



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	<ul style="list-style-type: none"> • 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

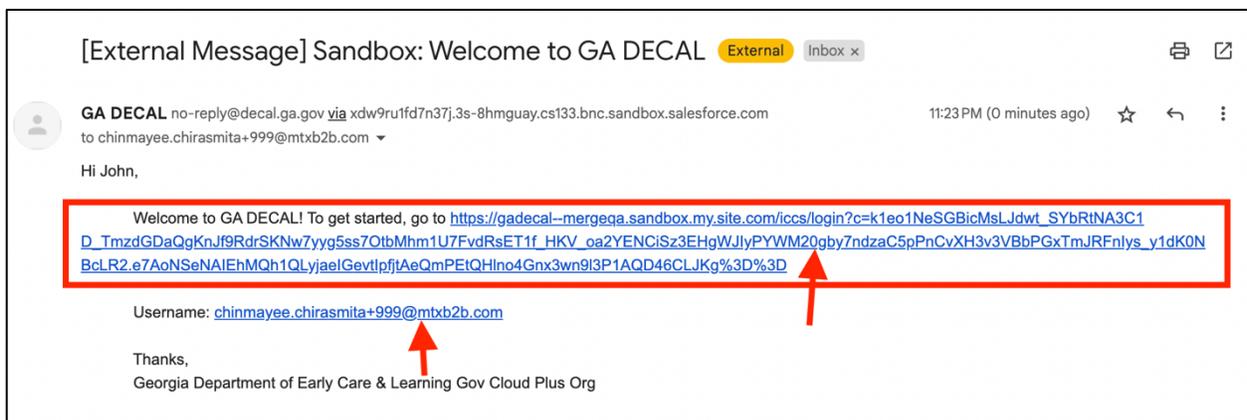
If you are not enrolled as a Pre-K Provider with DECAL, you have to activate your account first. You will receive a welcome email on your Pre-K registered email.

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.

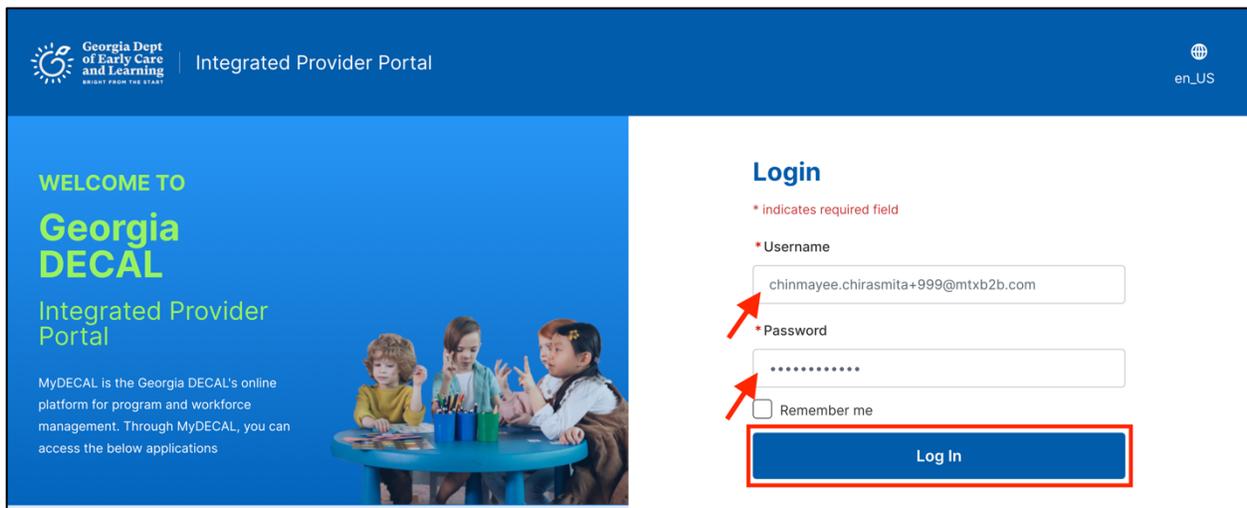
5. On the Pre-K Portal tile, click the **Go to Providers List** button.

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.



Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

Integrated Provider Portal

en_US

WELCOME TO
Georgia DECAL
Integrated Provider Portal

MyDECAL is the Georgia DECAL's online platform for program and workforce management. Through MyDECAL, you can access the below applications

Login

* indicates required field

* Username
chinmayee.chirasmita+999@mtxb2b.com

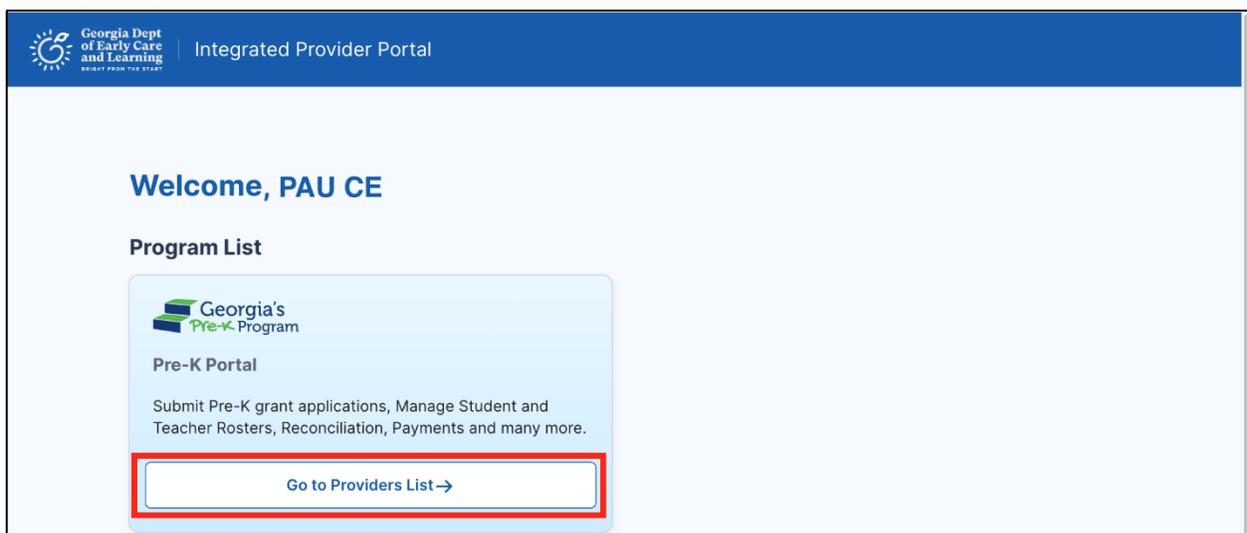
* Password
.....

Remember me

Log In

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.



Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

Integrated Provider Portal

Welcome, PAU CE

Program List

 Georgia's
Pre-K Program

Pre-K Portal

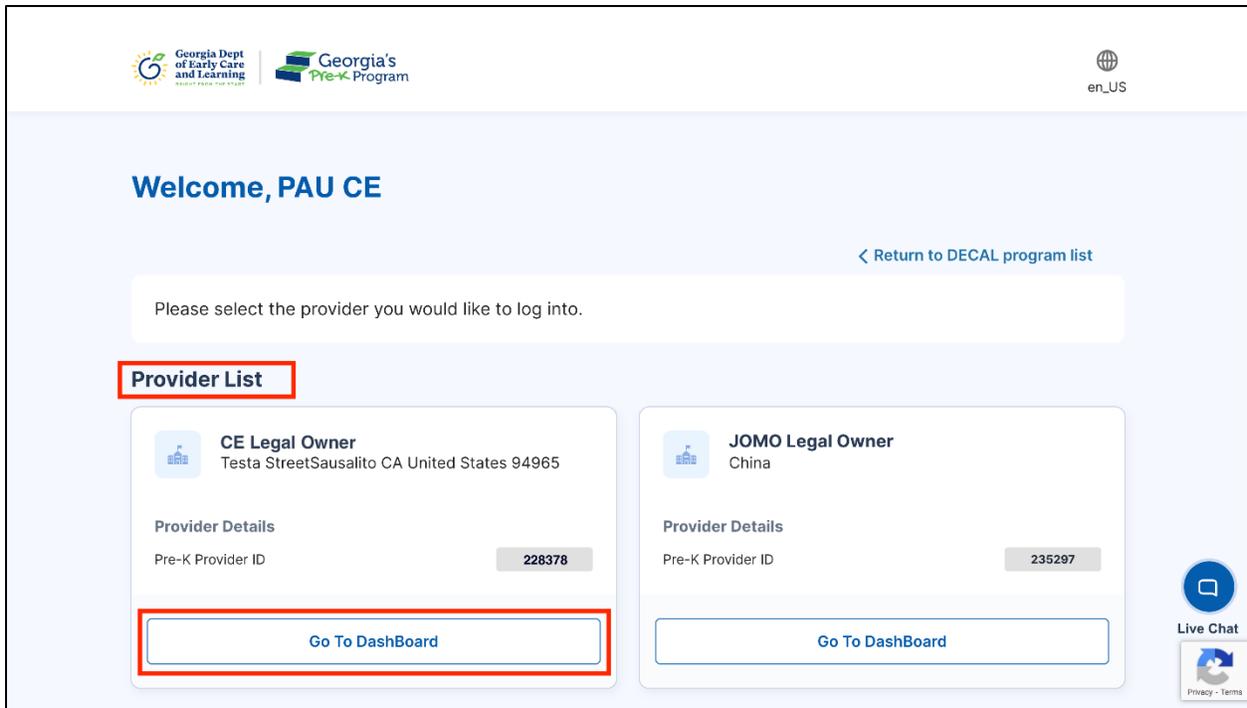
Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.

