

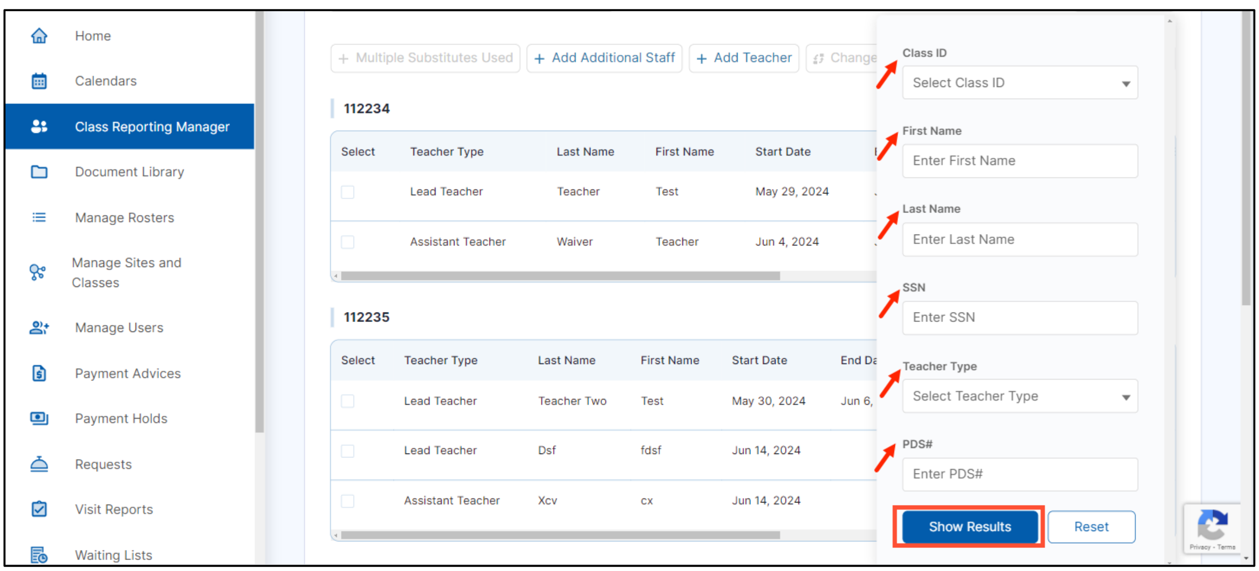
To filter the teacher data or to search for a particular teacher, perform the following:

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



A pop-up will be displayed with the available filter options.

2. Enter or select the required fields, then click the **Show Results** button.
   Note: You can use the **Reset** button to reset the filter options.

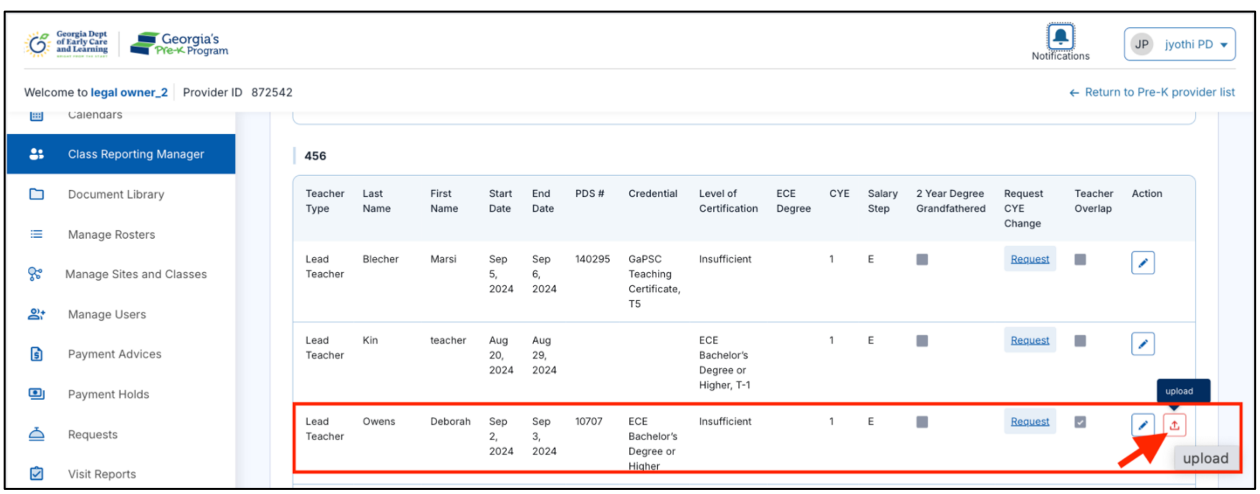


Resolving Duplicate Teacher

If the First Name, Last Name, PDS Number, Start Date, and End Date overlap with Teacher Data already submitted by another Provider, the entry will be flagged as a Teacher Overlap. In such cases, the Provider must update the Teacher Data using the **Edit** button in the Actions column. If the update is not completed within five days, then both the Providers will be notified to upload documentation verifying the teacher's employment and start date.

To upload the required documents, perform the following steps:

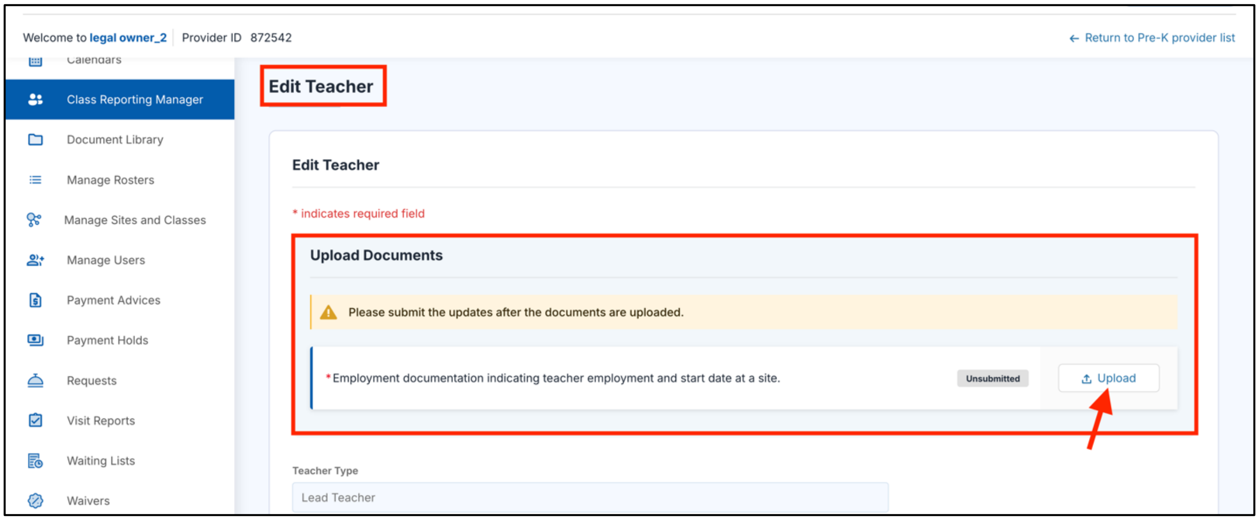
1. On the selected site > Teacher Data tab, click the **Upload** icon on the Action column.



You will be directed to the Edit Teacher page.

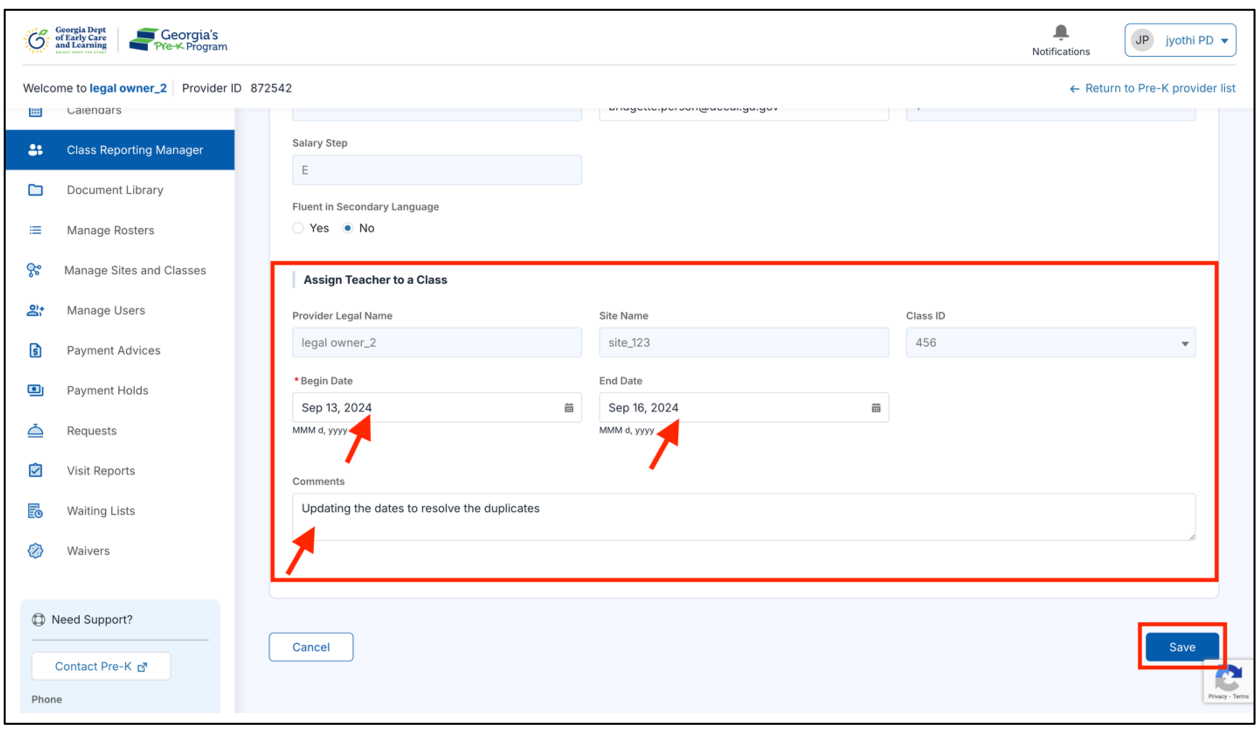
2. On the **Upload Documents** section, to upload the documents, click the **Upload** button.

   Note: Refer to the File Upload section for the detailed procedure for uploading the files.



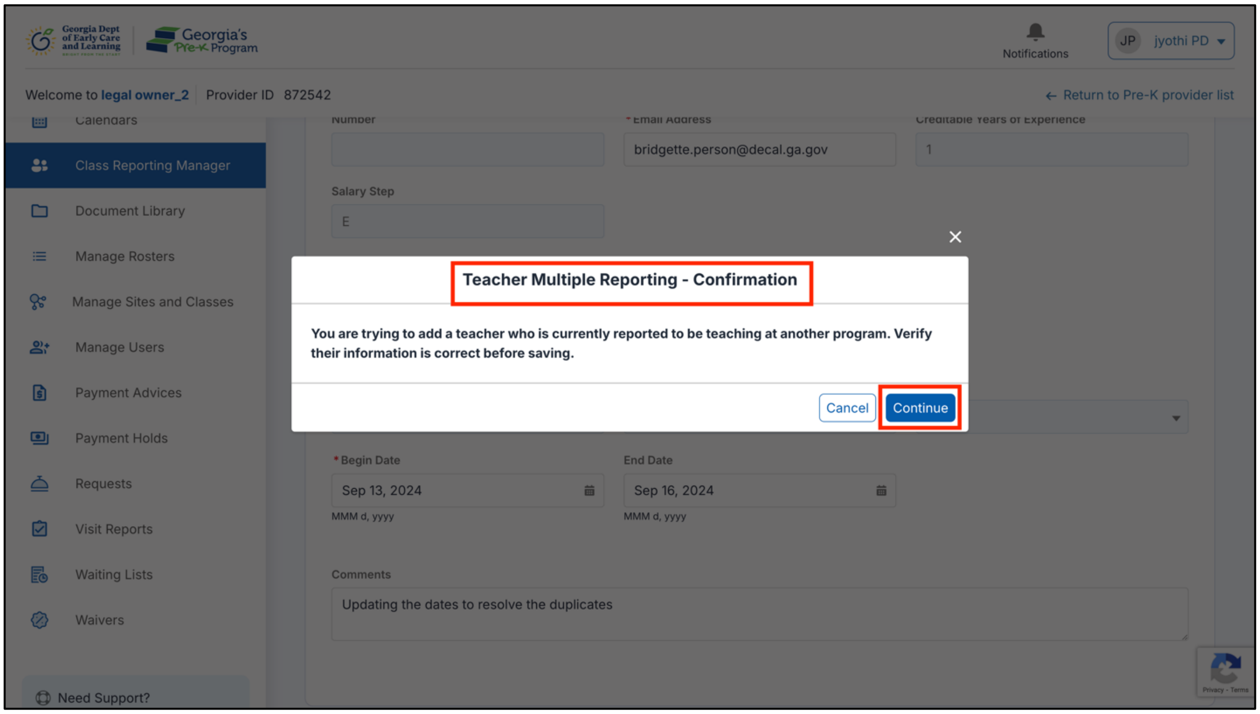
Once the document is uploaded, the status will be changed to **Submitted.*

3. Now, scroll to the **Assign Teacher to a Class** section.
4. Update the **Begin Date**, **End Date**, and enter **Comments**, then click the **Save** button.



The **Teacher Multiple Reporting – Confirmation** pop-up window will be displayed.

5. Read the information on this pop-up window, then click the **Continue** button.



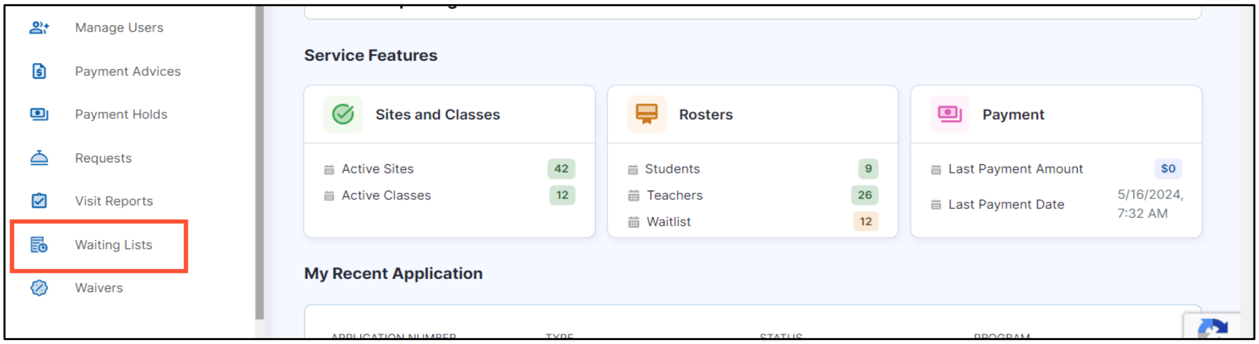
**A success message stating that the "Teacher Data Updated Successfully" will be displayed on the page and the upload button will be removed from the Action column.*

MANAGING STUDENT WAITING LIST

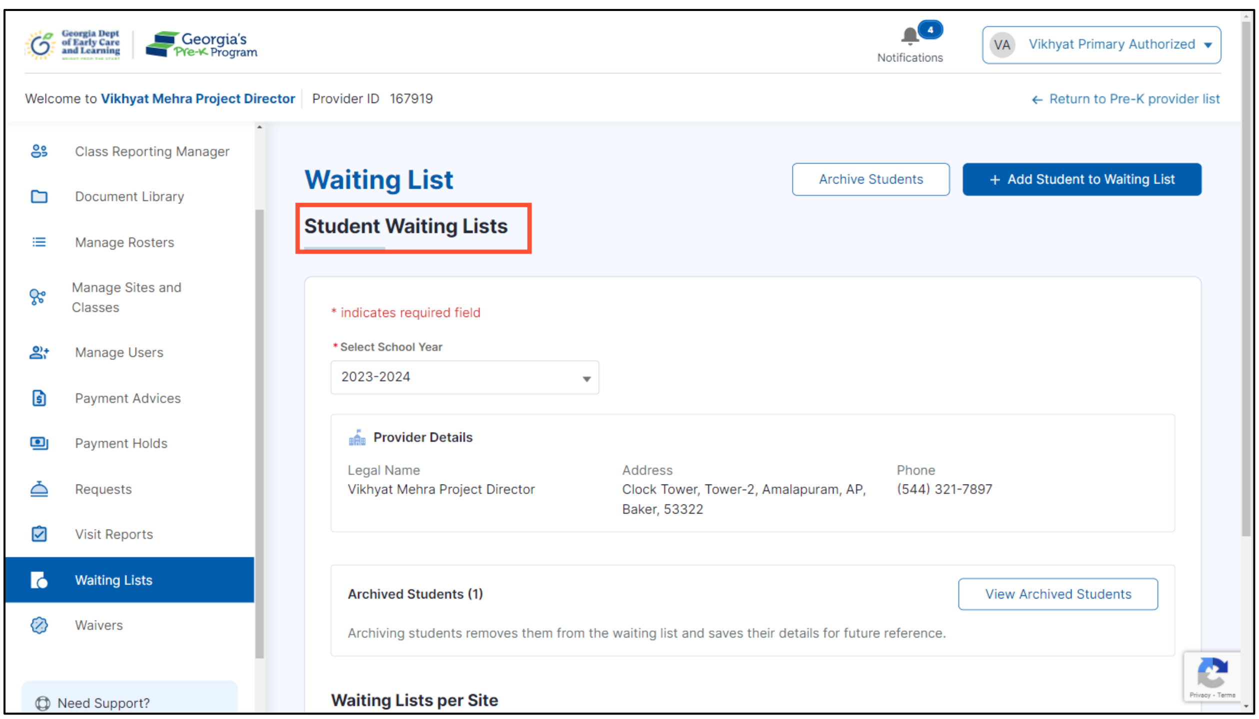
A student waiting list is to maintain an organized queue of students seeking enrollment, however, it cannot be accommodated immediately due to limited availability. It helps manage demand for limited spots and facilitates transparency in the enrollment process.

To manage the Student Waiting List, perform the following steps:

1. Go to the **Waiting Lists** tab on the left panel.



You will be directed to the Waiting List > Student Waiting Lists page.



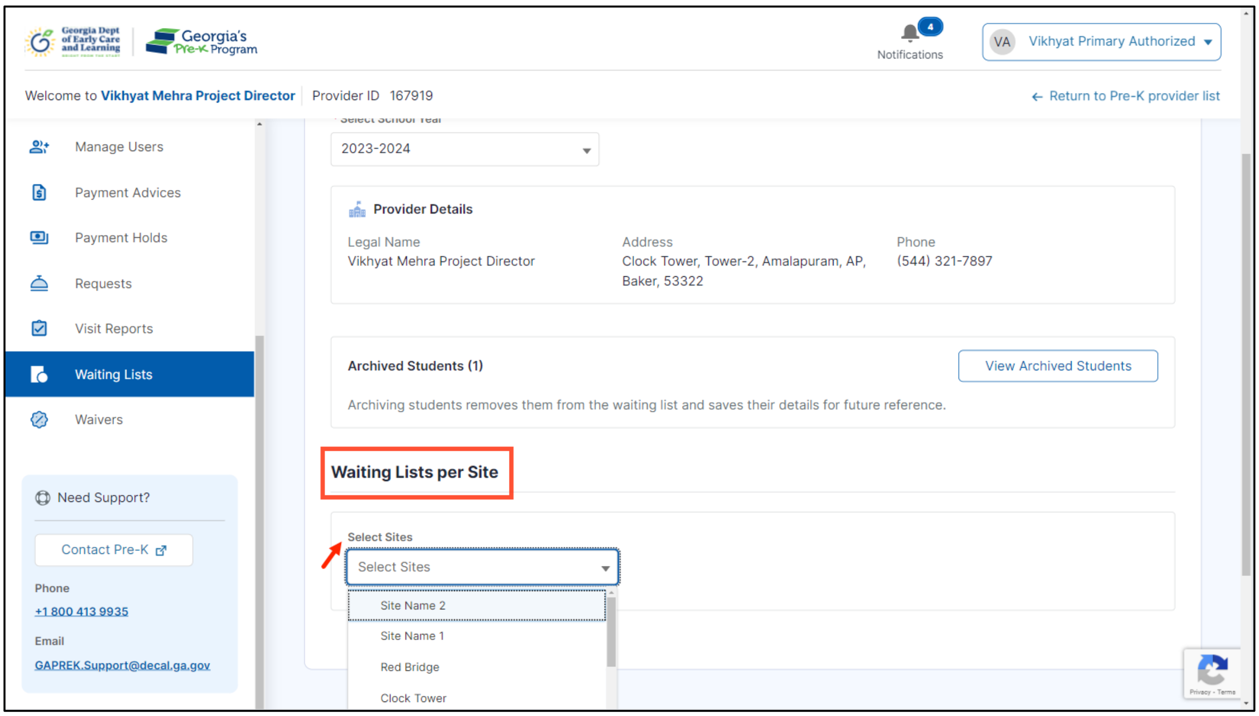
Adding a Student from the Waiting List

The Adding Student from the 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 Waiting List > Student Waiting Lists page, scroll to the **Waiting Lists per Site** section.
2. Select the *Site* from the **Select Sites** drop-down list.

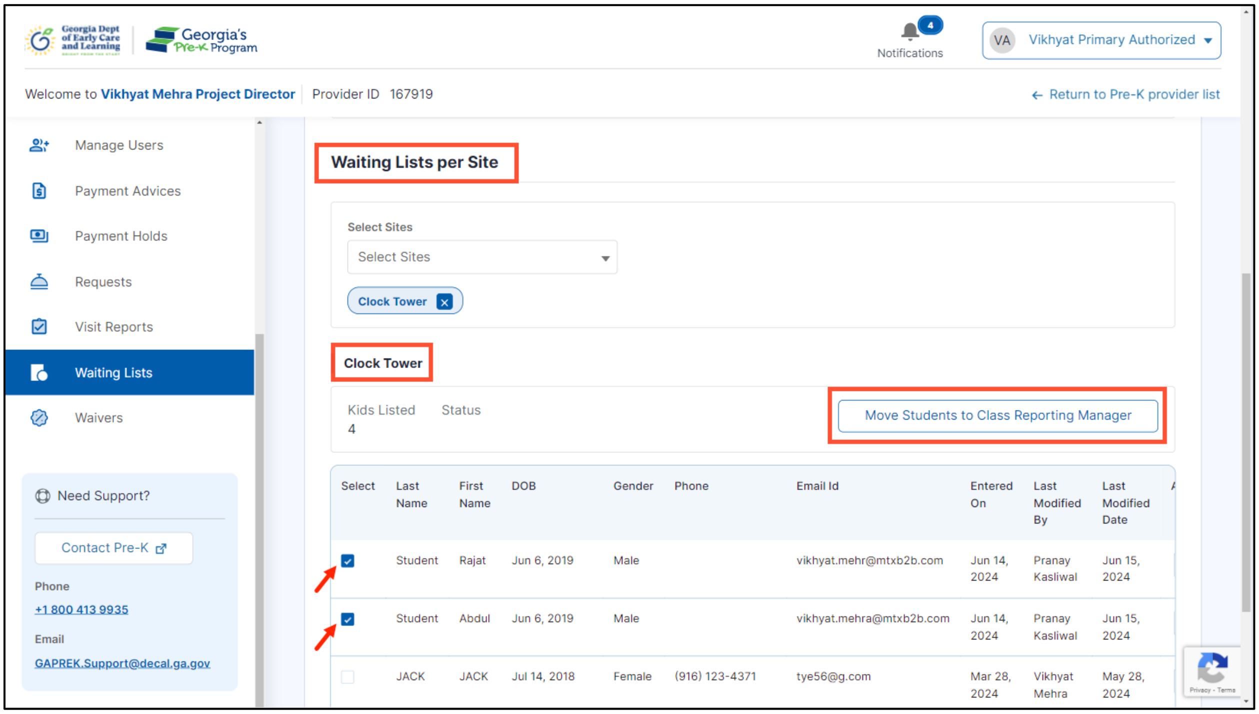
   Note: You can select multiple sites.



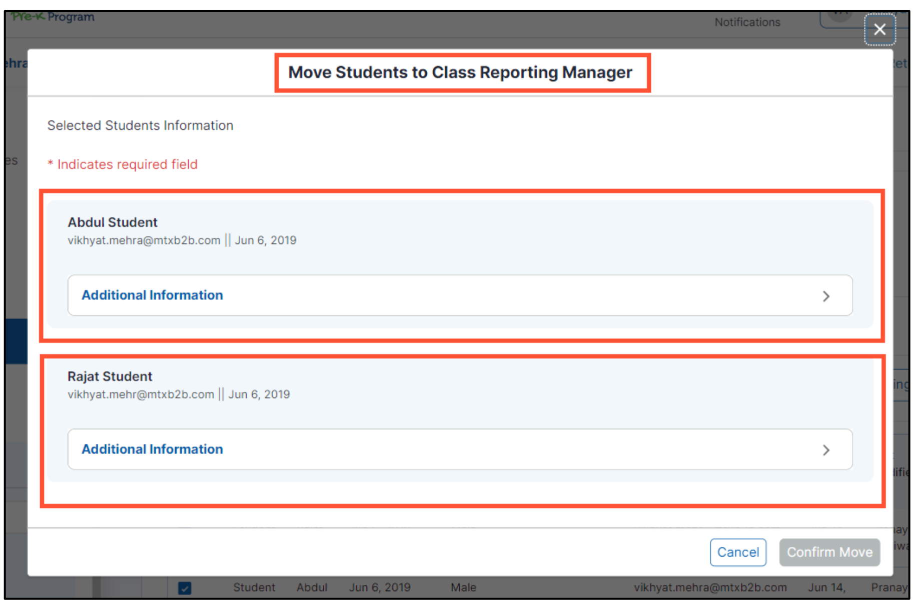
Selected Site(s) will be displayed as sections with a list of waiting list students.

3. On the Site [Site Name] section (The Site name is Clock Tower in this scenario), click the checkbox to select the required students.

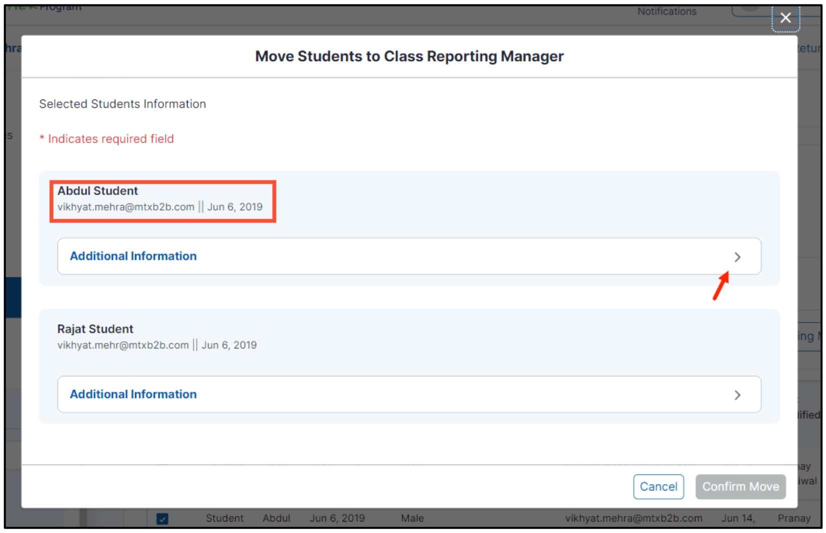
4. Click the **Move Students to Class Reporting Manager** button.



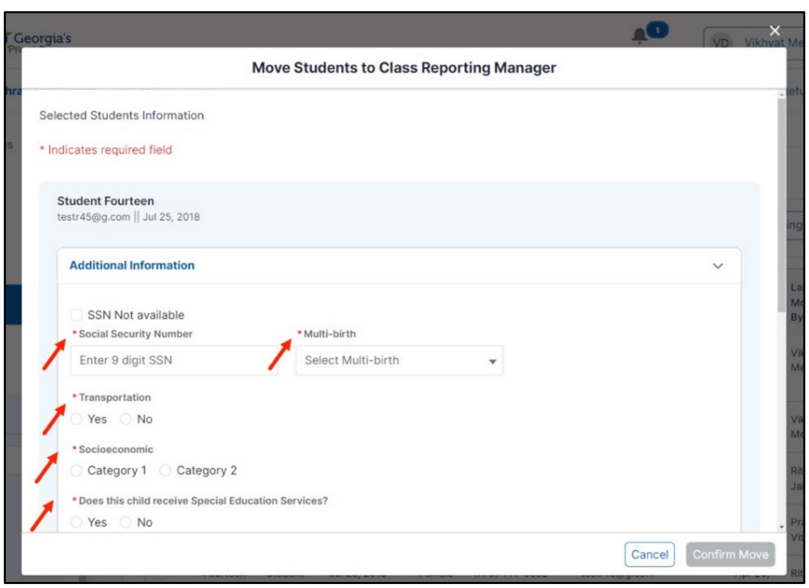
The Move Students to Class Reporting Managers pop-up window will be displayed with the selected student(s) information as tile(s).



5. On the required student tile, click the arrow to expand the Additional Information section.



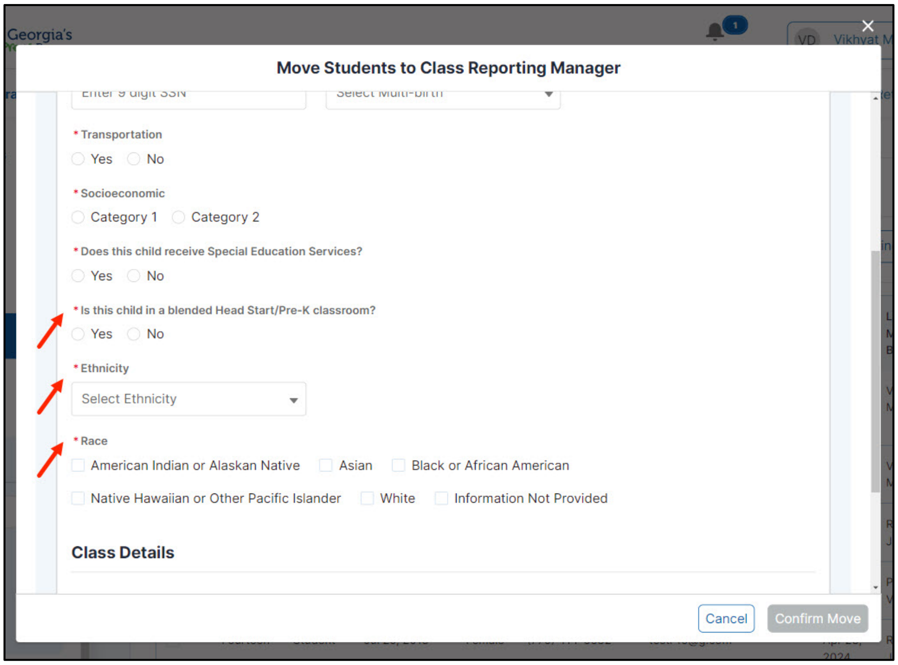
6. On the **Additional Information** section, enter the following information:
   a. Enter the *nine-digit SSN* in the **Social Security Number** textbox.
   Note: Check the **SSN Not available** checkbox, if you don't have a Social Security Number.
   b. Select the *value* in the **Multi-birth** drop-down list.
   c. Select *Yes or No* radio button for **Transportation** option.
   d. Select *Yes or No* radio button for **Socioeconomic Category** option.
   e. Select *Yes or No* radio button for **Does this child receive Special Education Services** option.



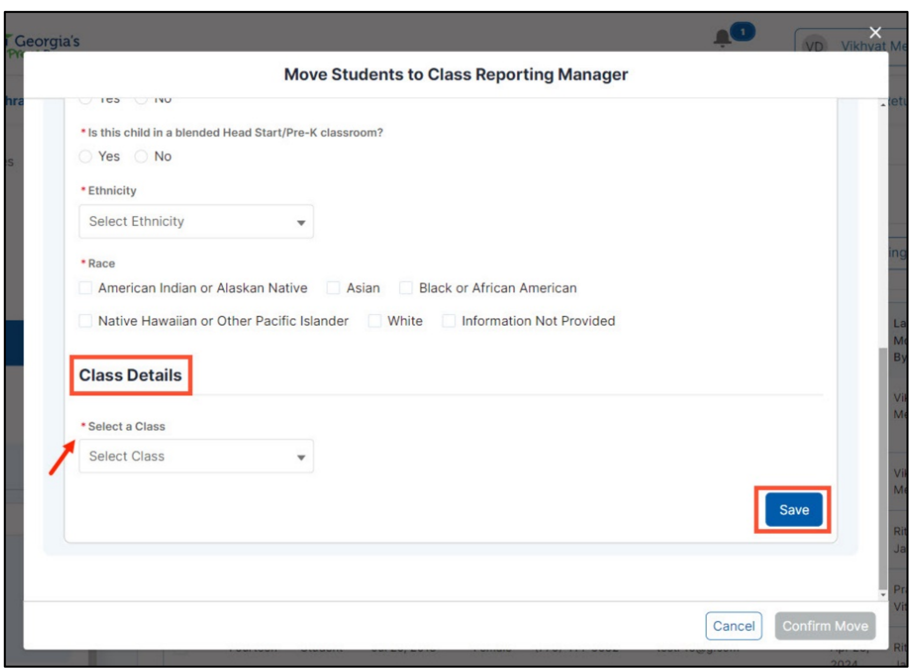
f. Select *Yes or No* radio button for **Is this child in a blended Head Start/Pre-K classroom** option.

g. Select the *value* in the **Ethnicity** drop-down list.

h. Select the *value(s)* under the **Race** options.



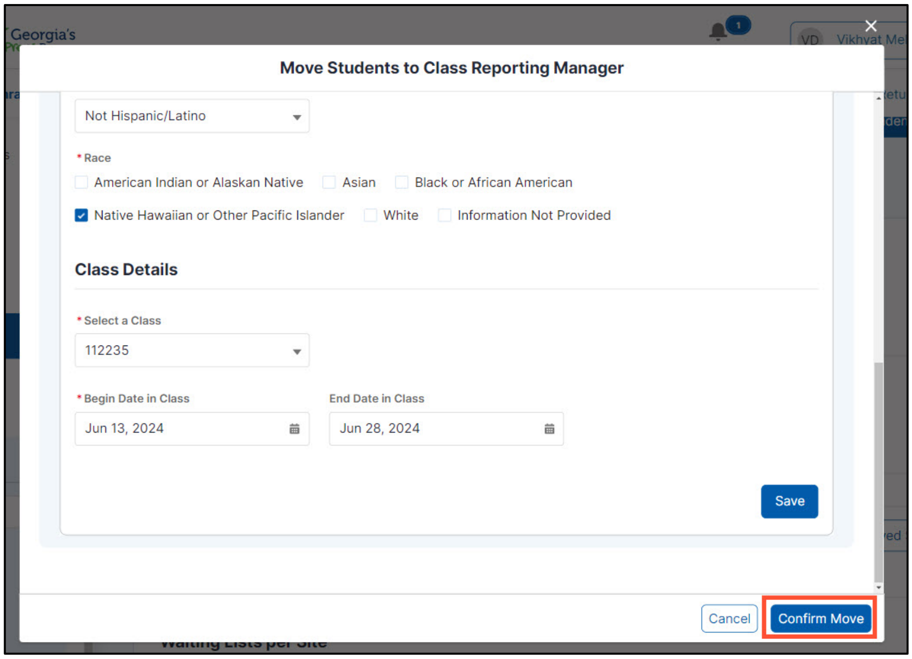
7. On the **Class Details** section, select the *class* in the **Select a Class** drop-down list.
8. Click the **Save** button.