Go to Providers List →

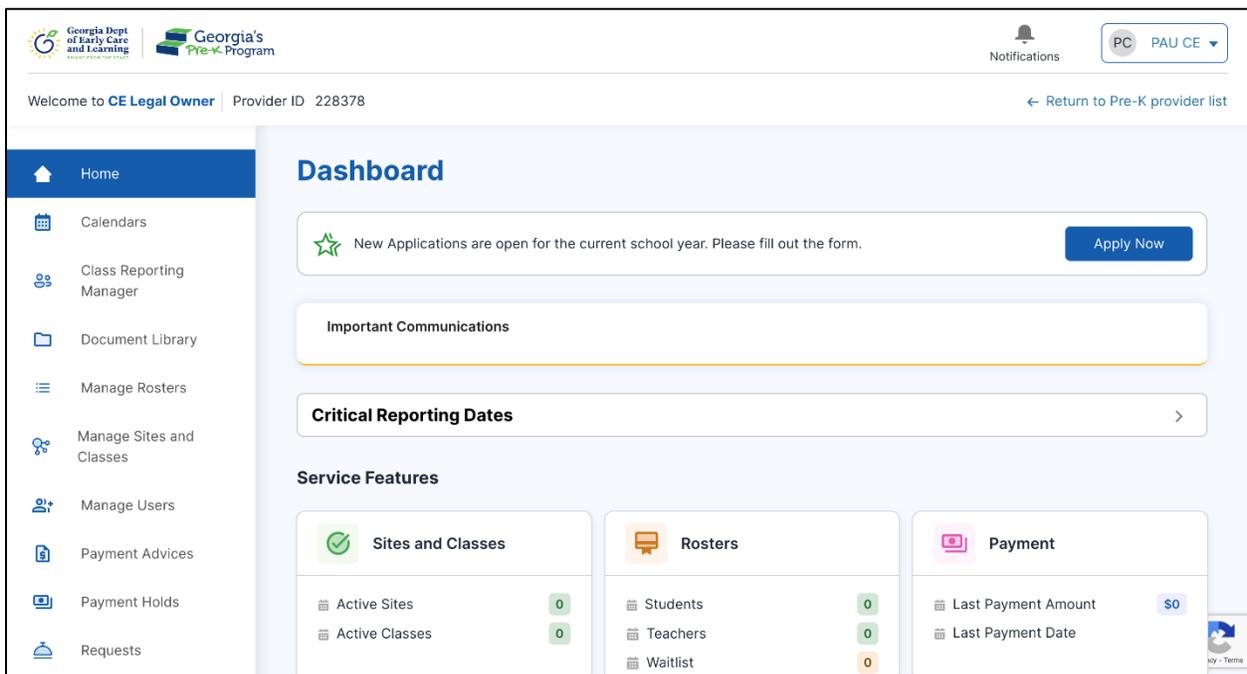
The Provider List page will be displayed.

Note: You will be directed to the provider dashboard directly if enrolled with only one provider.

- 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.

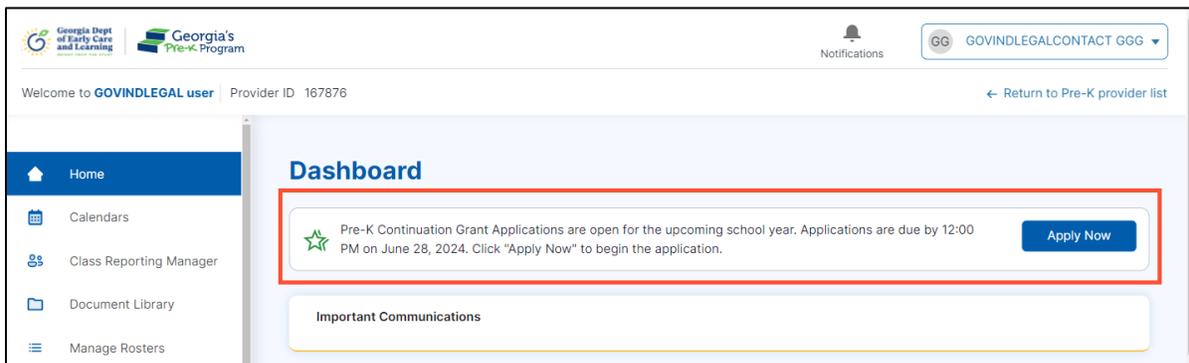


VIEWING DASHBOARD

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

Apply Now

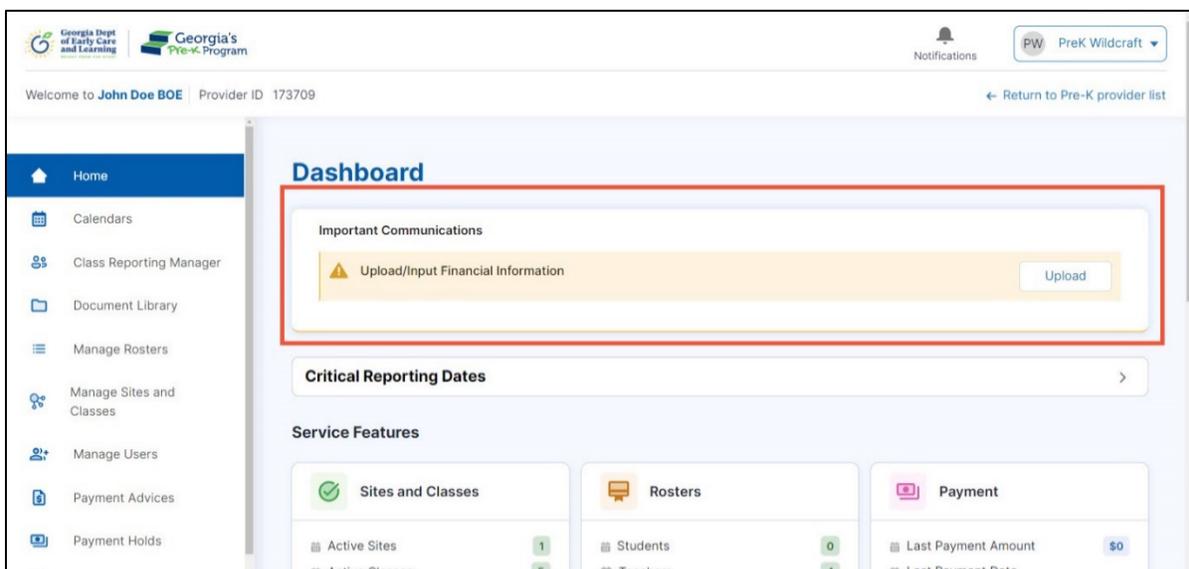
You can view the **apply now** button for applying for the new applications for the current year. As a provider, you can apply an application only once a year.



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.

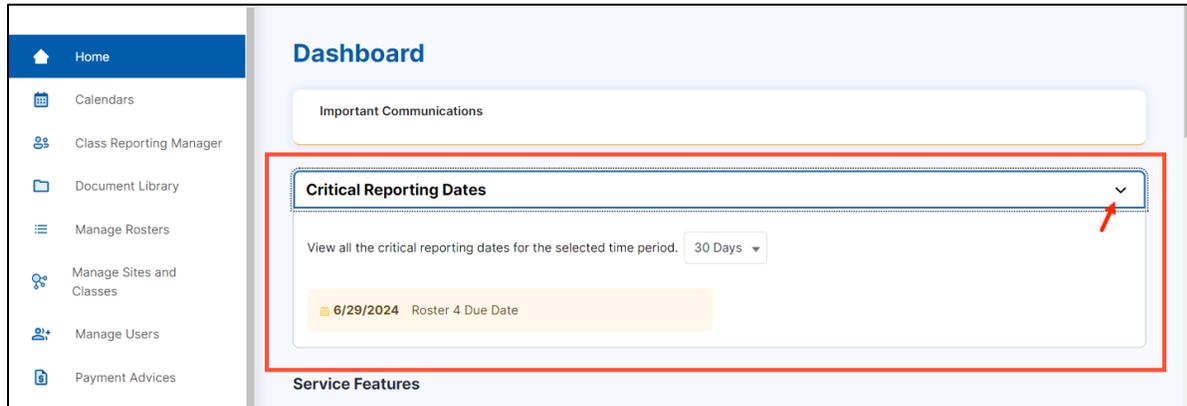
You can view the important communications in the section and respond appropriately.



Critical Reporting Dates

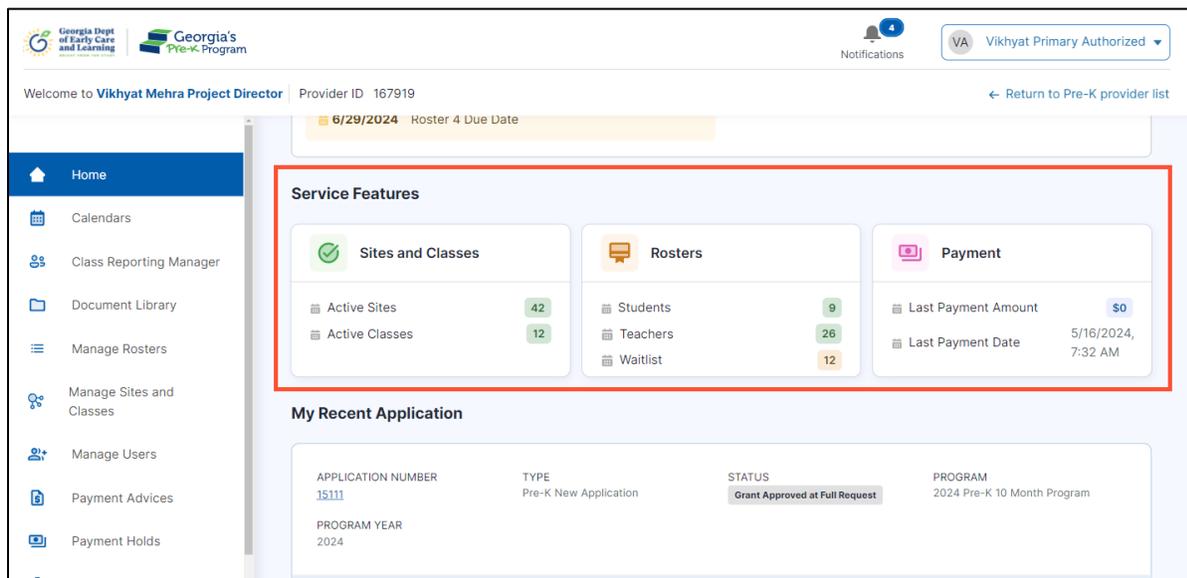
The critical reporting dates provide a centralized view of all key reporting deadlines. This dashboard is an essential tool for maintaining timely and accurate reporting, preventing missed deadlines, and ensuring the smooth operation of the program.

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

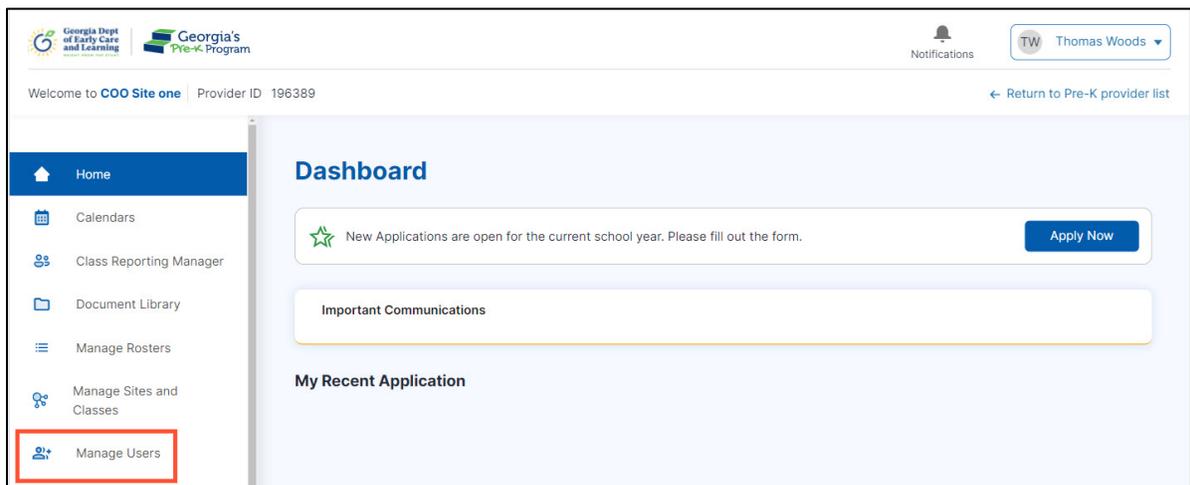
You can update and remove user contacts for providers and families. However, only a Primary Authorized User can add the user contact for the providers.

Adding Users

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

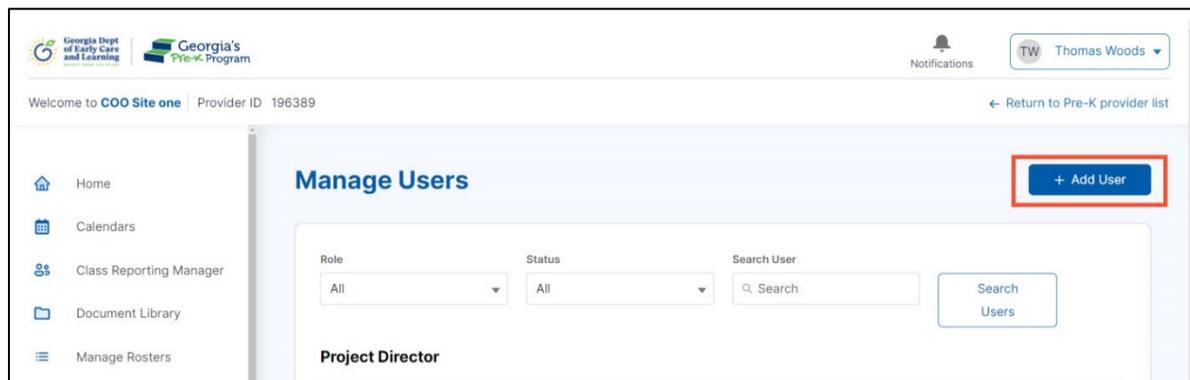
To add a user, perform the following steps:

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.



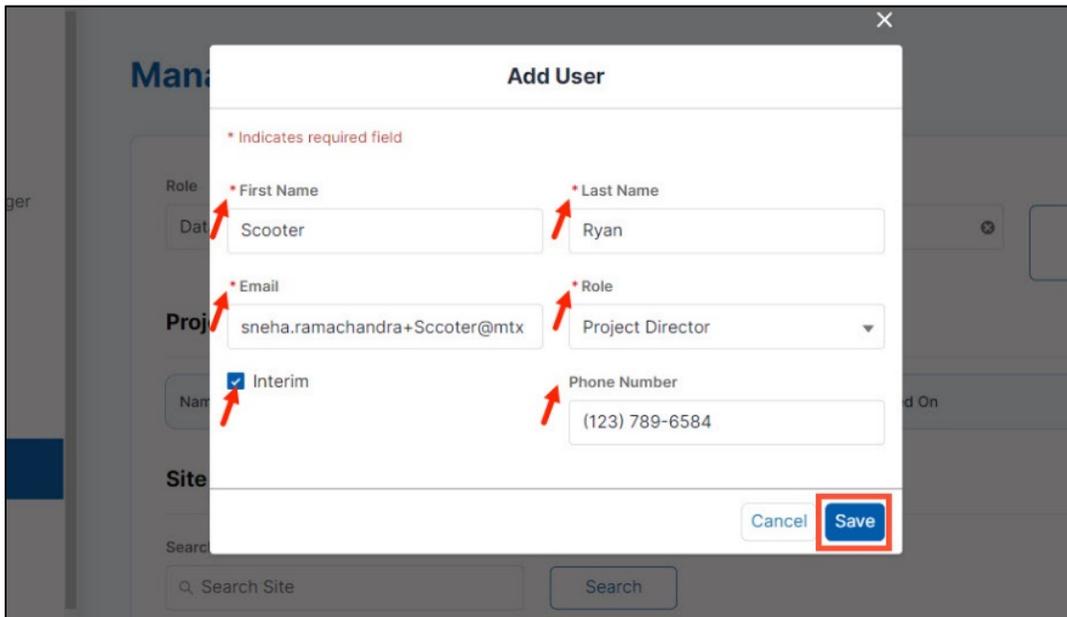
The add user pop-up window will be displayed.