**After saving, a success message will be displayed on the page.*

Once all the students' additional information is updated and saved, then the **Confirm Move** button will be enabled,

9. After saving all the students' additional information, click the **Confirm Move** button.

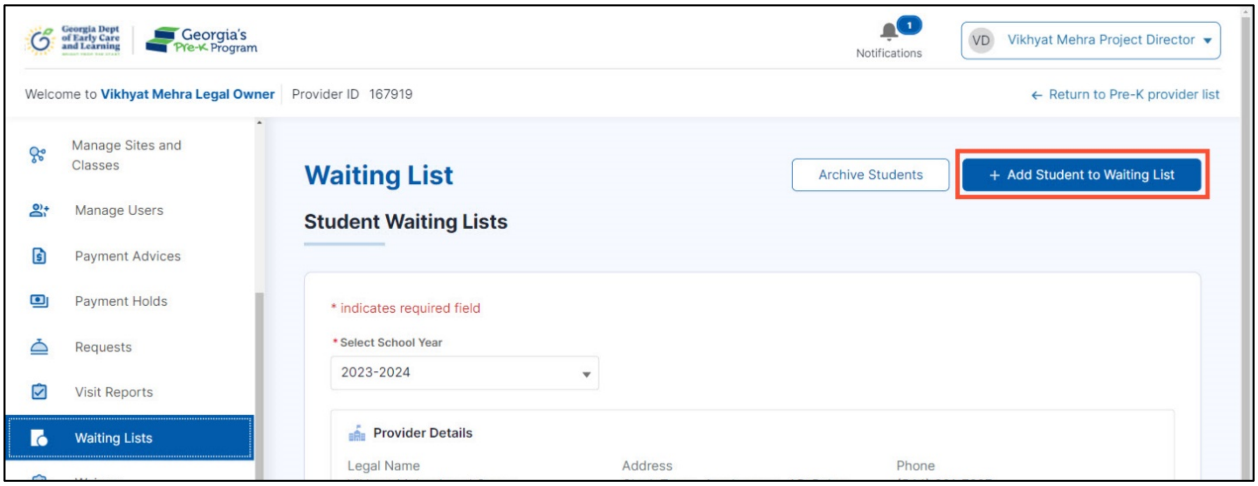


**A success message will be displayed on the page, and the student record will be moved from the Students Waiting List to the Current Students List.*

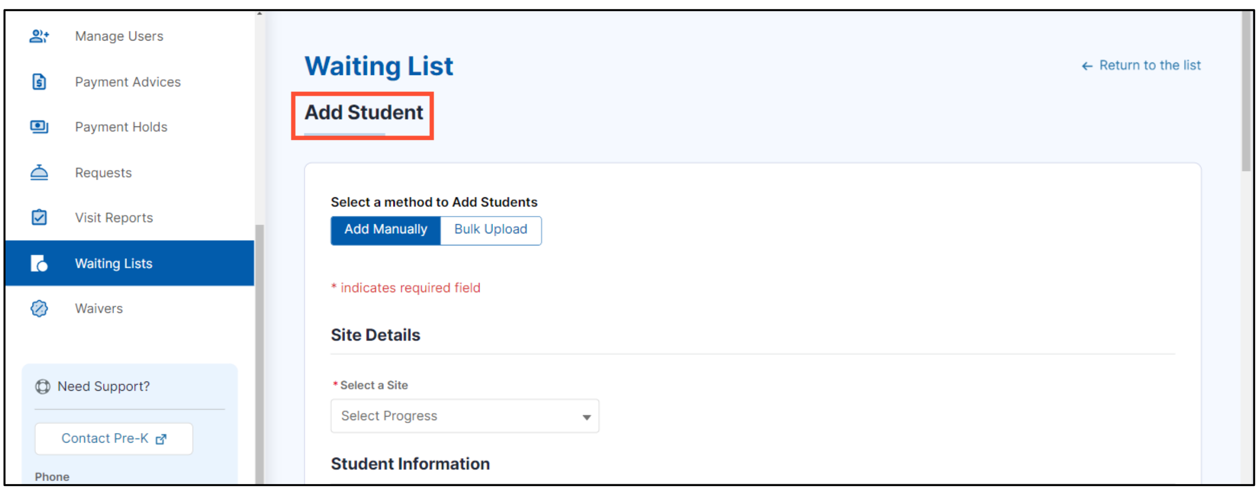
Adding a Student to the Waiting List

To add a student to the Waiting List, perform the following steps:

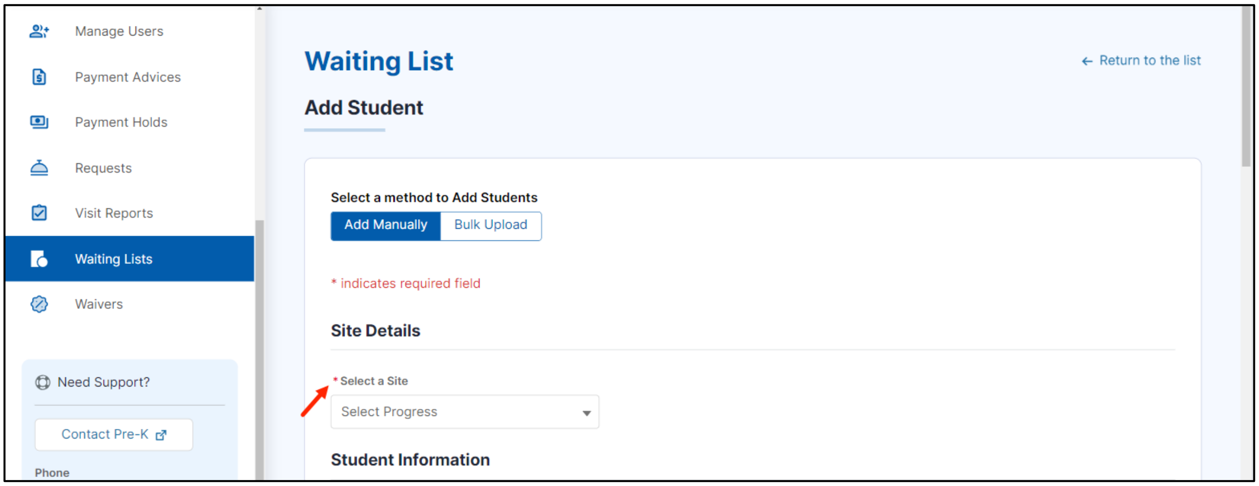
1. On the Waiting List > Student Waiting Lists page, click the **+Add Student to Waiting List** button.



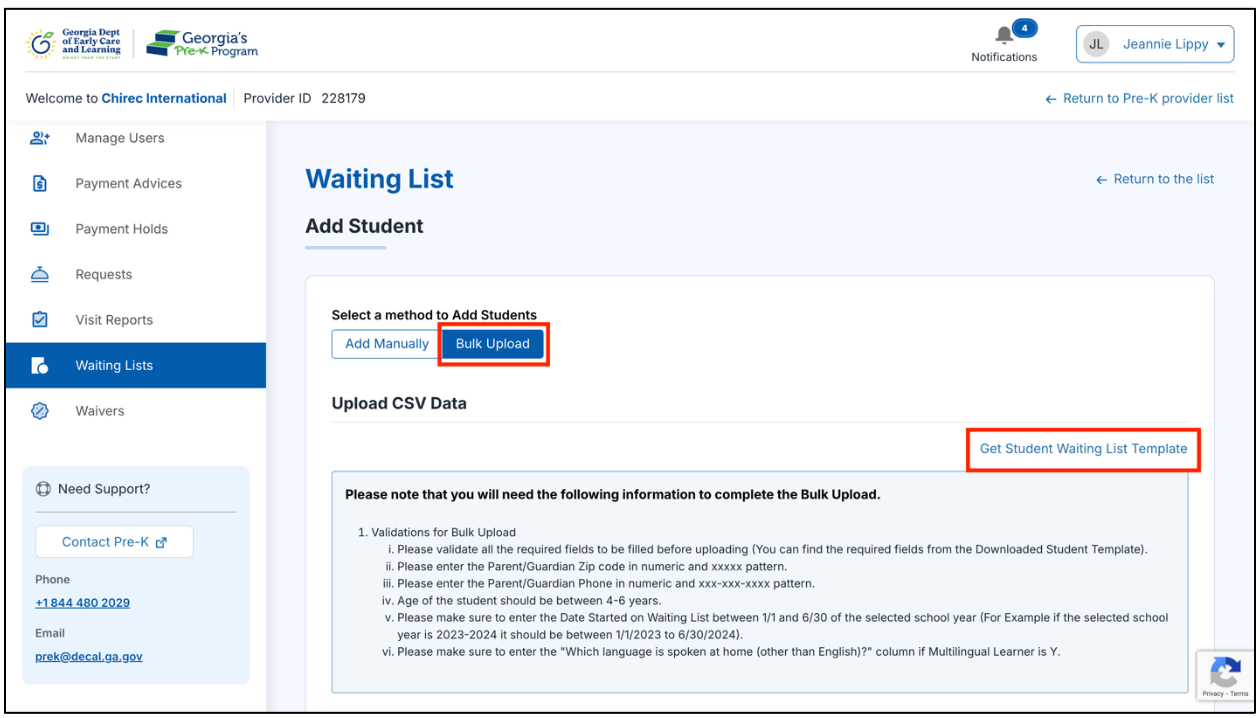
You will be directed to the Waiting List > Add Student page.



2. On the **Site Details** section, select the *site* in the **Select a Site** drop-down list.



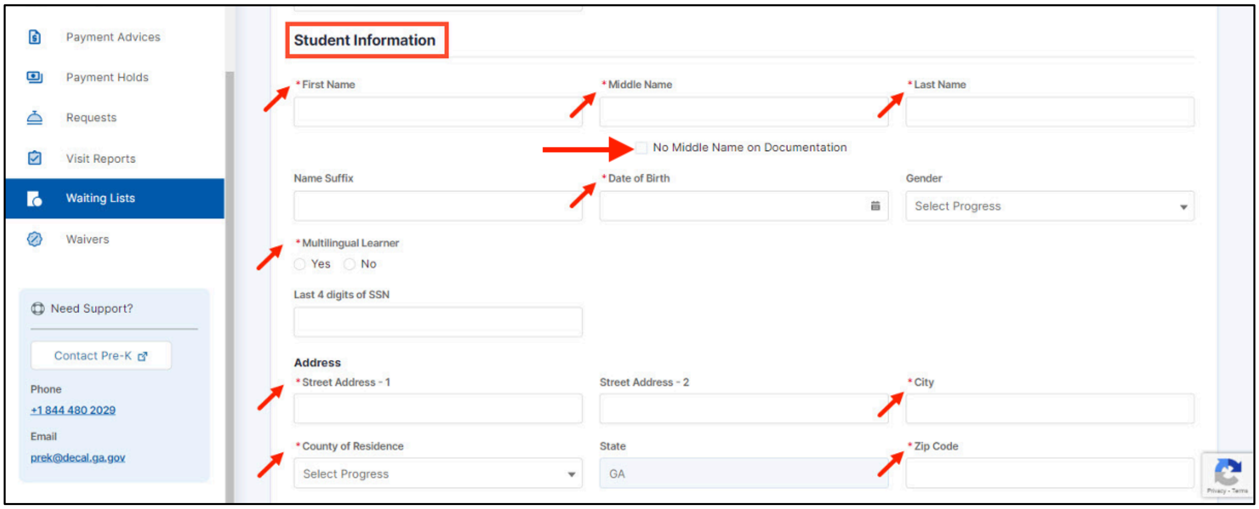
Note: You can bulk upload student data by downloading the template from the **Get Student Waiting List Template** button and using the **Bulk Upload** feature. Refer to the [Bulk Upload](#) section for instructions on uploading student data to the Waiting List.



3. On the **Student Information** section, enter the following information:

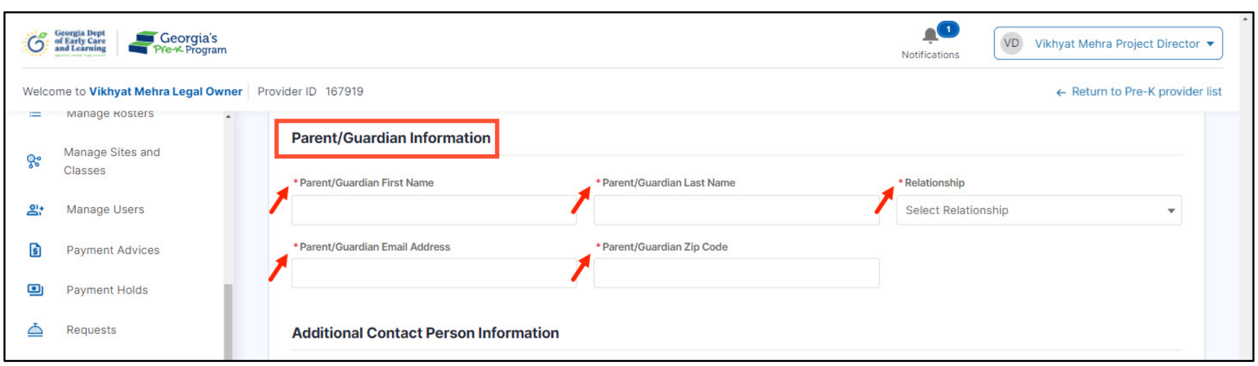
   Note: Fields marked with a red asterisk (*) are mandatory fields.

   a. Enter the **First Name, Middle Name, Last Name**, and **Address** in the designated textbox.
      Note: Select the **No Middle Name on Documentation** checkbox, if you do not have a middle name.
   b. Select the *date* in the **Date of Birth** field.
   c. Select the *Yes or No* radio button for the **Multilingual Lerner** option.



4. On the **Parent/Guardian Information** section, enter the following information:

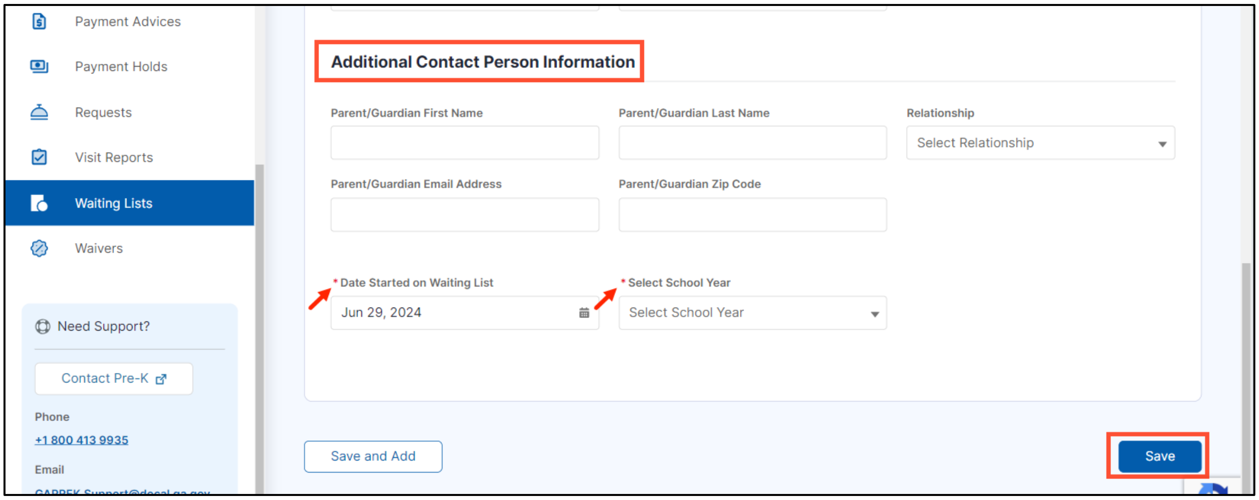
   a. Enter the **Parent/Guardian First Name** and **Parent/Guardian Last Name** in the designated textbox.
   b. Select the *Relationship* in the **Relationship** drop-down list.
   c. Enter the *Email Address* in the **Parent/Guardian Email** textbox.
   d. Enter the *Zip Code* in the **Parent/Guardian Zip Code** field.



5. On the **Additional Contact Person Information** section, enter the following information:

a. Select the *date* in the **Date Started on Waiting List** field.
b. Select the *year* in the **Select School Year** drop-down list.