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.

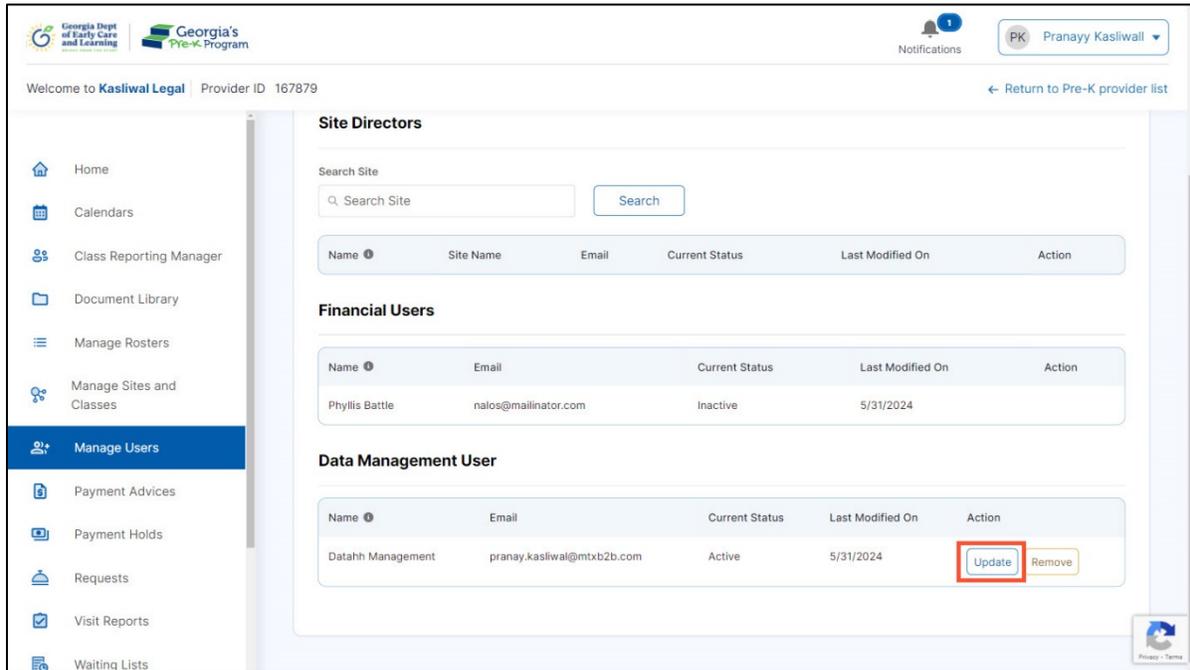


**After saving, a success message will be displayed, and a newly added contact record will be displayed on the Manage Users page.*

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.



Welcome to **Kasliwal Legal** | Provider ID 167879

Notifications PK Pranay Kasliwal

← Return to Pre-K provider list

Manage Users

Site Directors

Search Site

Search Site Search

Name *	Site Name	Email	Current Status	Last Modified On	Action

Financial Users

Name *	Email	Current Status	Last Modified On	Action
Phyllis Battle	nalos@mailinator.com	Inactive	5/31/2024	

Data Management User

Name *	Email	Current Status	Last Modified On	Action
Datahh Management	pranay.kasliwal@mtxb2b.com	Active	5/31/2024	Update Remove

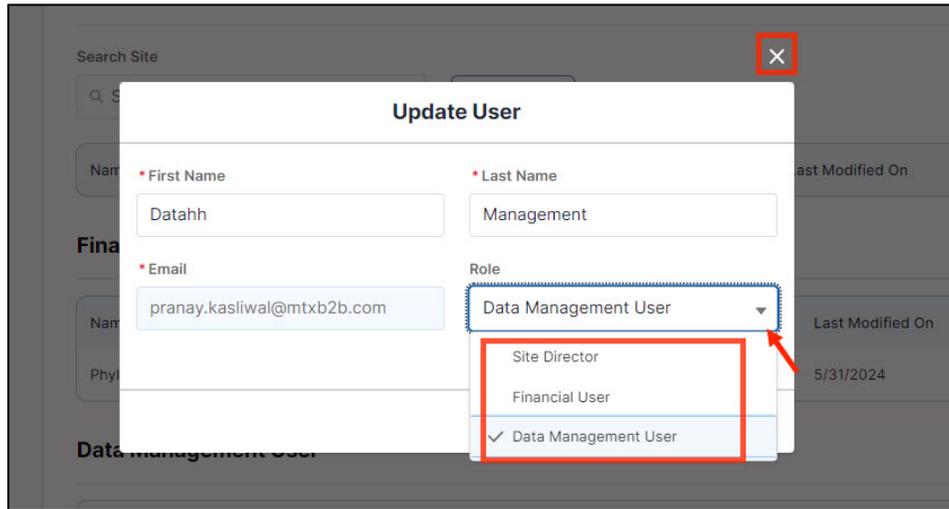
The Update User pop-up will be displayed.

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

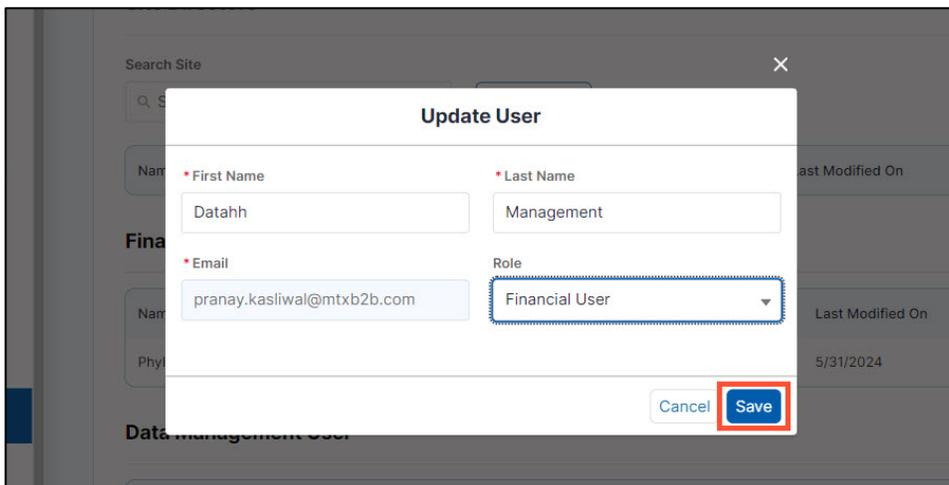
Notes:

- 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.

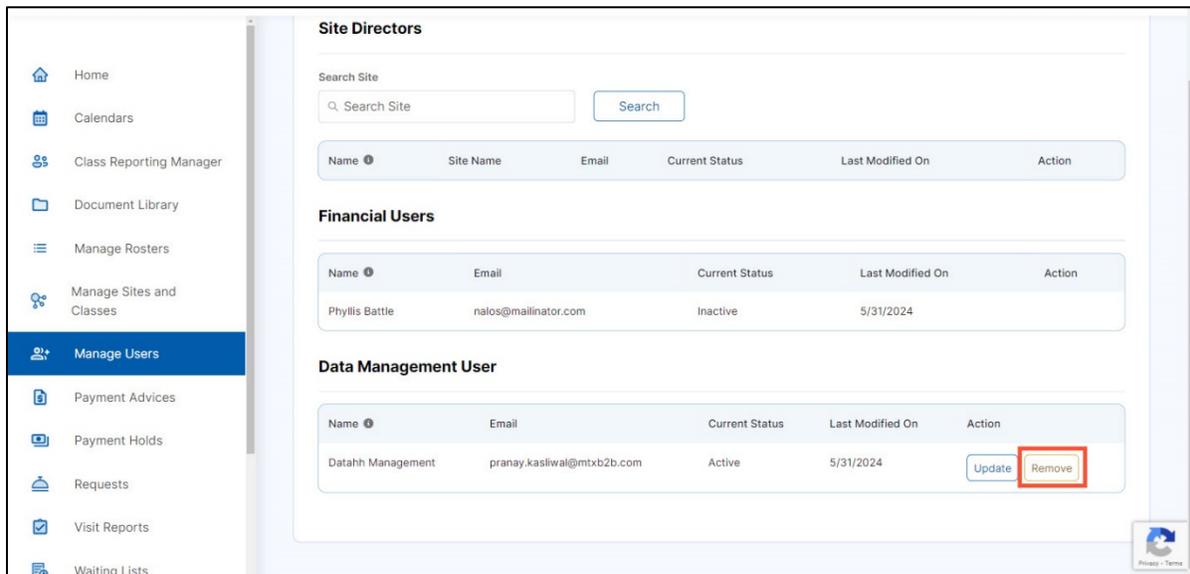


**After saving, a success message will be displayed on the page and the updated contact record will be displayed on the Manage Users page.*

Removing Users

To remove the user, perform the following steps:

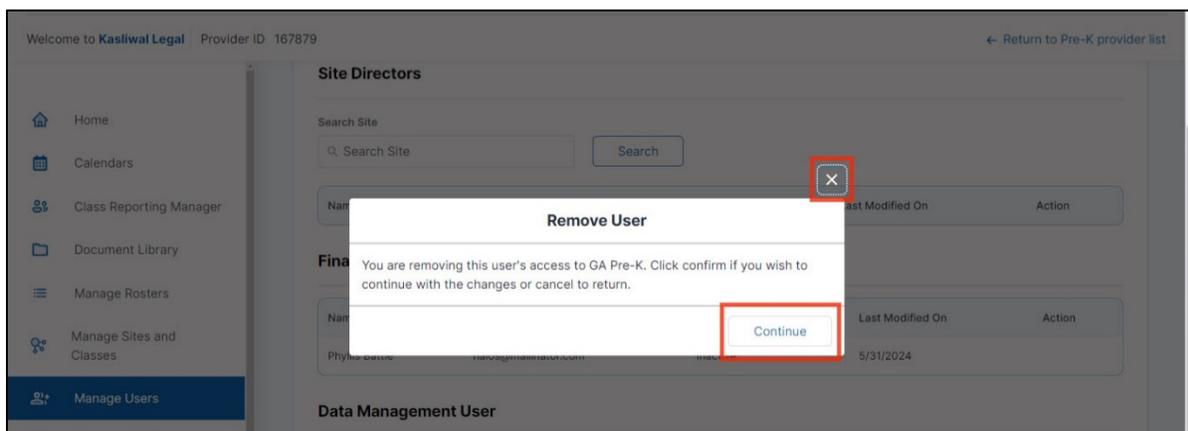
1. On the Manage Users page, scroll to the required user's section.
2. Select the user you wish to remove.
3. Click the **Remove** button to proceed with your selection.



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.



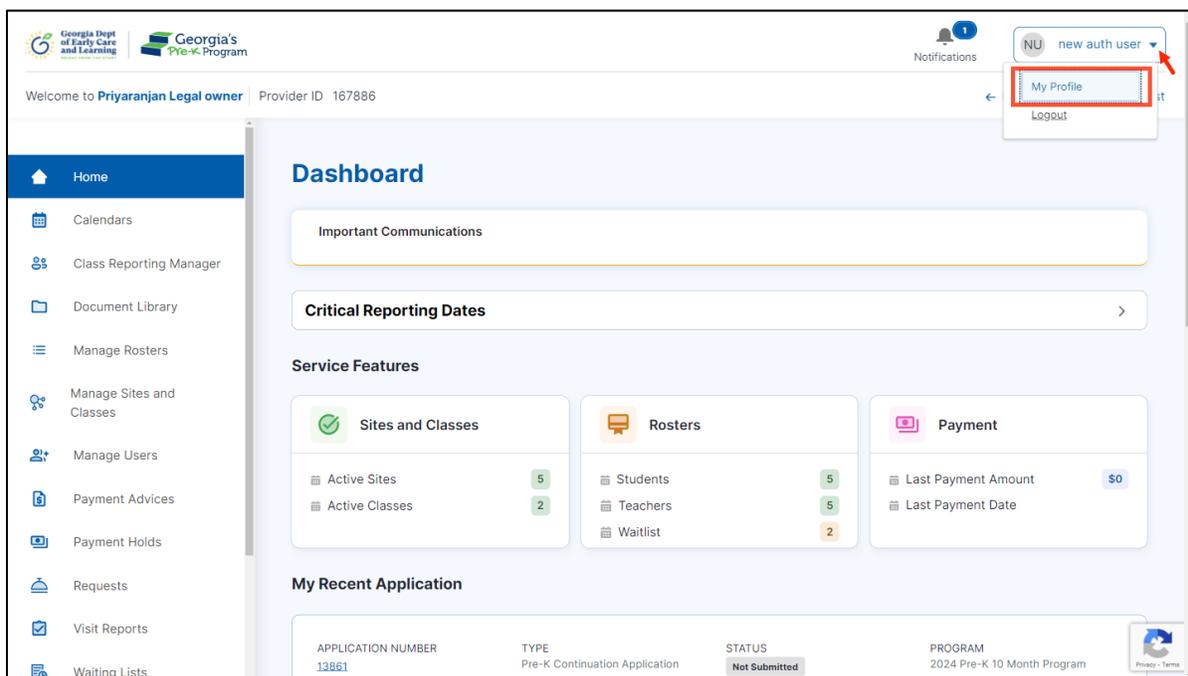
**After saving, a success message will display on the page and the current status of the contact record will be displayed as inactive and the user will not have access to this Provider/Site.*

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.



The screenshot shows the Georgia's Pre-K Program dashboard. In the top right corner, there is a user profile dropdown menu. The menu is open, showing the user's name 'NU new auth user' and a red box highlighting the 'My Profile' option. A red arrow points to the 'My Profile' option. The dashboard itself displays various sections: 'Important Communications', 'Critical Reporting Dates', 'Service Features' (including Sites and Classes, Rosters, and Payment), and 'My Recent Application'.

APPLICATION NUMBER	TYPE	STATUS	PROGRAM
13861	Pre-K Continuation Application	Not Submitted	2024 Pre-K 10 Month Program

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.

My Profile ×

Provider Information

Provider Details

* Provider Legal Name Vikhyat Mehra Legal Owner	* EIN 123455555	* Type Licensed
--	--------------------	--------------------

Business Address

* Street Address - 1 Clock Tower	* Street Address - 2 Tower-2	* City Amalapuram
* County Indal	* State AP	* Zip Code 53322

Business Mailing Address

Business Mailing Address is the same as Business Address

* Street Address - 1 TTT	* Street Address - 2 ttt-2	* City Test
* County India	* State UP	* Zip Code 12346

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**.

My Profile ×

Grant Contract Signatory Information

Provider Details

* Full Name Tets	* Title Chief Executive Officer (CEO)	* Phone 9,876,543,211
* Extension	* Email pranay.kasliwal@mtxb2b.com	

Business Address

* Street Address - 1 test	* Street Address - 2 1/11/2023	* City Te
* County te	* State AL	* Zip Code 43211

Business Mailing Address

Business Mailing Address is the same as Business Address

* Street Address - 1 test	* Street Address - 2 address	* City AL
------------------------------	---------------------------------	--------------

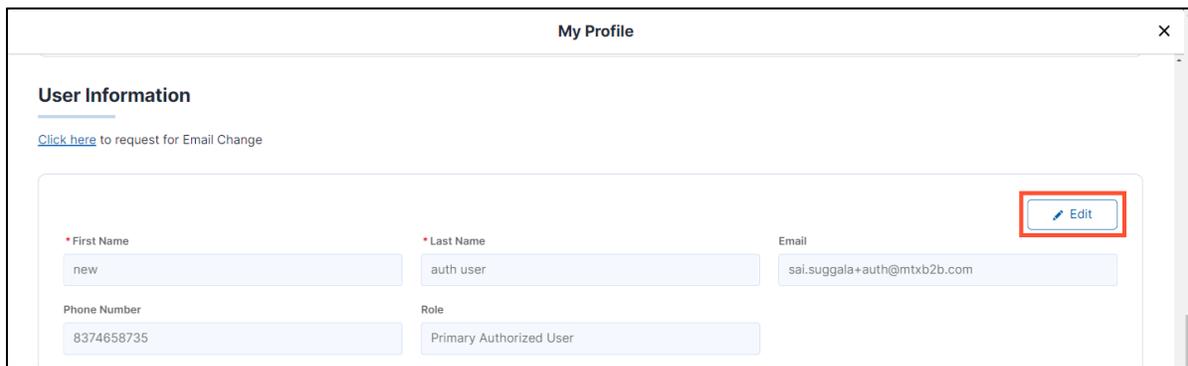
View and Edit User Information

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:

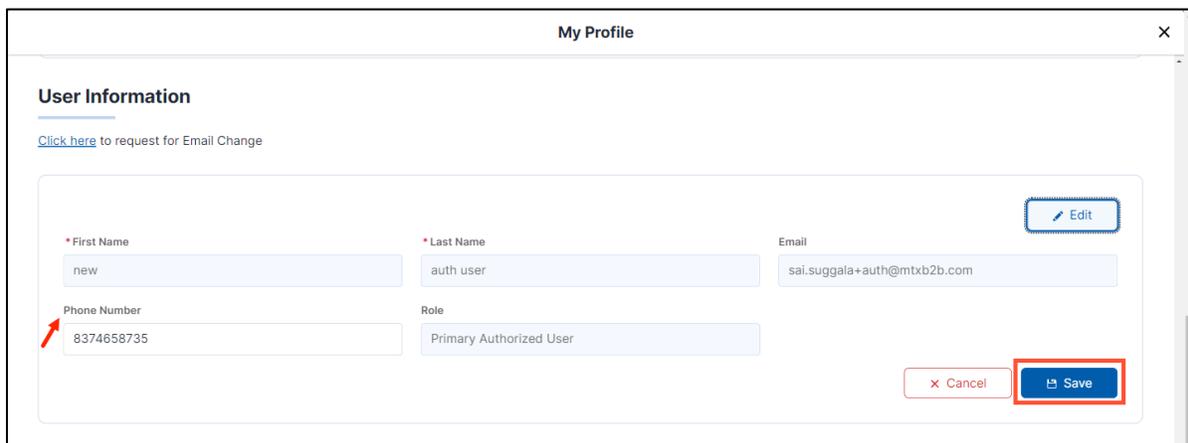
1. Scroll to the **User Information** section and click the **Edit** button.