6. Click the **Save** button.

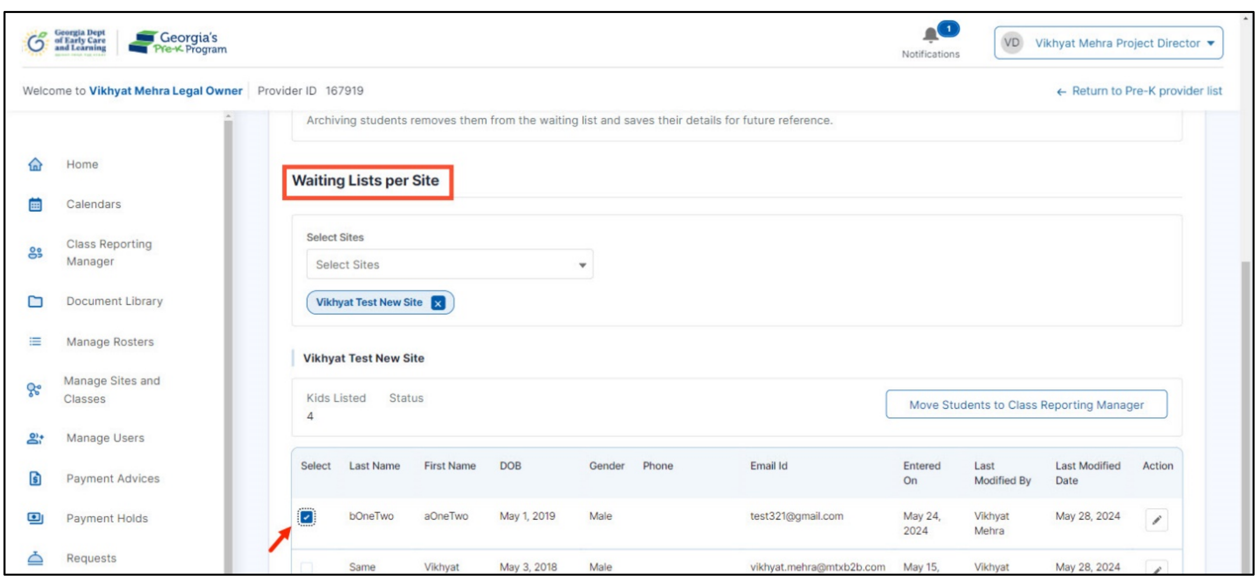


**After saving, a success message will be displayed on the page and the student record will be moved from the Students Waiting List to the Current Students List.*

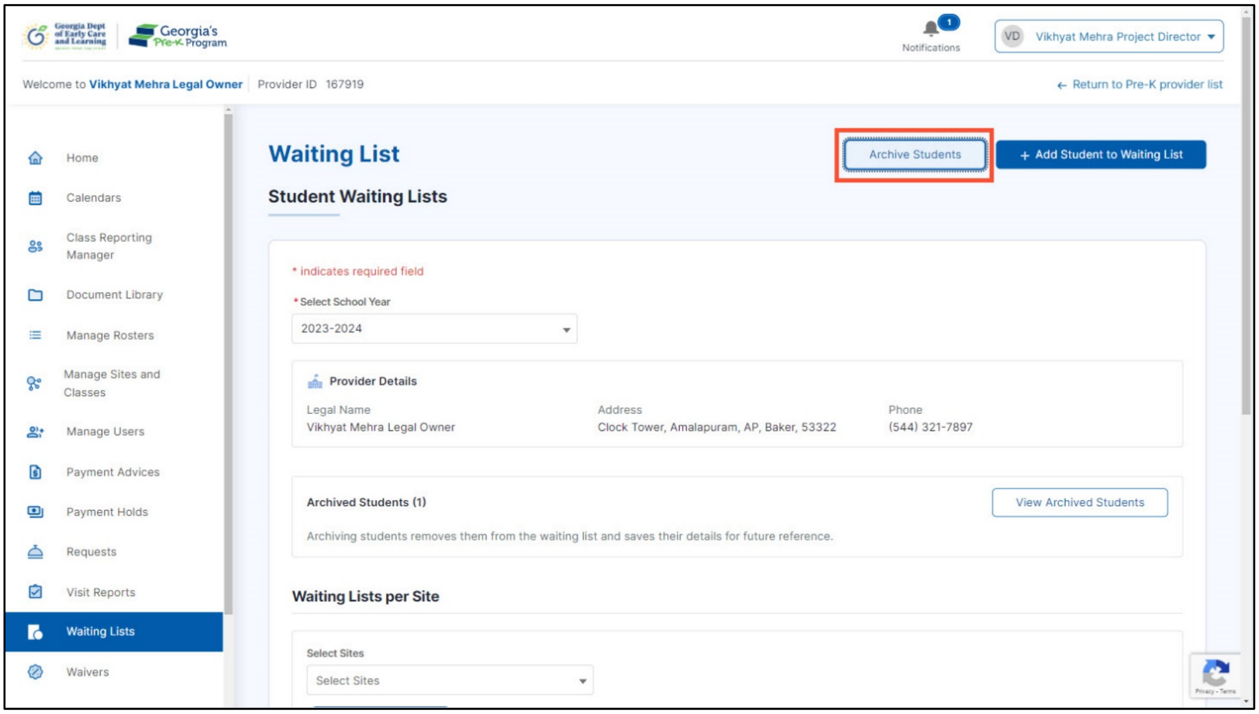
Archiving a Student

To archive students, perform the following steps:

1. On the Waiting List > Student Waiting Lists page, scroll to the **Waiting List per Site** section, and click the checkbox to select the **Student**.

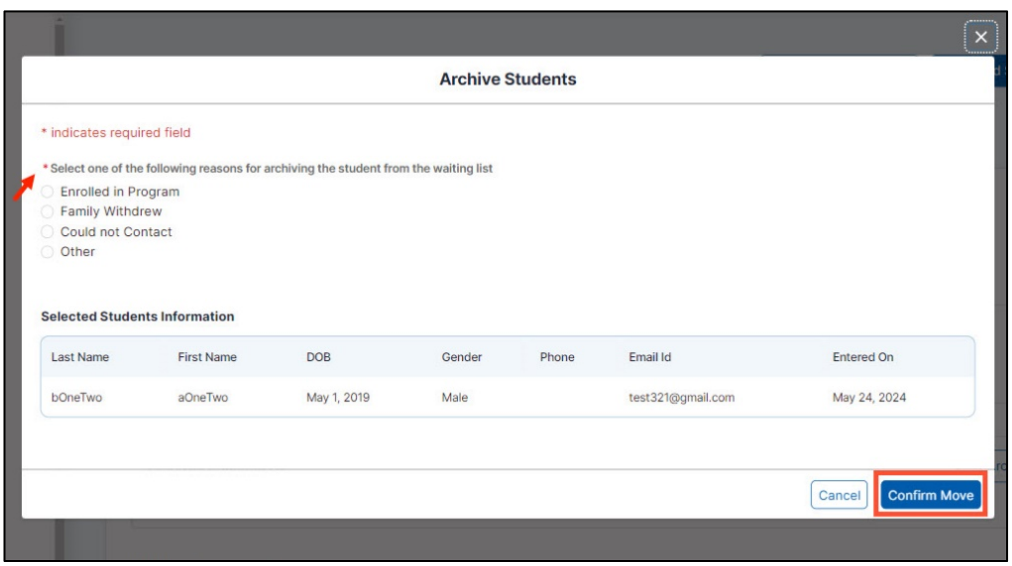


2. Scroll up, then click the **Archive Students** button.



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

3. On the Archive Students pop-up window, click the radio button to select the **appropriate reason** for archiving the student, then click the **Confirm Move** button.



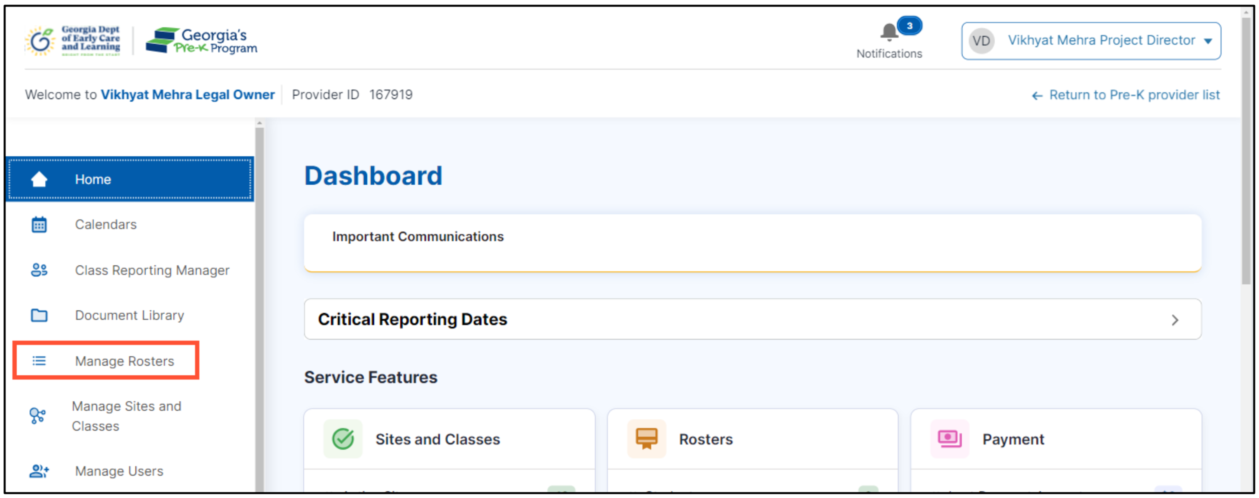
**The student data archived successfully message will be displayed on the page, and the student record will be moved from the waiting list to the Archive List.*

MANAGING ROSTER

The purpose of managing rosters is to accurately maintain and update student enrollment information, ensuring that all records are current and complete. Proper roster management ensures compliance with state guidelines, supports accurate attendance tracking, and facilitates funding allocation.

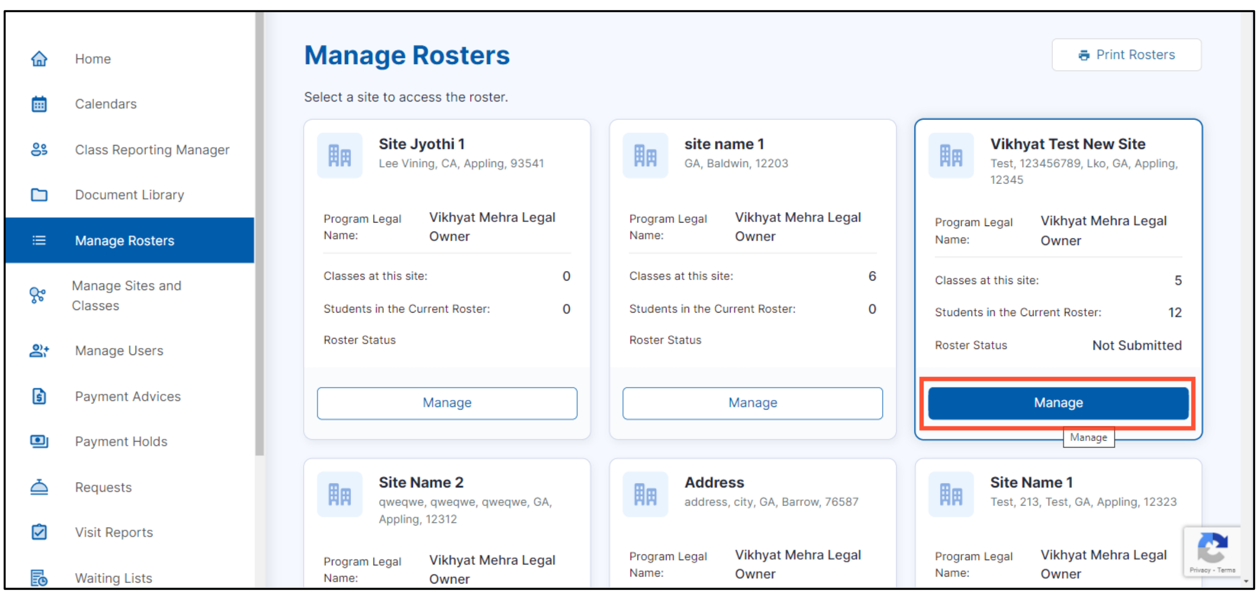
To manage the rosters, perform the following steps:

1. Go to the **Manage Rosters** tab on the left panel.

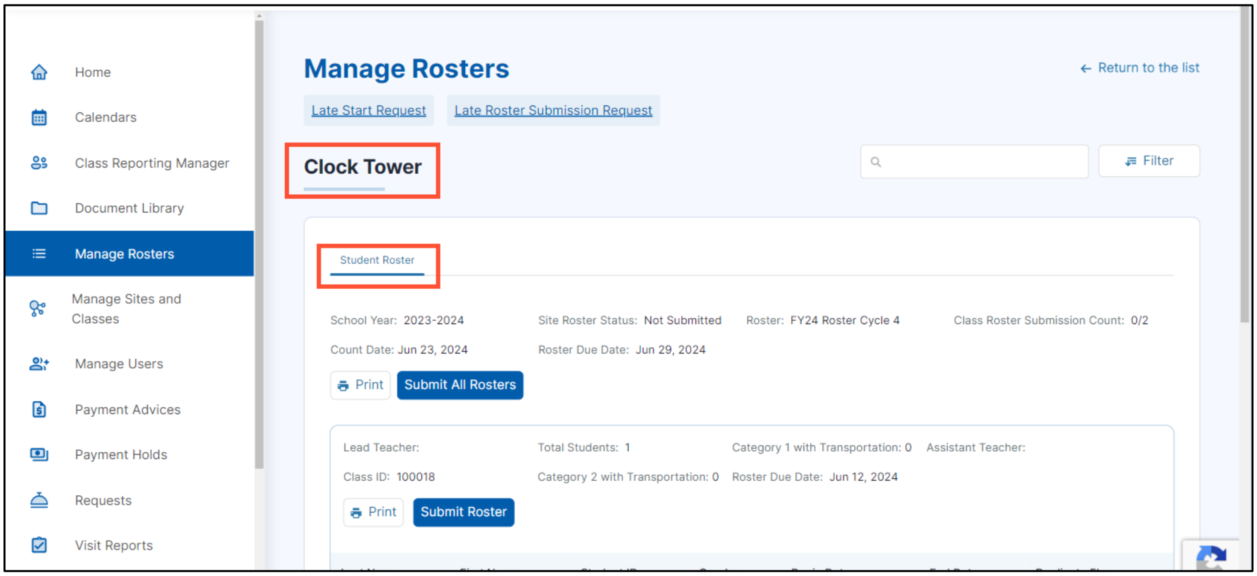


You will be directed to the Manage Rosters page.

2. Click the **Manage** button on the desired Site tile.



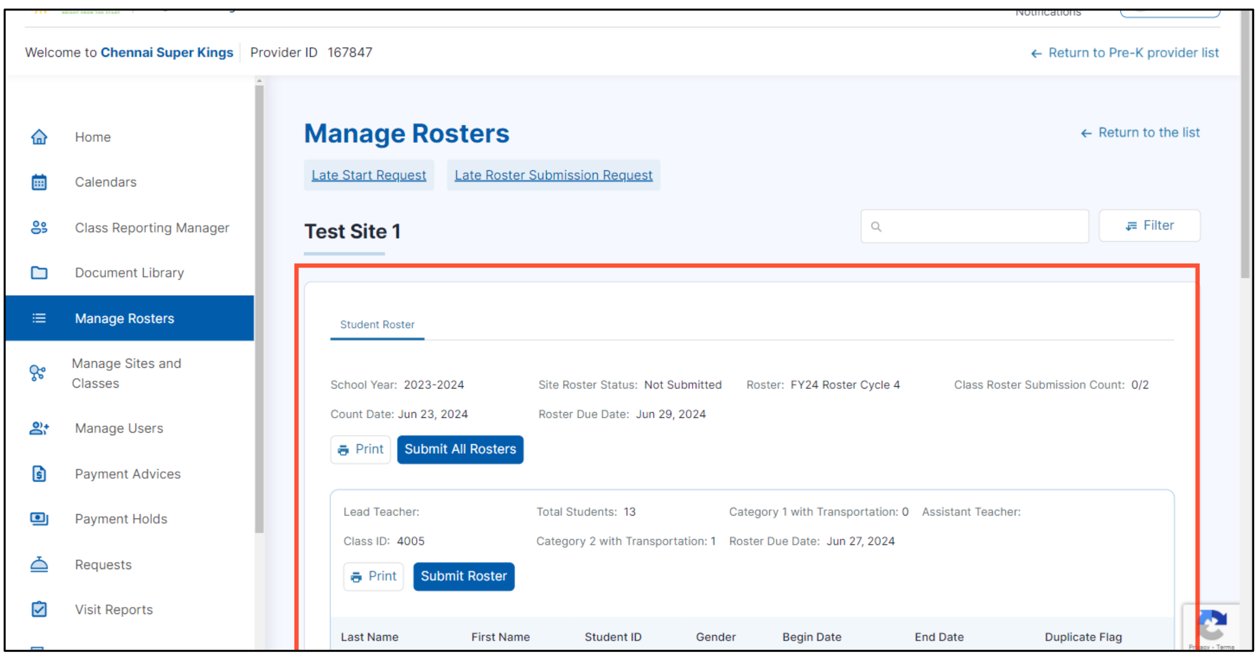
You will be directed to the selected Site details page > Student Roster tab.

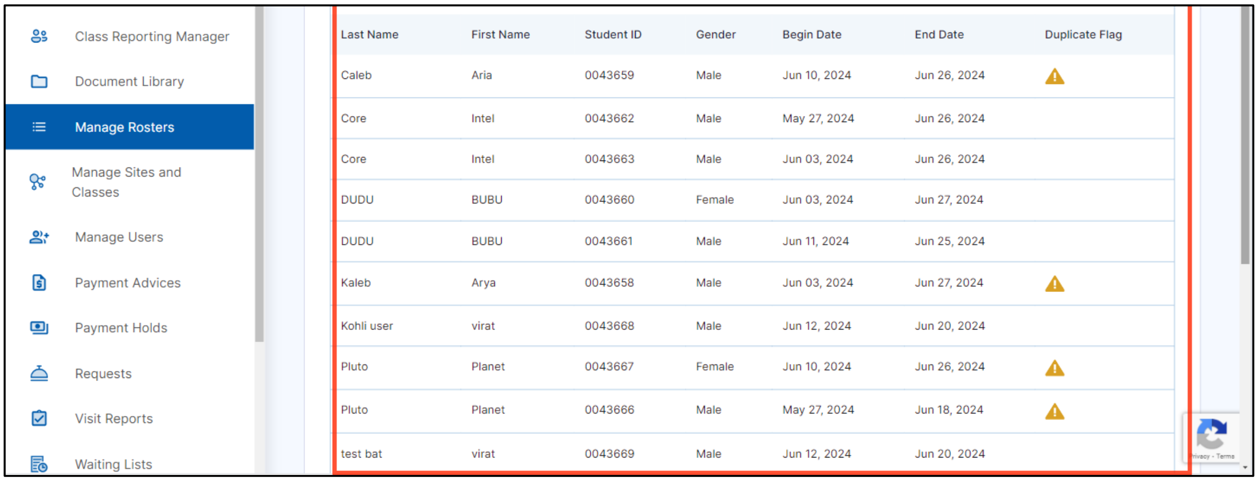


View Rosters

On the Student Rosters tab, the Roster details will be displayed.

Note: Rosters are generated based on the Roster Due Date.





Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag
Caleb	Aria	0043659	Male	Jun 10, 2024	Jun 26, 2024	⚠
Core	Intel	0043662	Male	May 27, 2024	Jun 26, 2024	
Core	Intel	0043663	Male	Jun 03, 2024	Jun 26, 2024	
DUDU	BUBU	0043660	Female	Jun 03, 2024	Jun 27, 2024	
DUDU	BUBU	0043661	Male	Jun 11, 2024	Jun 25, 2024	
Kaleb	Arya	0043658	Male	Jun 03, 2024	Jun 27, 2024	⚠
Kohli user	virat	0043668	Male	Jun 12, 2024	Jun 20, 2024	
Pluto	Planet	0043667	Female	Jun 10, 2024	Jun 26, 2024	⚠
Pluto	Planet	0043666	Male	May 27, 2024	Jun 18, 2024	⚠
test bat	virat	0043669	Male	Jun 12, 2024	Jun 20, 2024	

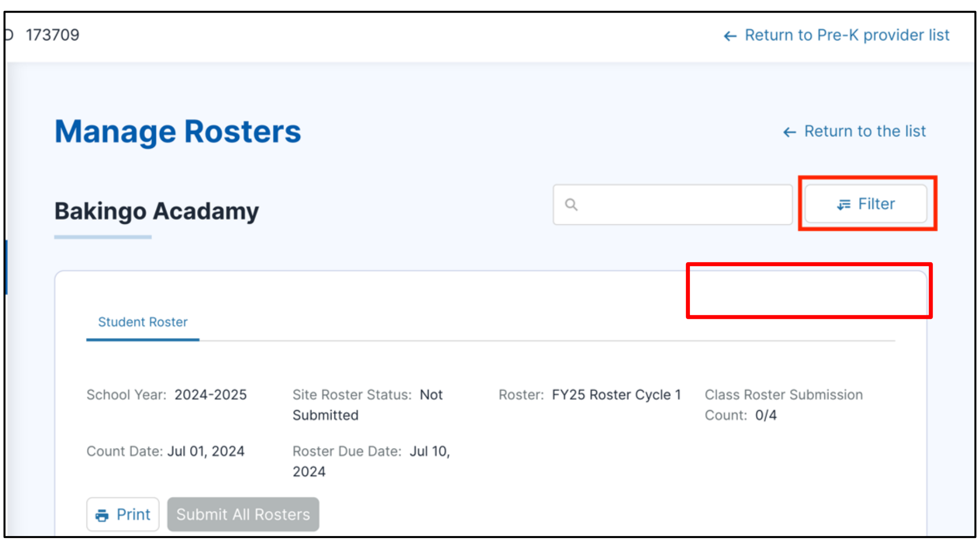
Filtering a Roster

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).

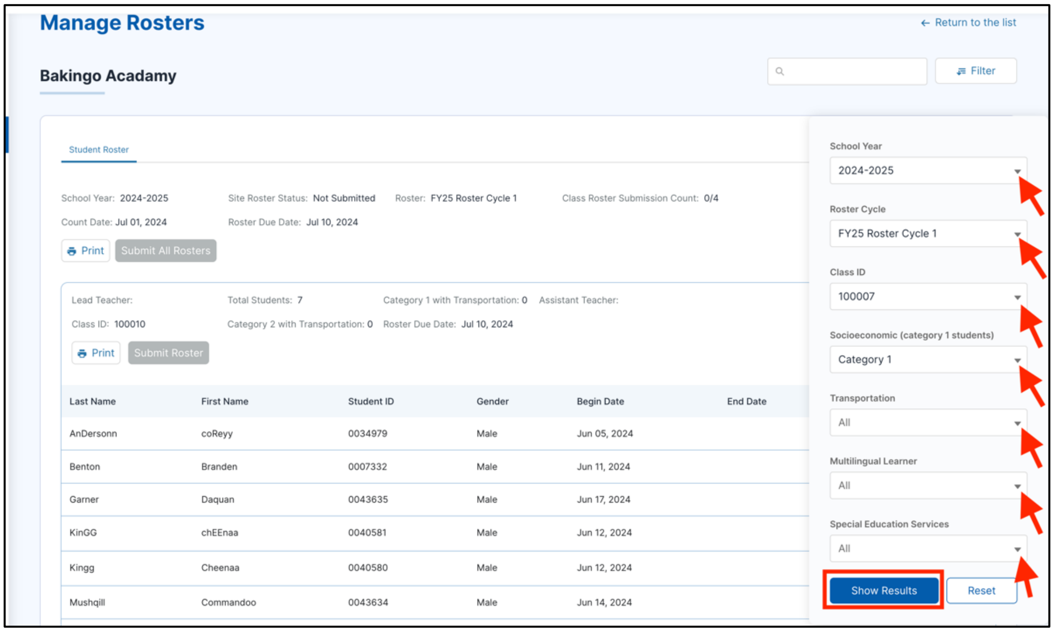
To filter a student roster, perform the following steps:

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

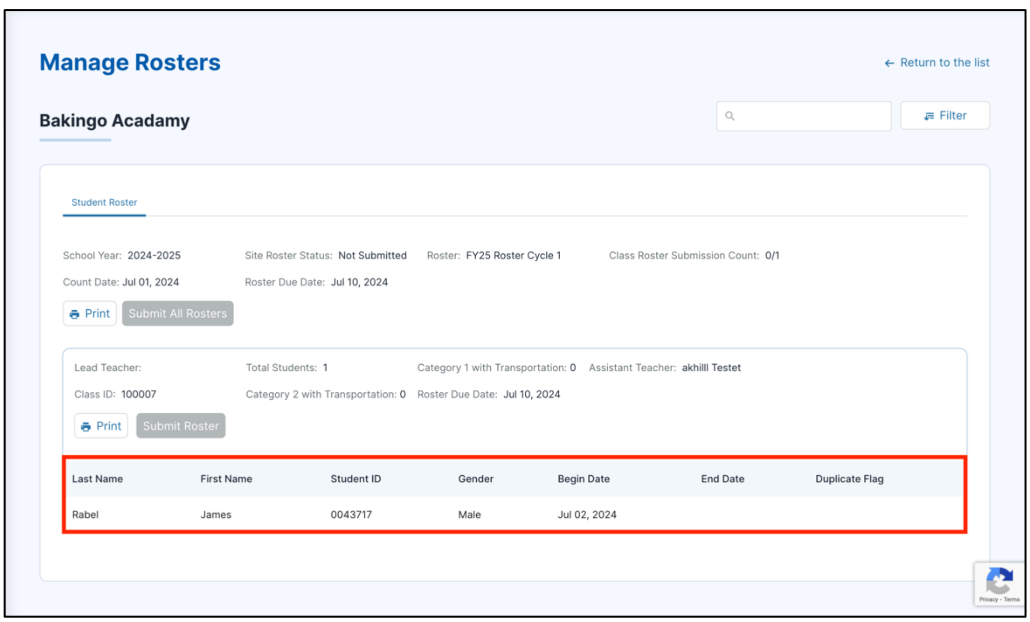
   Note: You can search for a student by entering their First Name or Last Name in the Search bar.



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.



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

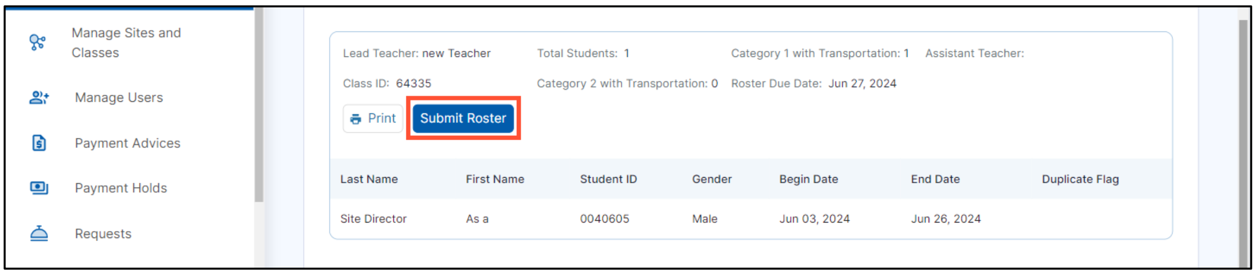


Submitting Rosters

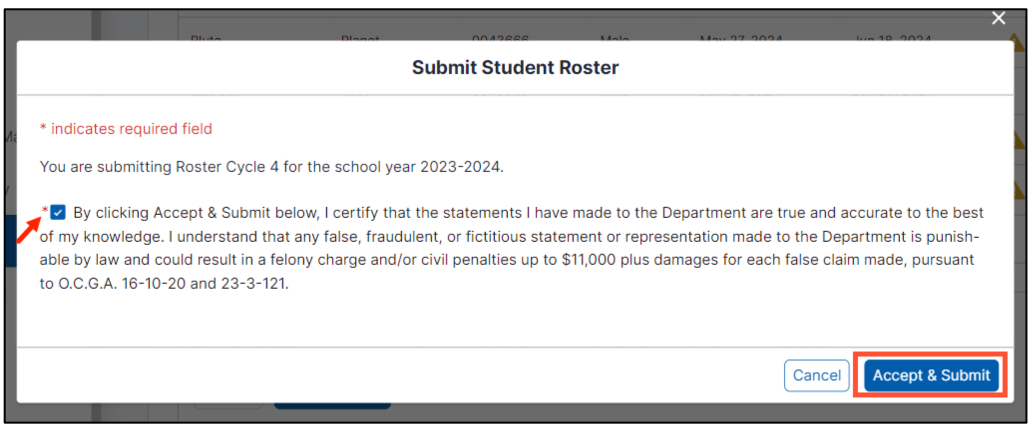
To submit the roster, perform the following steps:

Note: You can also submit all the Rosters of the Site at once by clicking on **the Submit All Rosters** button.

1. To submit a Student Roster, go to the required Roster tile then click the **Submit Roster** button.



2. Check the certifying checkbox and click the **Accept & Submit** button.



**After saving, a success message will be displayed on the page.*

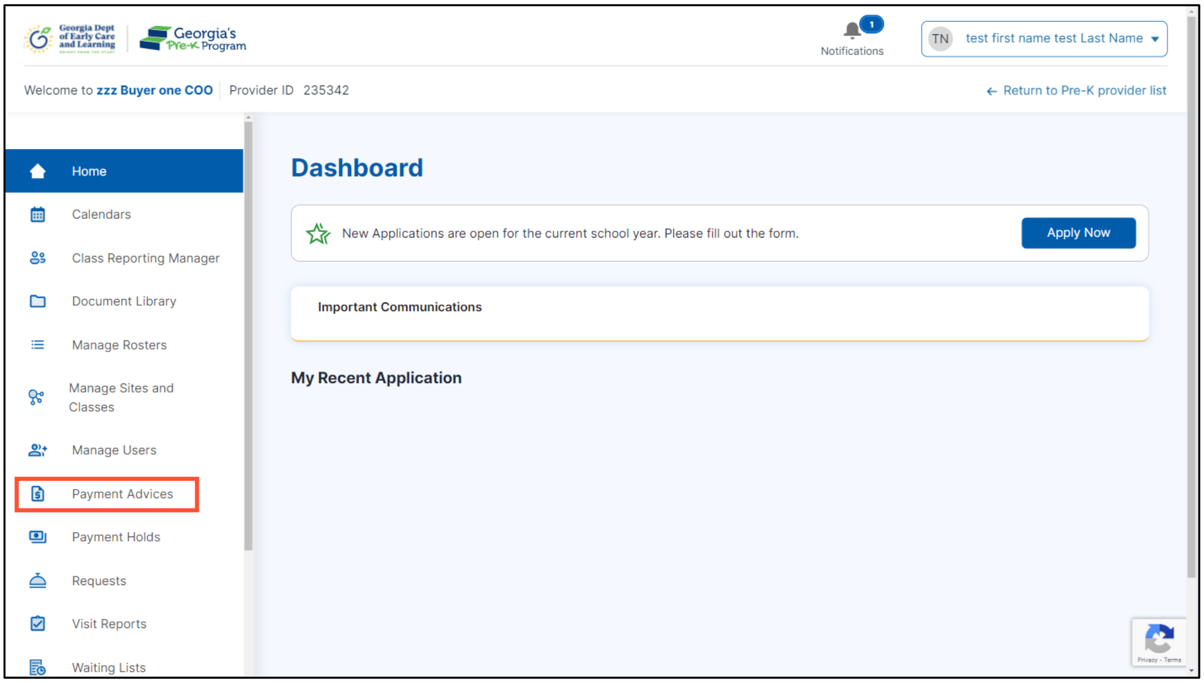
MANAGING PAYMENTS

Payment Advice are categorized into three different types:

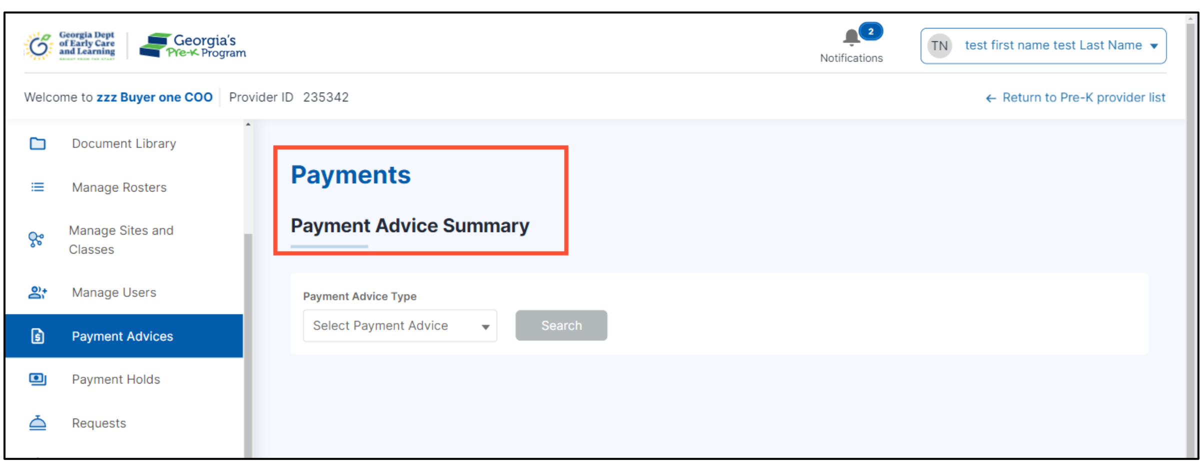
- Monthly Payments
- Special Payments
- Start-Up Payments

To view the different Payments under the Payment Advice section, perform the following steps:

1. Go to the **Payment Advices** tab on the left panel.



You will be directed to the Payments > Payment Advice Summary page.

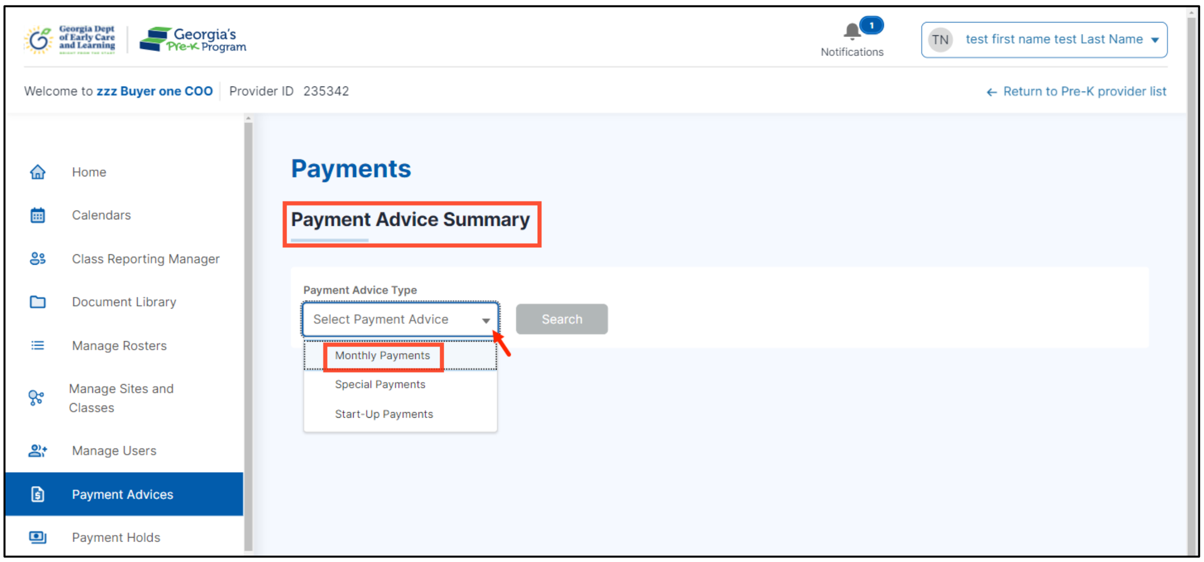


Monthly Payments

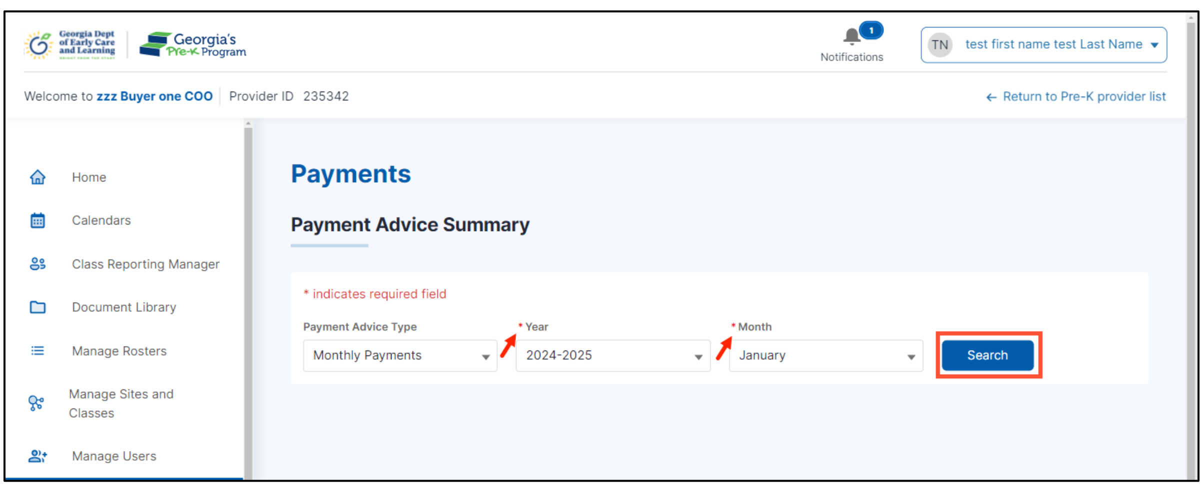
Monthly payments are the multiple payments made to the lead teacher, assistant teacher, student, and transportation every month. Once the Provider makes the monthly payments, the data will be updated on the Portal.