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



The screenshot shows a window titled "My Profile" with a close button (X) in the top right corner. Below the title bar is the "User Information" section, which includes a link: "Click here to request for Email Change". The form contains several input fields: "First Name" (new), "Last Name" (auth user), "Email" (sai.suggala+auth@mtxb2b.com), "Phone Number" (8374658735), and "Role" (Primary Authorized User). A blue "Edit" button with a pencil icon is located in the top right corner of the form area and is highlighted with a red box.

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



The screenshot shows the same "My Profile" window. The "Phone Number" field now has a red arrow pointing to it, indicating it has been modified. The "Save" button, which is blue with a white checkmark icon, is now highlighted with a red box. The "Edit" button is no longer visible. The "Cancel" button is also visible in the bottom right corner.

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

View and Edit Financial Information

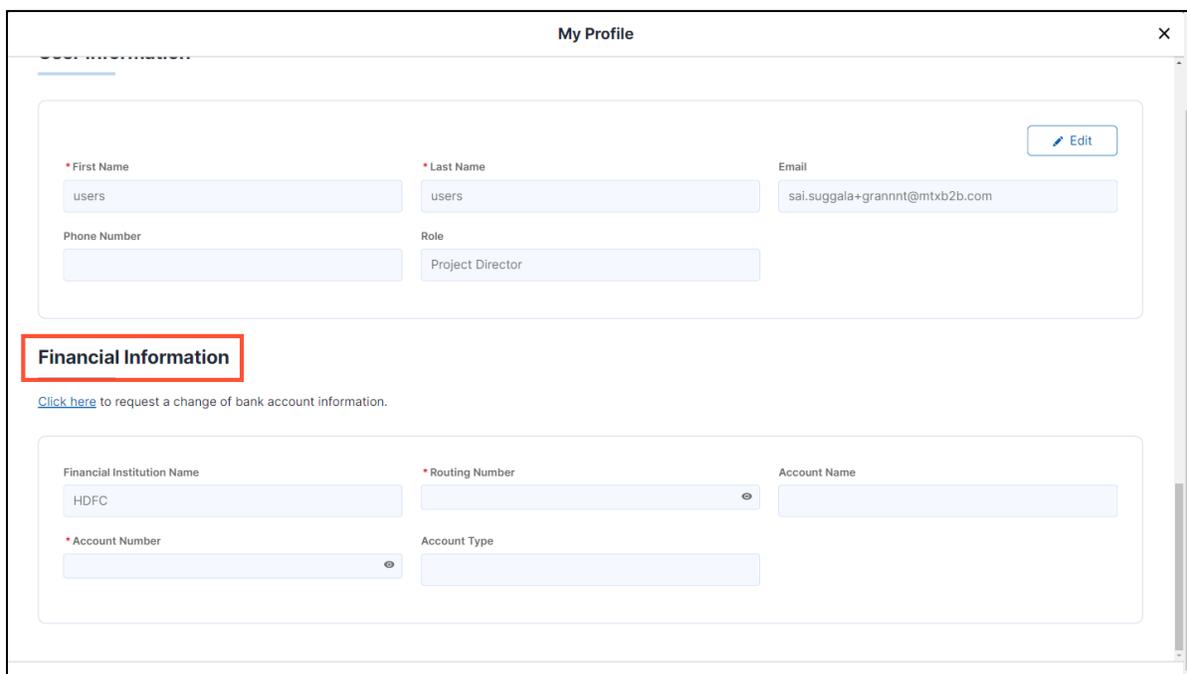
This information helps in tracking funding allocations, monitoring expenditures, and ensuring financial compliance with state guidelines. Accurate financial records support budget planning and resource allocation, enabling efficient use of funds to enhance program quality.

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.



The screenshot shows a web application window titled "My Profile". The "User Information" section is visible at the top, with fields for First Name (users), Last Name (users), Email (sai.suggala+grannt@mtxb2b.com), Phone Number, and Role (Project Director). An "Edit" button is located in the top right of this section. Below this, the "Financial Information" section is highlighted with a red box. It contains a link: "Click here to request a change of bank account information." The form fields in this section are: Financial Institution Name (HDFC), Routing Number, Account Name, Account Number, and Account Type.

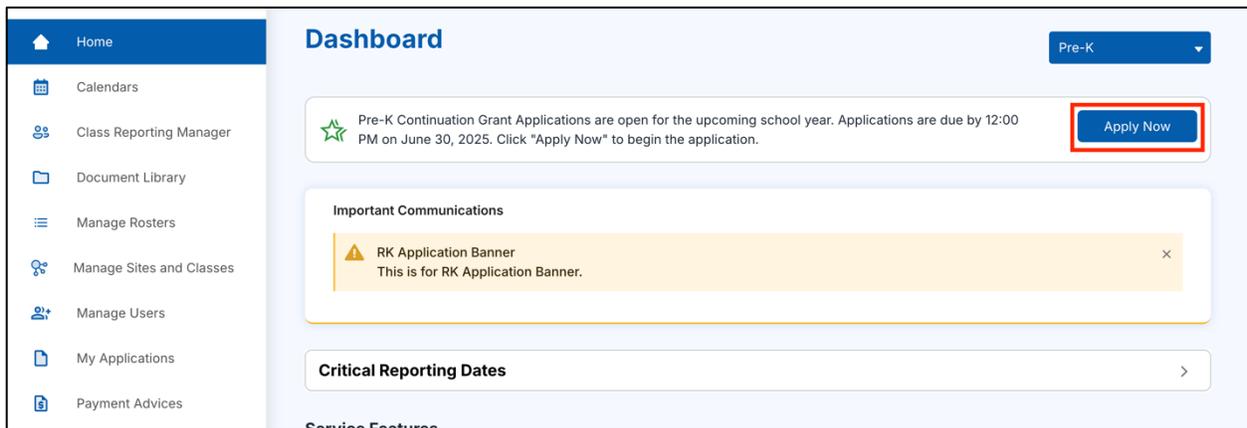
MANAGING APPLICATION

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.

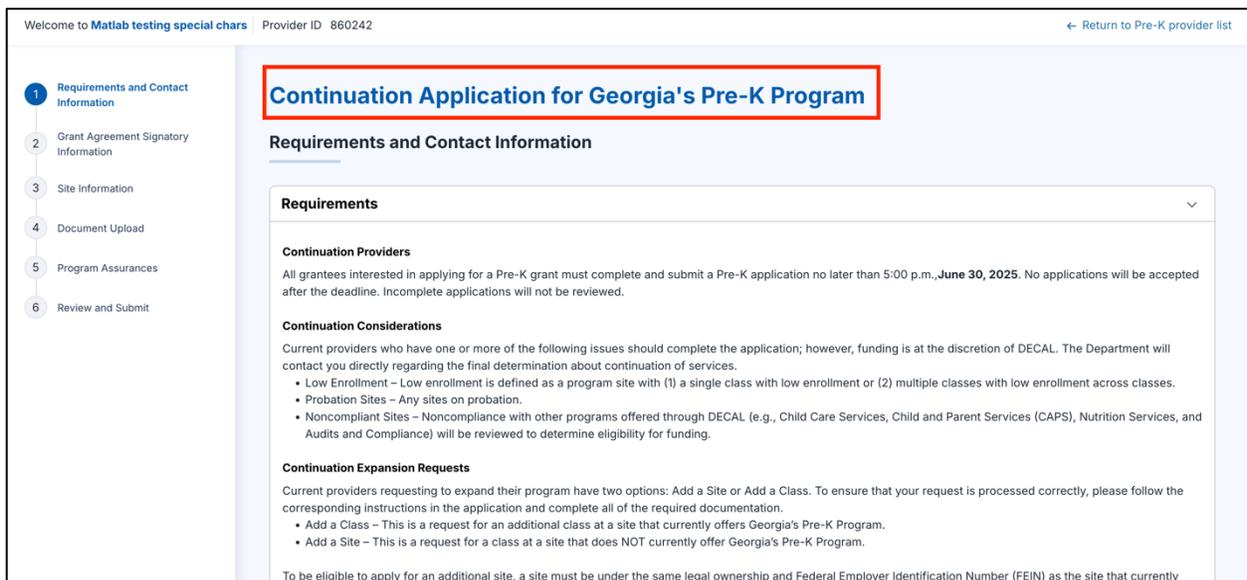
Submitting a Pre-K Continuation Application

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.

Georgia Dept of Early Care and Learning | Georgia's Pre-K Program

Welcome to **Matlab testing special chars** | Provider ID: 860242 | Notifications | FM | Fay McMahon

← Return to Pre-K provider list

1 Requirements and Contact Information
 2 Grant Agreement Signatory Information
 3 Site Information
 4 Document Upload
 5 Program Assurances
 6 Review and Submit

contact you directly regarding the final determination about continuation of services.

- Low Enrollment – Low enrollment is defined as a program site with (1) a single class with low enrollment or (2) multiple classes with low enrollment across classes.
- Probation Sites – Any sites on probation.
- Noncompliant Sites – Noncompliance with other programs offered through DECAL (e.g., Child Care Services, Child and Parent Services (CAPS), Nutrition Services, and Audits and Compliance) will be reviewed to determine eligibility for funding.

Continuation Expansion Requests

Current providers requesting to expand their program have two options: Add a Site or Add a Class. To ensure that your request is processed correctly, please follow the corresponding instructions in the application and complete all of the required documentation.

- Add a Class – This is a request for an additional class at a site that currently offers Georgia's Pre-K Program.
- Add a Site – This is a request for a class at a site that does NOT currently offer Georgia's Pre-K Program.

To be eligible to apply for an additional site, a site must be under the same legal ownership and Federal Employer Identification Number (FEIN) as the site that currently offers Georgia's Pre-K Program. (If the site is under a different legal entity and FEIN, then the Application for New Georgia's Pre-K Program should be submitted. This can be initiated in DECAL provider portal.) A program that is licensed must also have a licensed classroom space for a minimum of 20 students and a licensed playground space to accommodate a class of 20 students simultaneously for outdoor activities.

Add a Class Document Uploads

- Pictures of the classroom intended for Pre-K use (max 3)

Add a Site Document Uploads

- Pictures of the outside of the site (max 3)
- Pictures of the classroom intended for Pre-K use (max 3)
- Pictures of the playground intended for Pre-K use (max 3)

Class Move/Closure Requests

Under the Site Information section of the application, you will be able to request a class move and/or closure for the upcoming school year. New site information will be required for a Class Move, and an Effective Closure Date will be required for a Class Closure.

I affirm that I have read and understood the instructions.

Privacy - Terms

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.

2 Grant Agreement Signatory Information
 3 Site Information
 4 Document Upload
 5 Program Assurances
 6 Review and Submit

*Street Address: 543 Divisadero Street | Building or Suite Number: | *City: San Francisco

*State: CA | *Zip Code: 94117 | *County: Appling

Business Mailing Address

Is Business Mailing Address same as the Business Address?

*Street Address: 343 Kearny Street | Building or Suite Number: | *City: San Francisco

*State: CA | *Zip Code: 94108 | *County: Appling

Business Information

*Business Designation: Governmental

Save & Exit | Save & Next

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

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

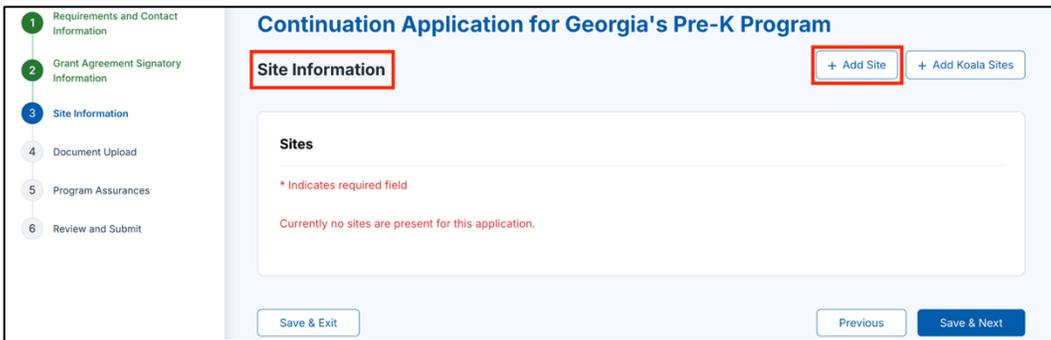
5. Review the details in the **Grant Agreement Signatory Business Address** and **Mailing Address** sections, then click **Save & Next**.

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.



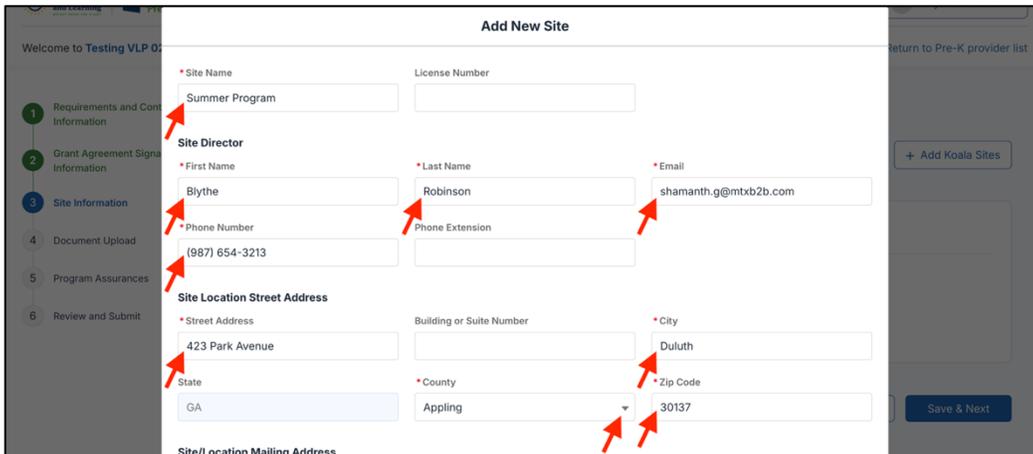
The **Add New Site** pop-up window will be displayed.

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.**

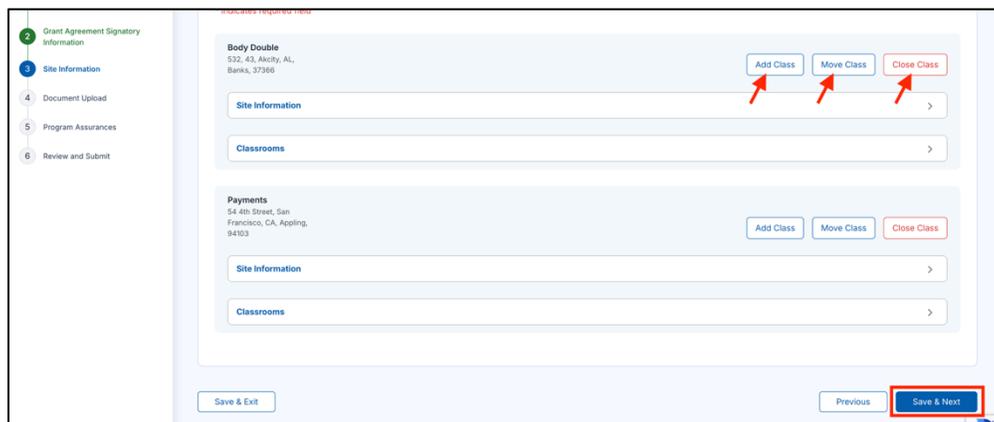
15. **Provide any additional information to support your expansion request, then click the Submit button.**

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.

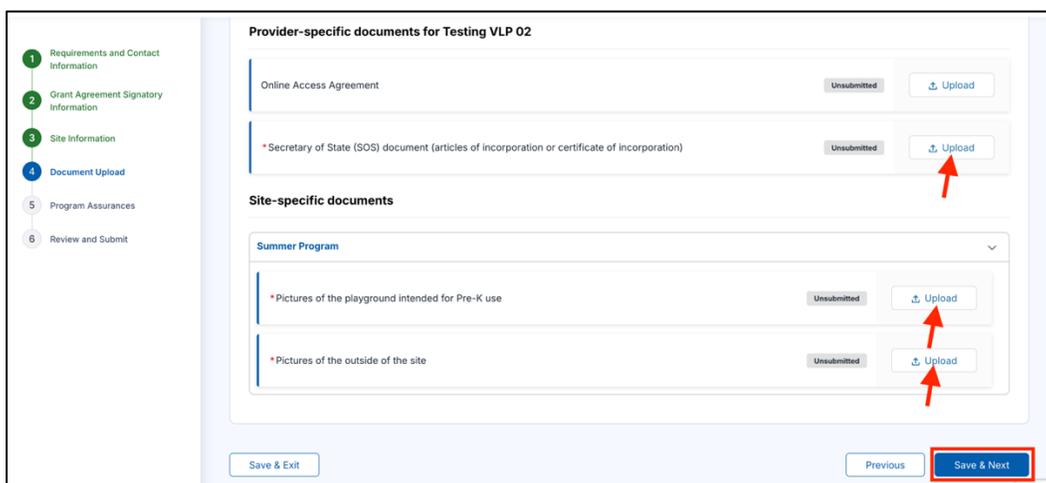


The **Document Upload** page will be displayed.