To view the Monthly Payments, perform the following steps:

1. On the Payment Advice Summary page, select *Monthly Payments* from the **Payment Advice Type** drop-down list.

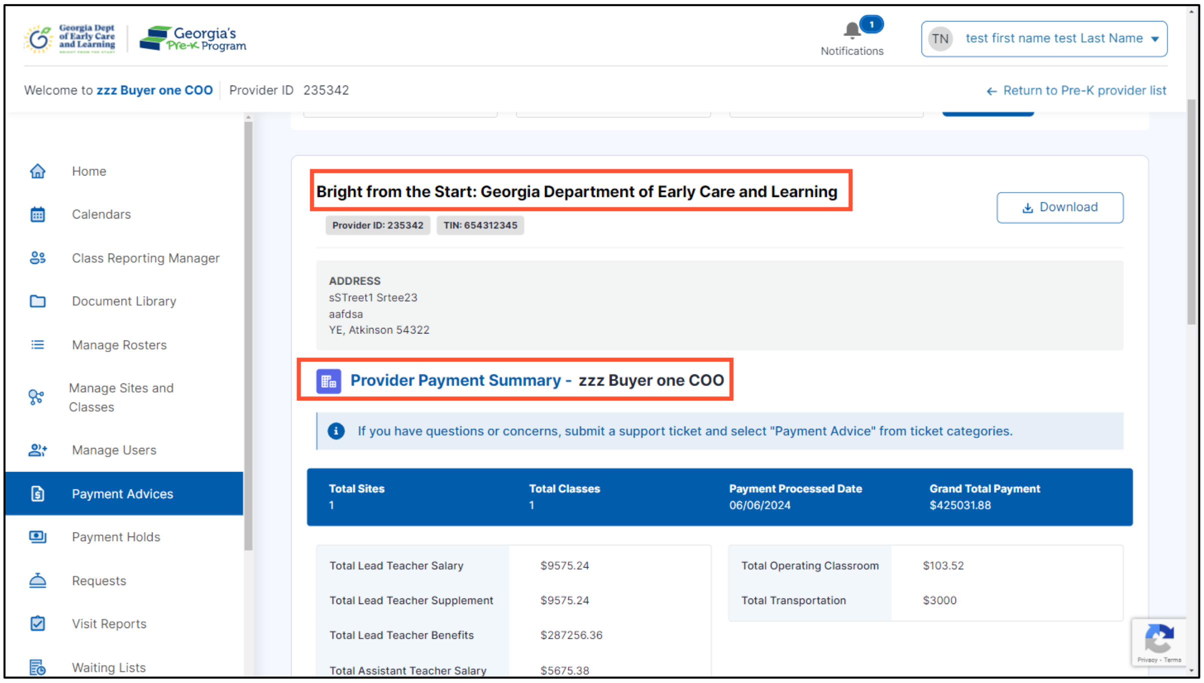


2. Select the required *financial year* from the **Year** drop-down list.
3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.



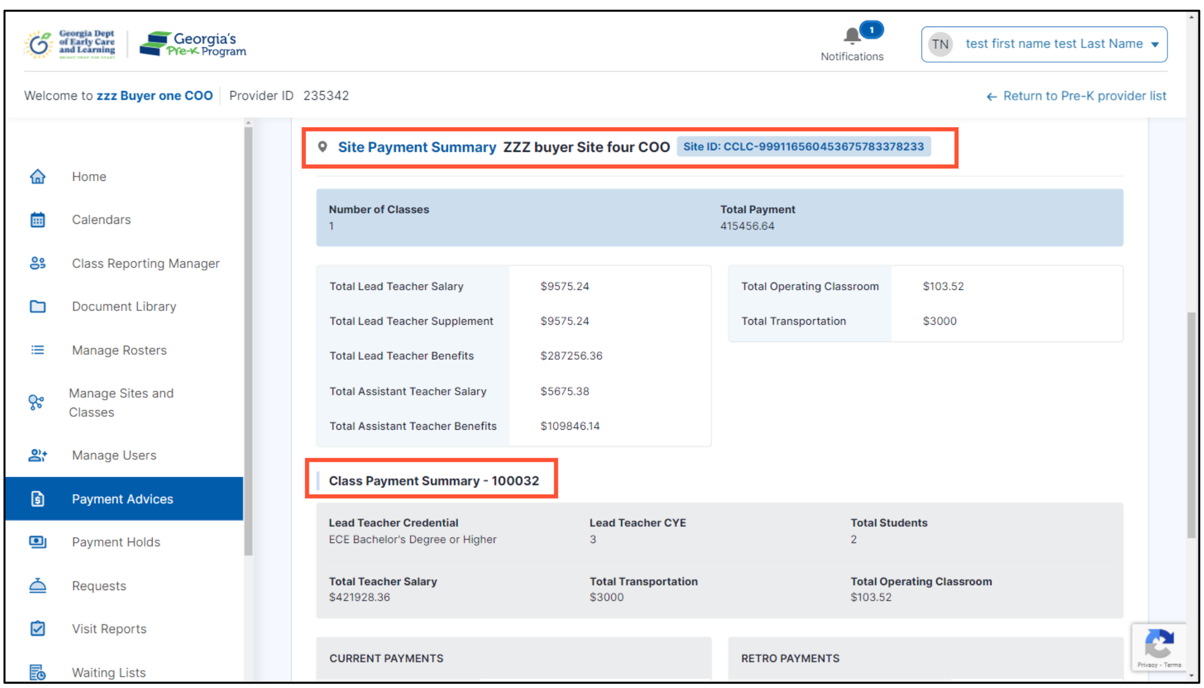
The search results will be displayed.

You can view the Provider details and a complete Provider Payment Summary.



Scroll to view the Site Payment Summary and Class Payment Summary sections.

Under the site and class payment summary sections, you can view the total payment and individual payments.



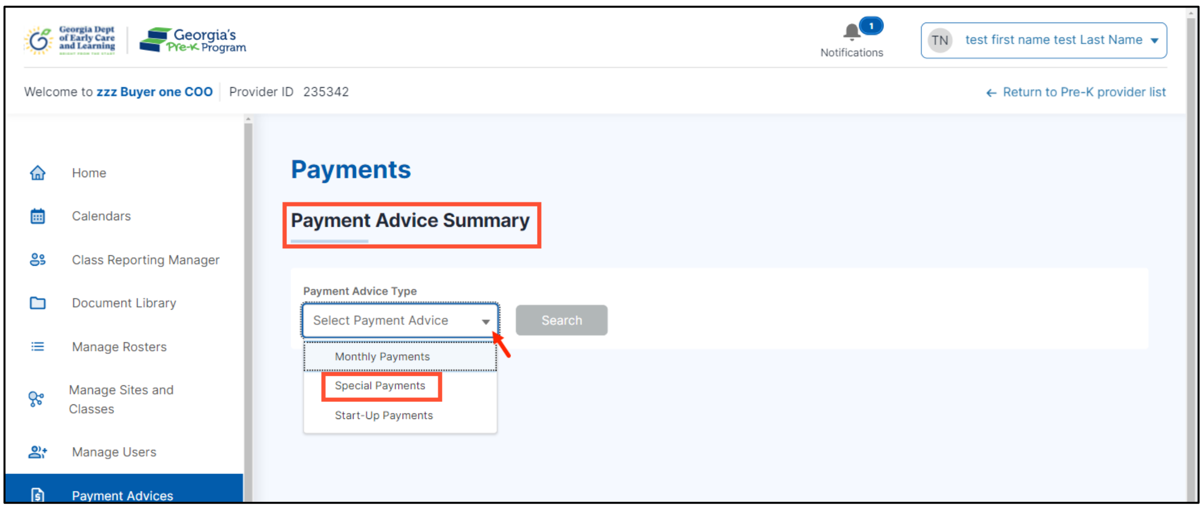
4. To download the payment advice, refer to the *Download Payment Advice* section.

Special Payments

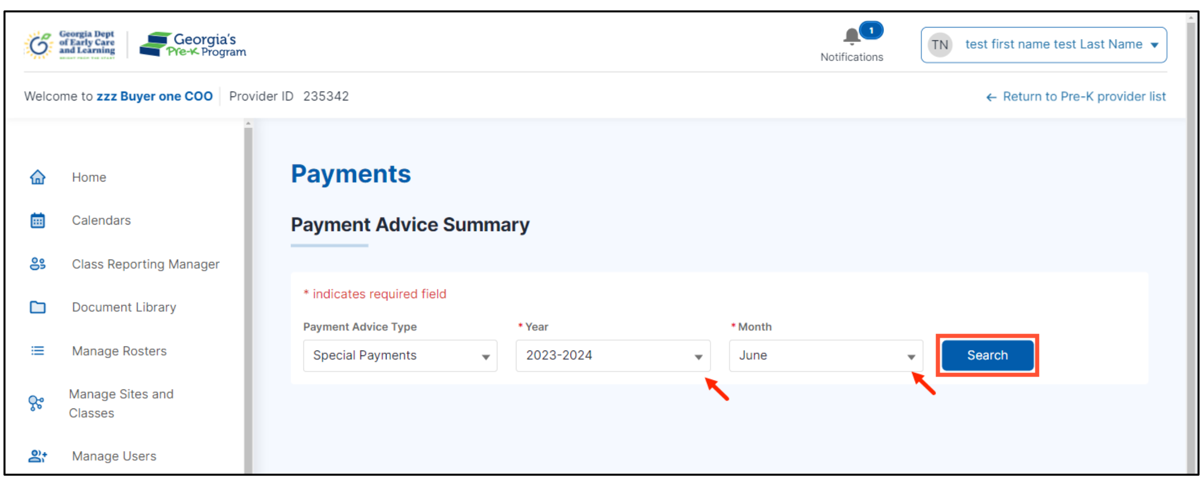
Special payments are made to adjust the payment in the middle of the year based on the requirements like the addition of extra classes, creation of new sites, and according to funding needs.

To view the Special Payments, perform the following steps:

1. On the Payment Advice Summary page, select *Special Payments* from the **Payment Advice Type** drop-down list.

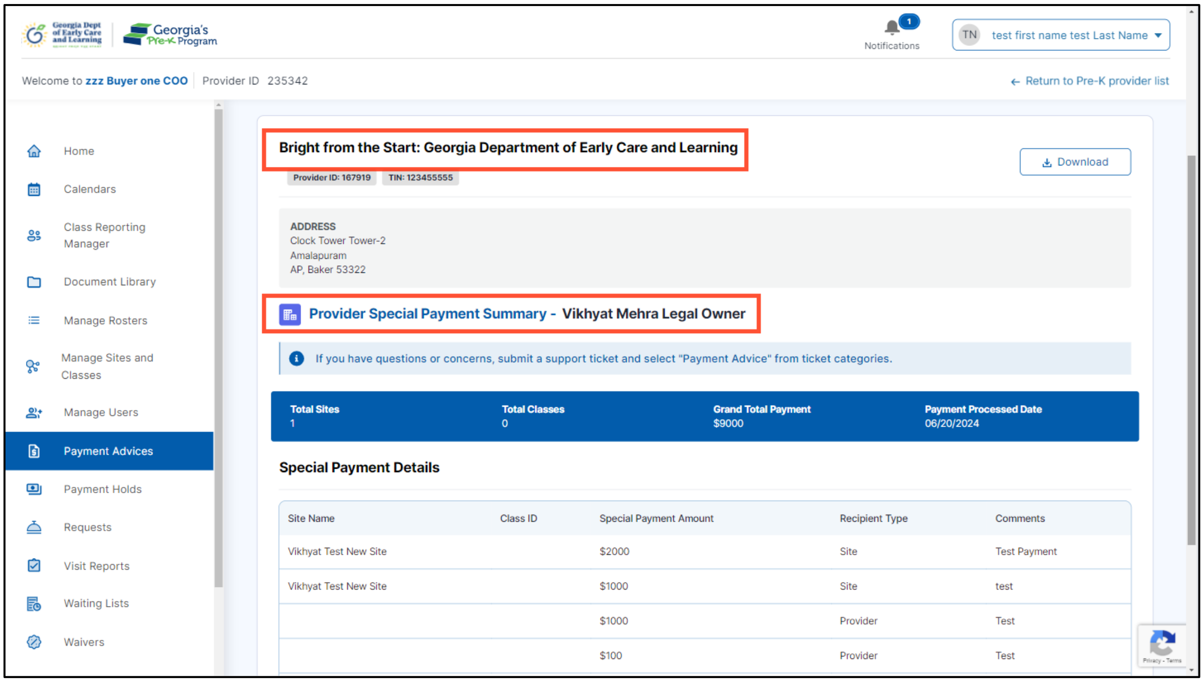


2. Select the required *financial year* from the **Year** drop-down list.
3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.



The search results will be displayed.

You can view the Provider Details and a complete Provider Special Payment Summary.



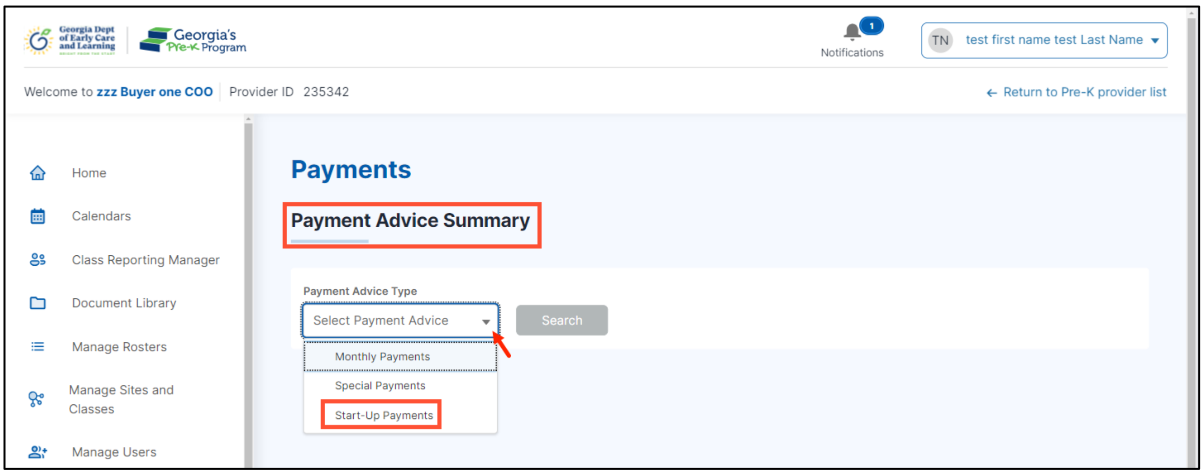
To download the payment advice, refer to the *Download Payment Advice* section.

Start-Up Payments

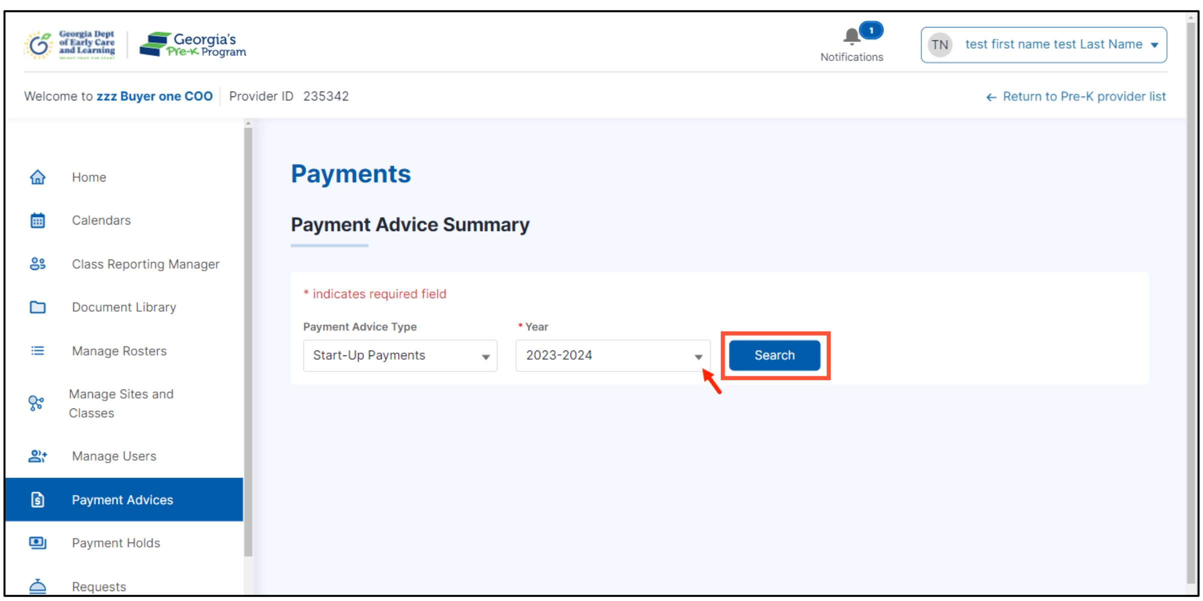
The Startup Payments are issued to the Legal Owner once the new Pre-K application status is updated to Grant Agreement Finalized. The amount of this startup payment is determined by the number of Sites based on recommendations from internal users.

To view the Start-Up Payments, perform the following steps:

1. On the Payment Advice Summary page, select *Start-Up Payments* from the **Payment Advice Type** drop-down list.

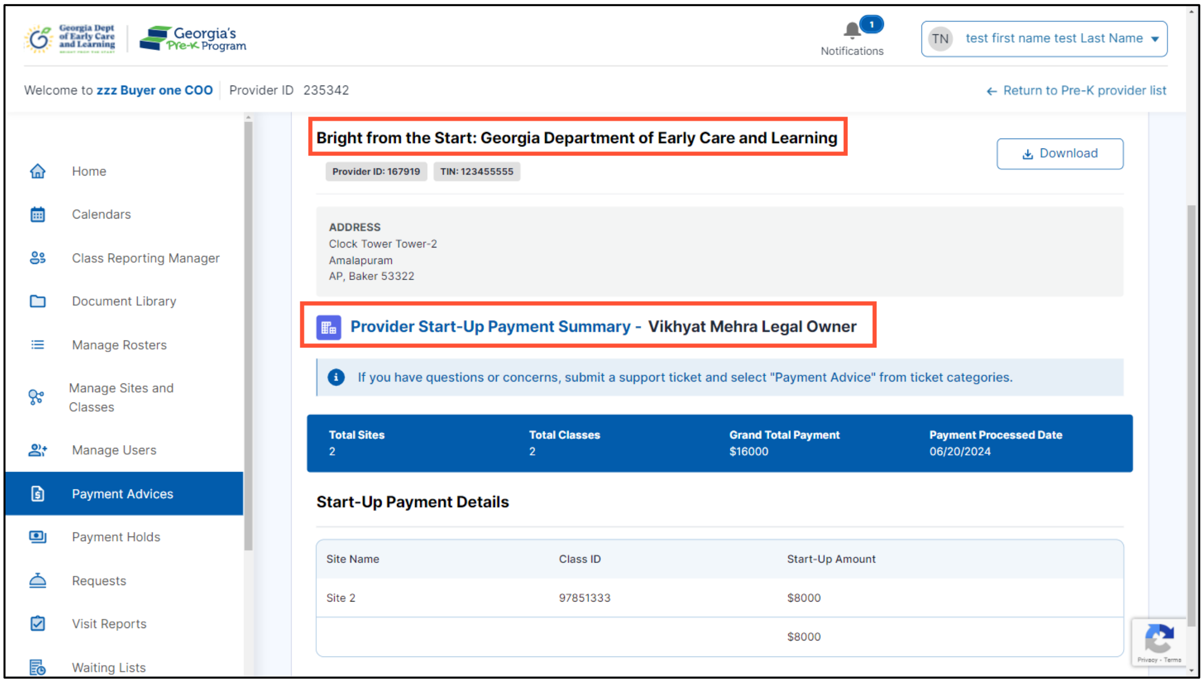


2. Select the required *financial year* from the **Year** drop-down list, then click the **Search** button.



The search results will be displayed.

You can view the Provider Details and a complete Provider Start-Up Payment Summary.

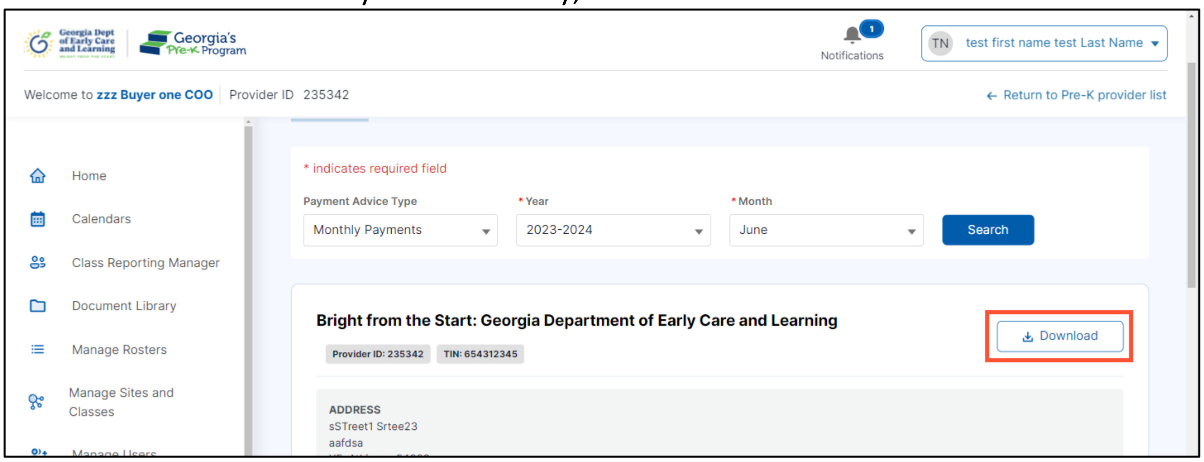


To download the payment advice, refer to the *Download Payment Advice* section.

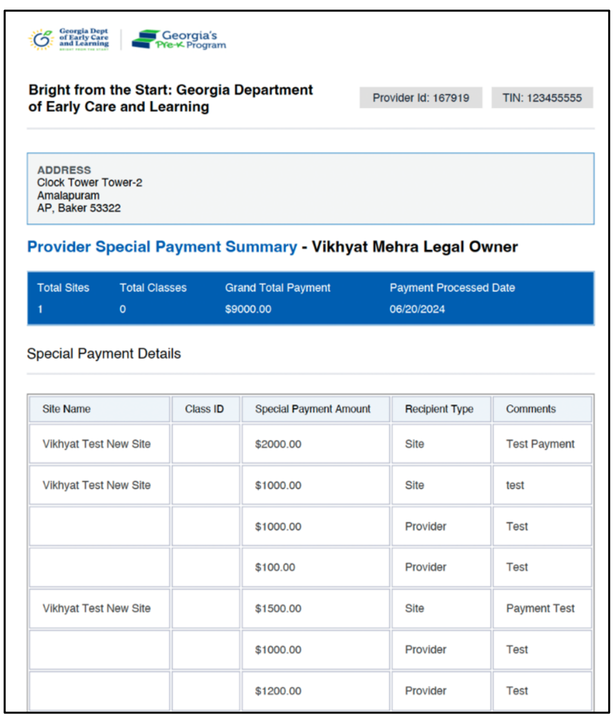
Download Payment Advice

You can download a PDF version of the entire payment summary for the required Payment Advice Type.

1. Go to the required payment advice type to view the payment advice. Refer to the steps in the Monthly Payments, Special Payments, and Start-Up Payments section.
2. On the payment advice summary page, scroll to view the Provider information and Payment Summary.
3. To download the Payment Summary, click the **Download** button.



A PDF version of the selected Payment Advice Type's Payment Summary will be downloaded.



Bright from the Start: Georgia Department of Early Care and Learning

Provider Id: 167919 TIN: 123455555

ADDRESS
Clock Tower Tower-2
Amalapuram
AP, Baker 53322

Provider Special Payment Summary - Vikhyat Mehra Legal Owner

Total Sites	Total Classes	Grand Total Payment	Payment Processed Date
1	0	$9000.00	06/20/2024

Special Payment Details

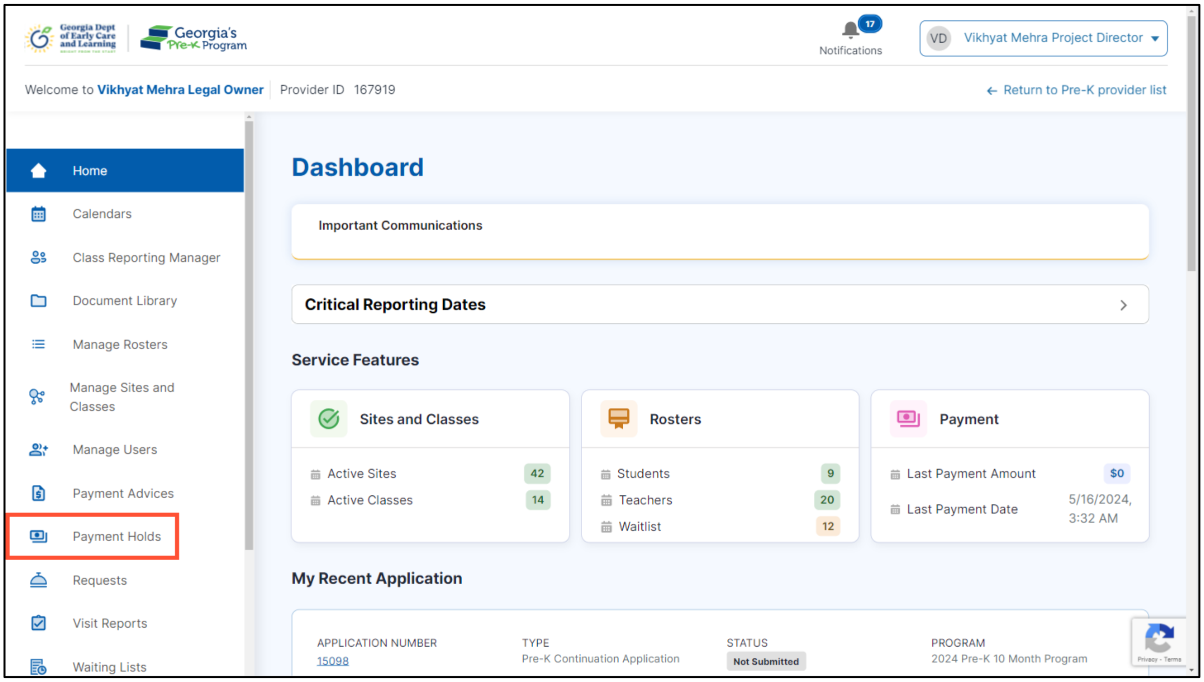
Site Name	Class ID	Special Payment Amount	Recipient Type	Comments
Vikhyat Test New Site		$2000.00	Site	Test Payment
Vikhyat Test New Site		$1000.00	Site	test
		$1000.00	Provider	Test
		$100.00	Provider	Test
Vikhyat Test New Site		$1500.00	Site	Payment Test
		$1000.00	Provider	Test
		$1200.00	Provider	Test

VIEWING PAYMENT HOLDS

The purpose of this function is to monitor any delays or issues with payment disbursements that might affect your program's operations.

To view the Payment Holds, perform the following steps:

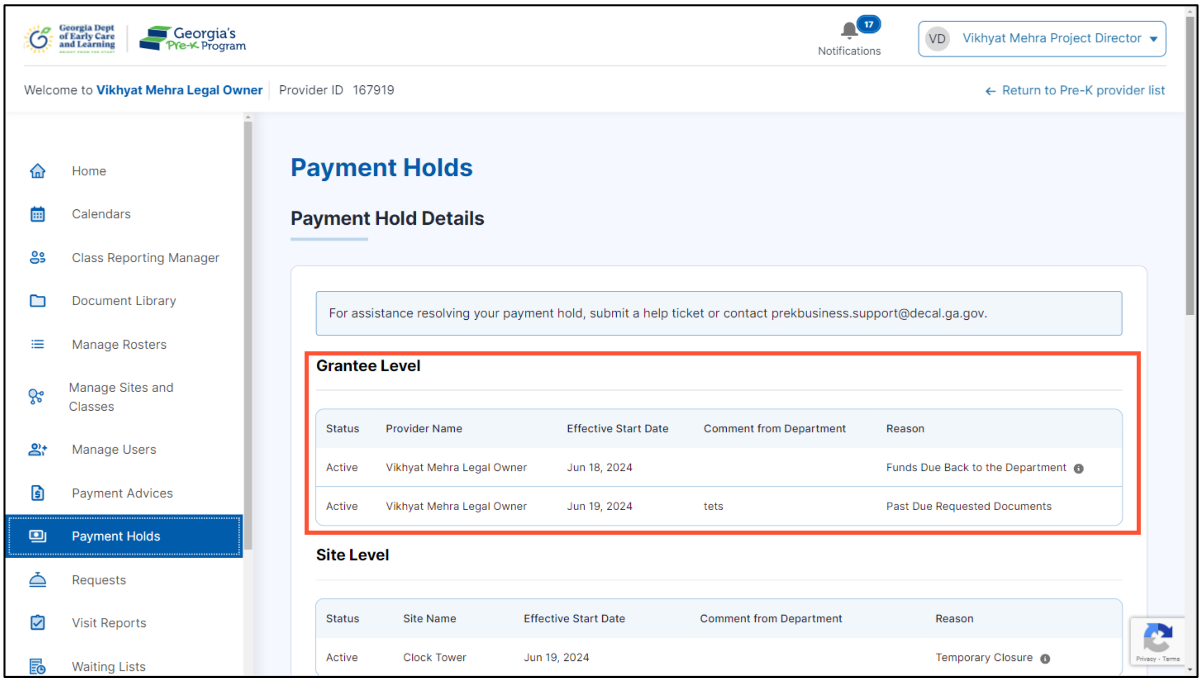
1. Go to the **Payment Holds** tab on the left panel.



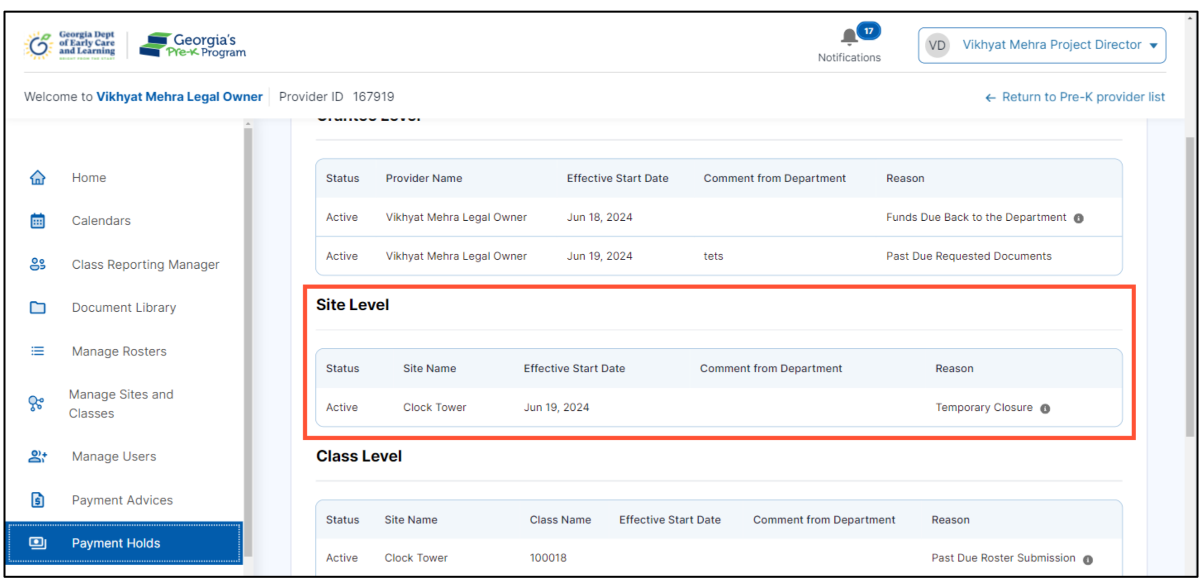
You will be directed to the Payment Hold details page.

2. Scroll to view the different sections.

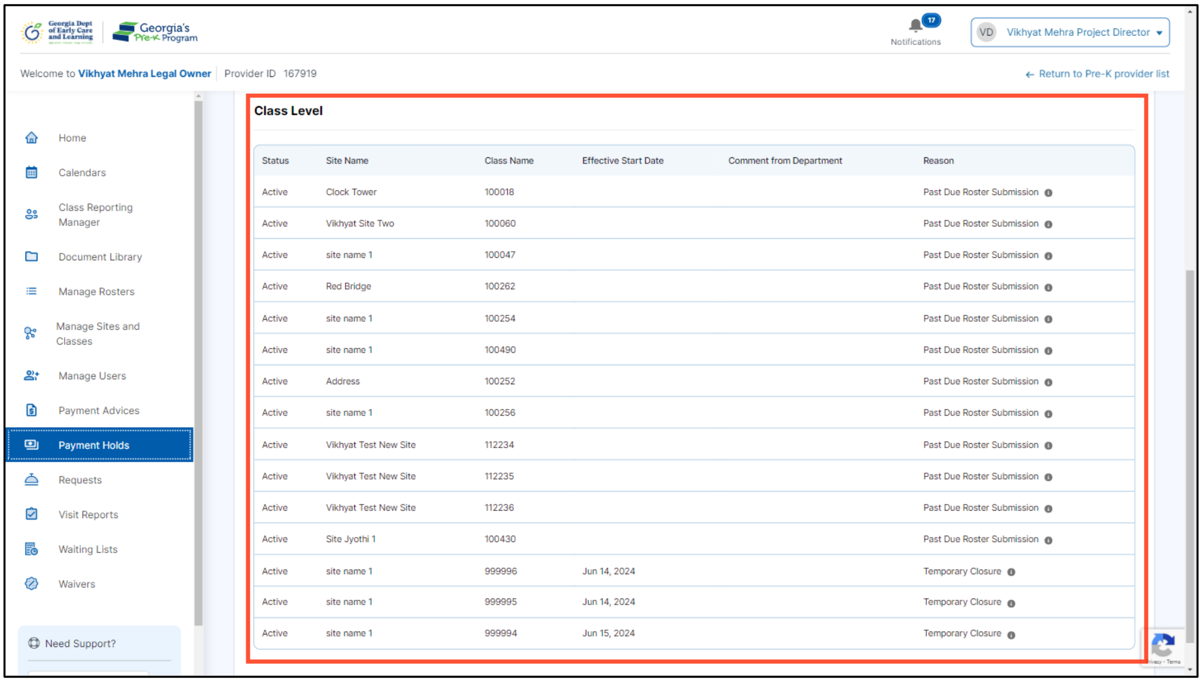
- **Grantee Level**: Payment is held at the legal owner level. All invoices under that legal owner will be marked as on hold.



- **Site Level**: Payment is held at the site level. If a payment is held at this level, all invoice records for that site will be marked as on hold. Consequently, no payment will be made to that site in the specific payment cycle.



- **Class Level**: Payment is held at the class level. If a payment is held at this level, all invoice records for that class will be marked as on hold. No payment will be made to the class if the payment hold is at the class level.



Status	Site Name	Class Name	Effective Start Date	Comment from Department	Reason
Active	Clock Tower	100018			Past Due Roster Submission
Active	Vikhyat Site Two	100060			Past Due Roster Submission
Active	site name 1	100047			Past Due Roster Submission
Active	Red Bridge	100262			Past Due Roster Submission
Active	site name 1	100254			Past Due Roster Submission
Active	site name 1	100490			Past Due Roster Submission
Active	Address	100252			Past Due Roster Submission
Active	site name 1	100256			Past Due Roster Submission
Active	Vikhyat Test New Site	112234			Past Due Roster Submission
Active	Vikhyat Test New Site	112235			Past Due Roster Submission
Active	Vikhyat Test New Site	112236			Past Due Roster Submission
Active	Site Jyothi 1	100430			Past Due Roster Submission
Active	site name 1	999996	Jun 14, 2024		Temporary Closure
Active	site name 1	999995	Jun 14, 2024		Temporary Closure
Active	site name 1	999994	Jun 15, 2024		Temporary Closure

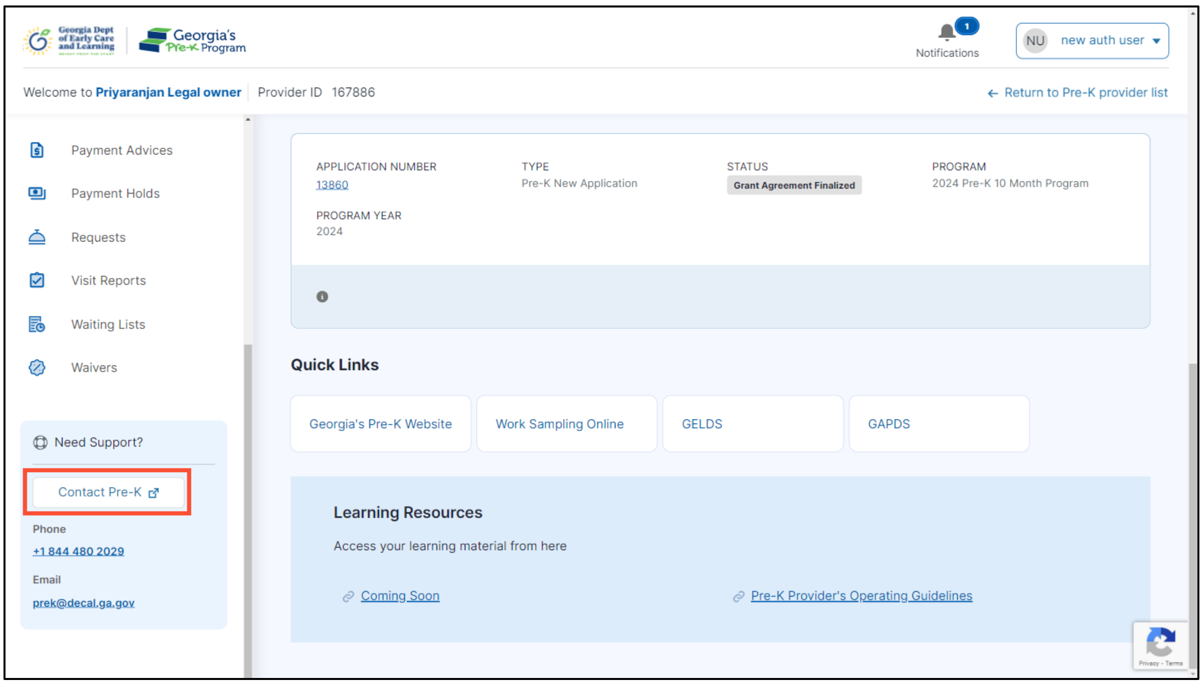
SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

The Need Support section provides a feature that helps you create an incident for reporting issues, seeking assistance, and requesting support for the Pre-K 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. Scroll to the **Requests** tab on the left panel 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.

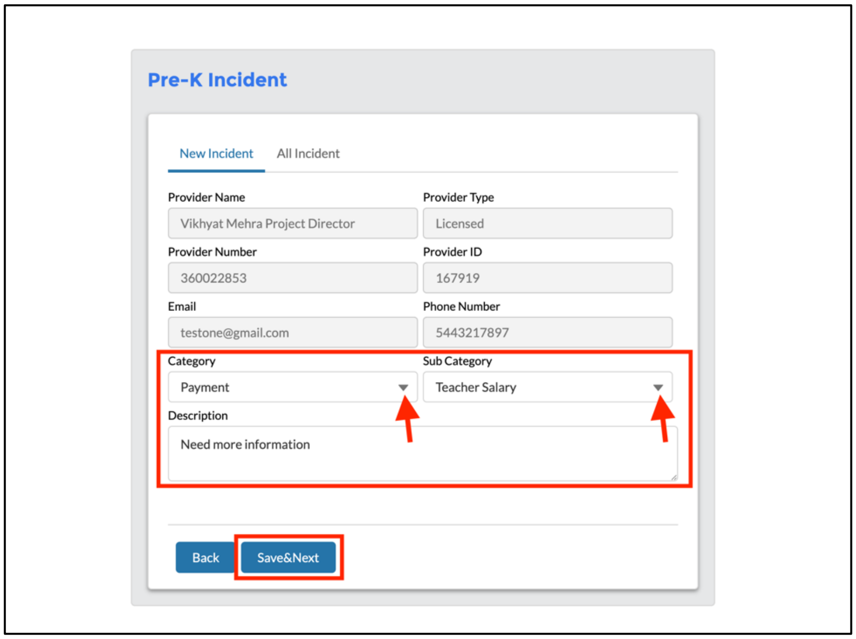


You will be directed to the Pre-K Incident page.

2. On the New Incident tab, enter the below information:
   a. Select the *option* from the **Category** drop-down list.
   b. Select the *option* from the **Sub-Category** drop-down list.
   c. Enter the *reason* in the **Description** textbox.

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

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

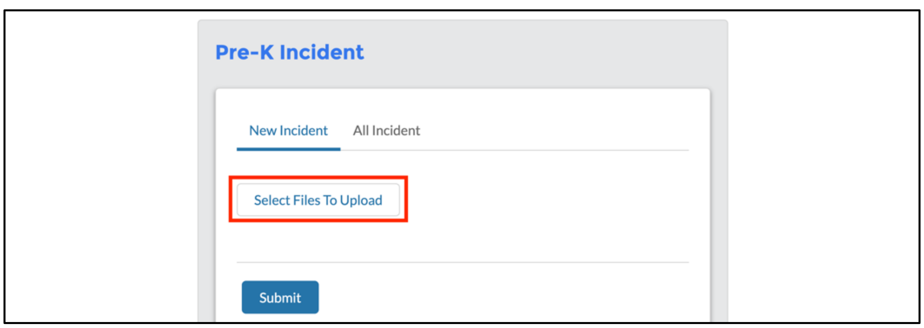


**After saving, a success message will be displayed on the page.*

The Pre-K Incident page will be displayed.

4. Click the **Select Files To Upload** button.

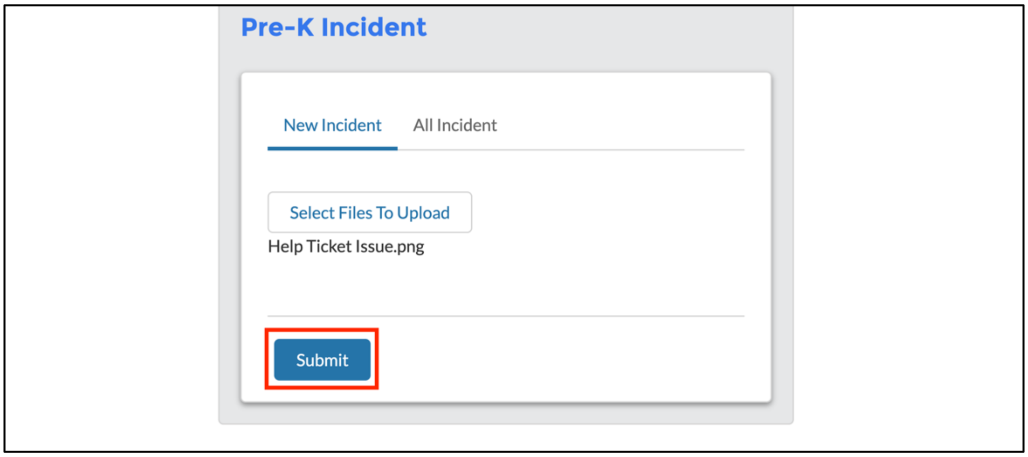
Note: Refer to the File Upload section for the detailed procedure for uploading the files.



**After uploading, a success message will be displayed on the page.*

You will be directed to the New Incident page.

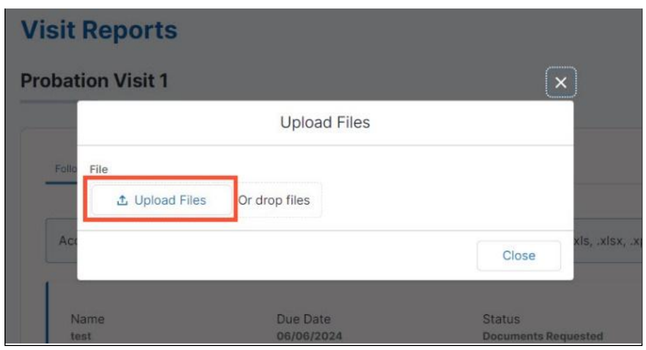
5. To submit the incident, click the **Submit** button.



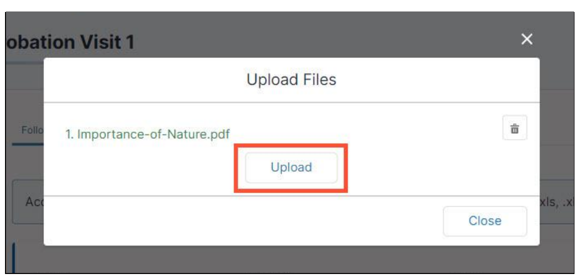
FILE UPLOAD

This section explains the step-by step procedure to upload the relevant files.

1. To Upload files, click the **Upload Files** button.



2. After uploading the file, click the **Upload** button.



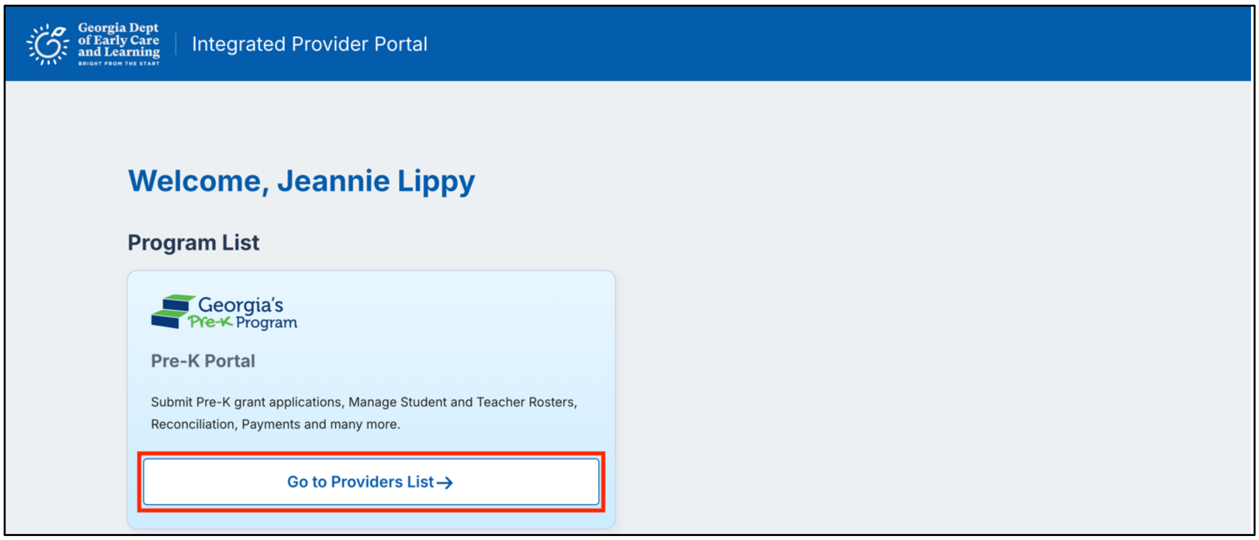
**After uploading, a success message will be displayed on the page.*

UPLOADING LOGO FOR A PROVIDER

This feature enables you to upload the Provider's logo to the Provider Portal.

To upload the logo, perform the following steps:

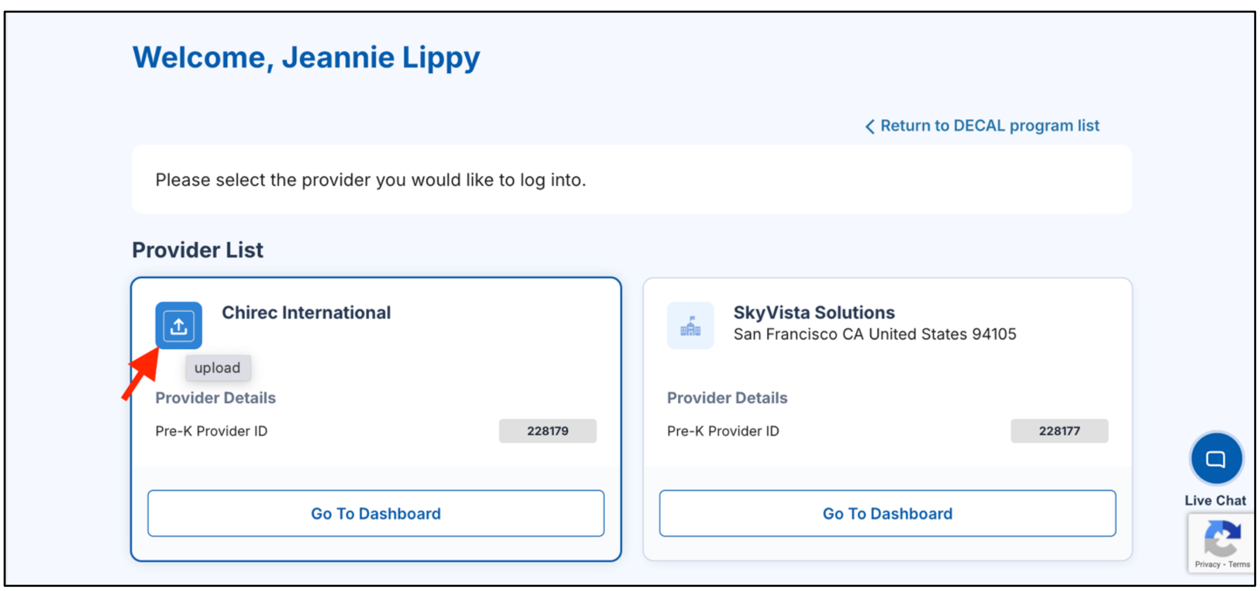
1. On the GA DECAL Integrated Provider Portal welcome page, click the **Go to Providers List** button on the Pre-K Portal tile.



The Provider List page will be displayed.

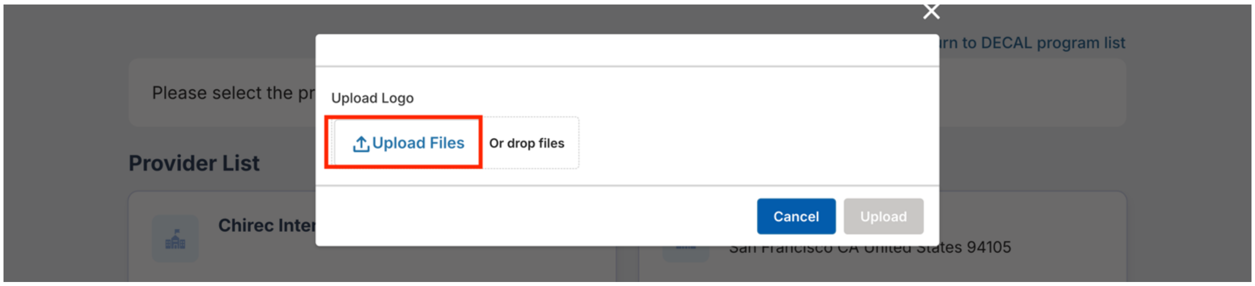
Note: Please note that you cannot upload a logo if you are enrolled with only one provider.

2. On the required provider tile, click the **Upload** icon located beside the Provider's Name



A Pop-up window will be displayed.

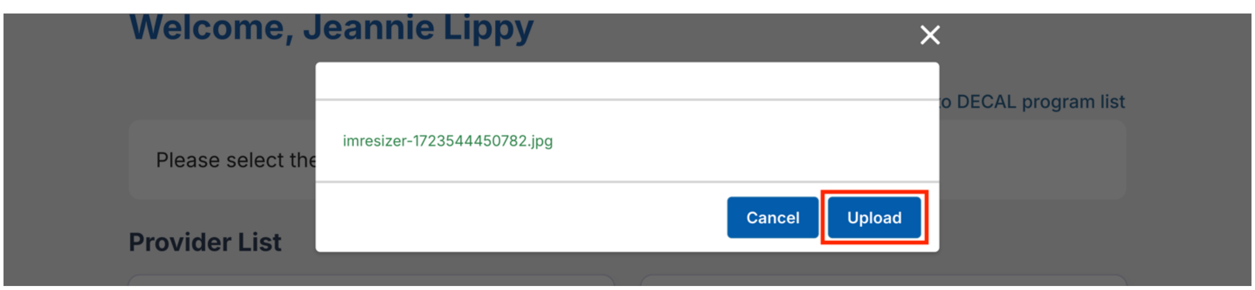
3. To upload the logo, click the **Upload Files** button.



You will be navigated to your local system.

4. Select the image from the desired location, then click the **Open** button.
   Note: Please upload the logo in JPG or PNG format, with a size between 80x80px and 200x200px

5. To complete the logo upload, click the **Upload** button.



**The Logo Image Upload Successfully message will be displayed, and you can view the logo after refreshing the page.*

This concludes the GAPREK Primary Authorized User and Project Director User Guide.