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.

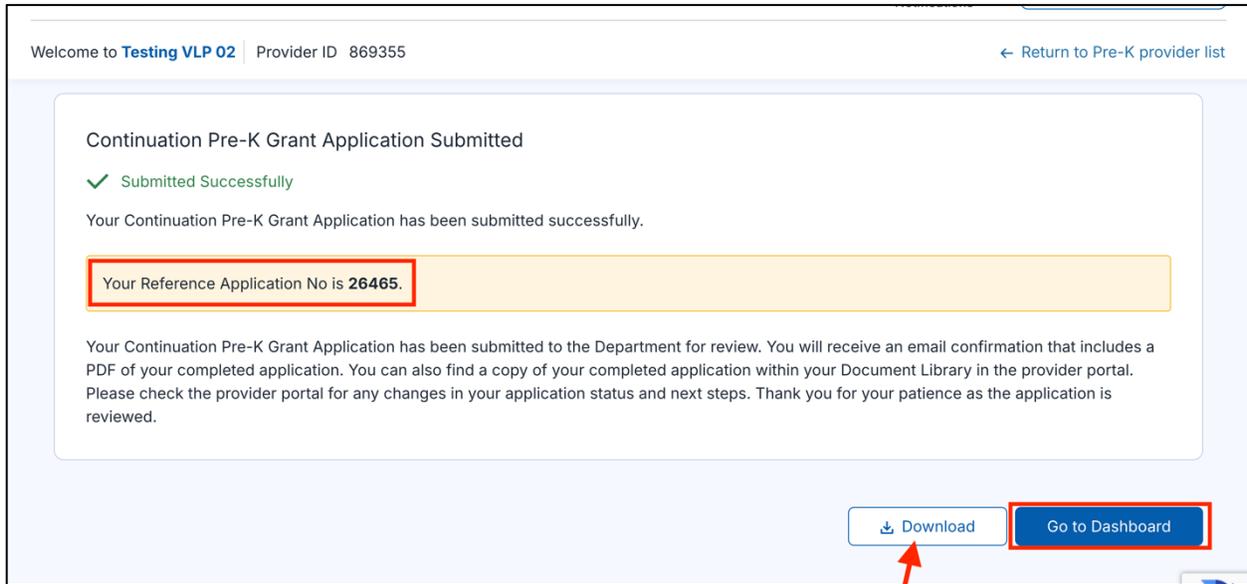
19. Review the information provided in the previous sections, then click the **Submit** button.

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:

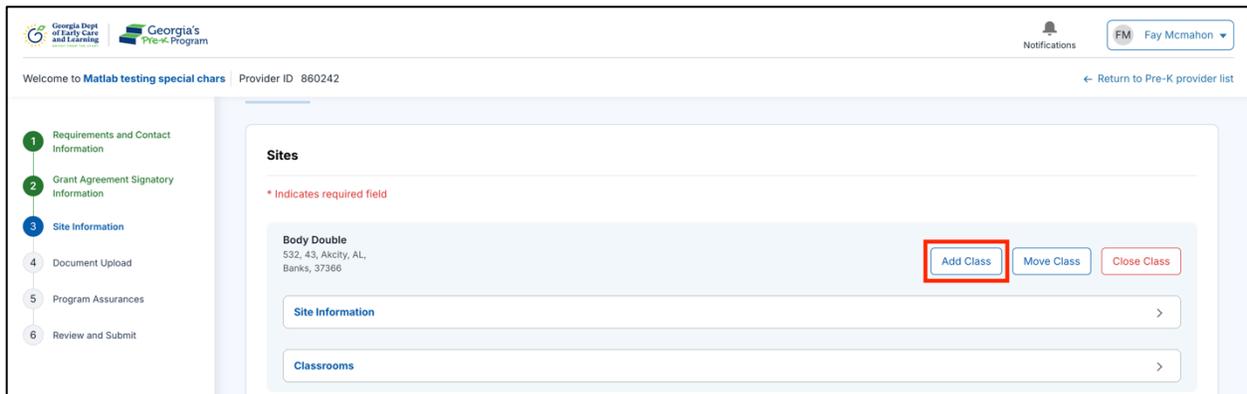
- To download the application, click the **Download** button.
- You can go back to the Dashboard using the **Go to Dashboard** button.



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.*

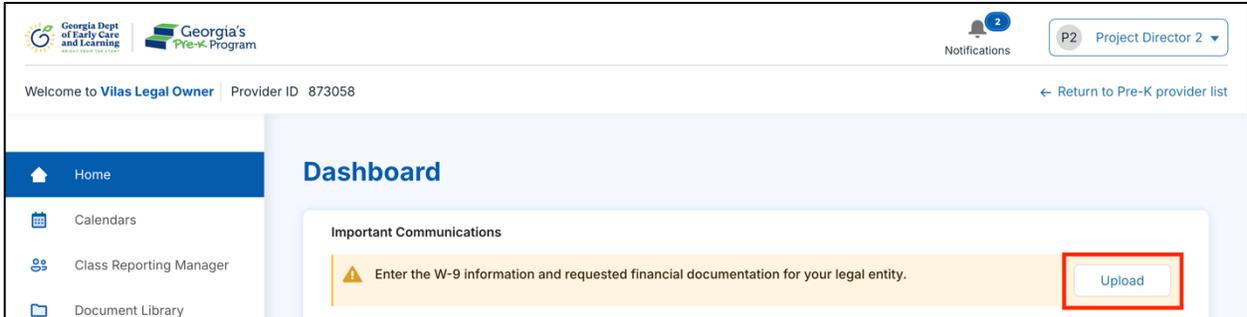
3. Click the **Chevronright** icon to view the details of the class.

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.

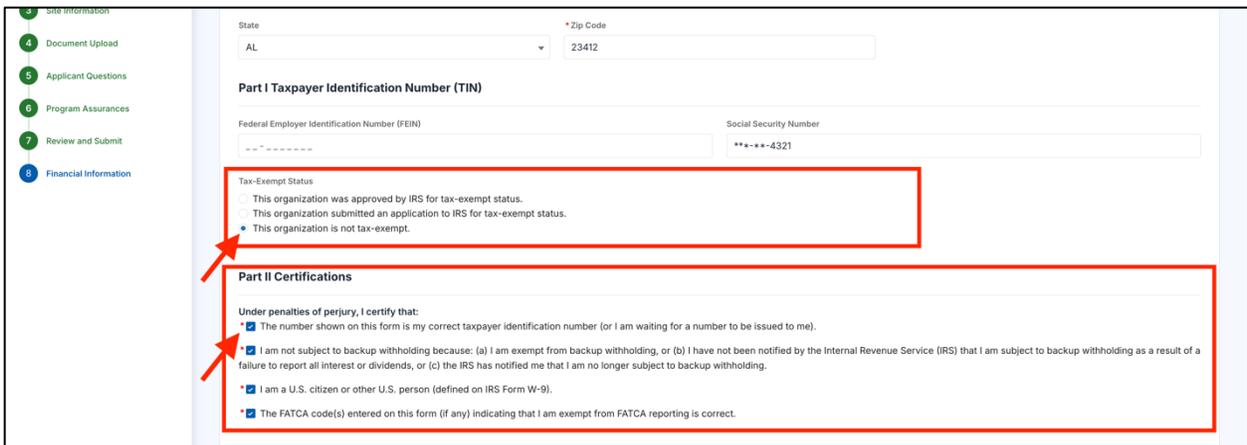
To submit the W9 and TIN form, perform the following steps:

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.

The screenshot shows the 'Financial Information' section of the application. The 'Bank Account Details' section includes fields for Financial Institution Name, Routing Number, Account Name, and Account Number, each with a corresponding 'Confirm' field. Below this is the 'Electronic 1099 Consent' section, which contains a paragraph of consent text and a checkbox labeled 'Check here to indicate your consent to receive an electronic 1099 form.' A red arrow points to this checkbox. To the right of the consent text is a blue 'Save' button, also highlighted with a red box. Above the consent section is an 'Upload Documents' section with a file upload area and an 'Upload' button.

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

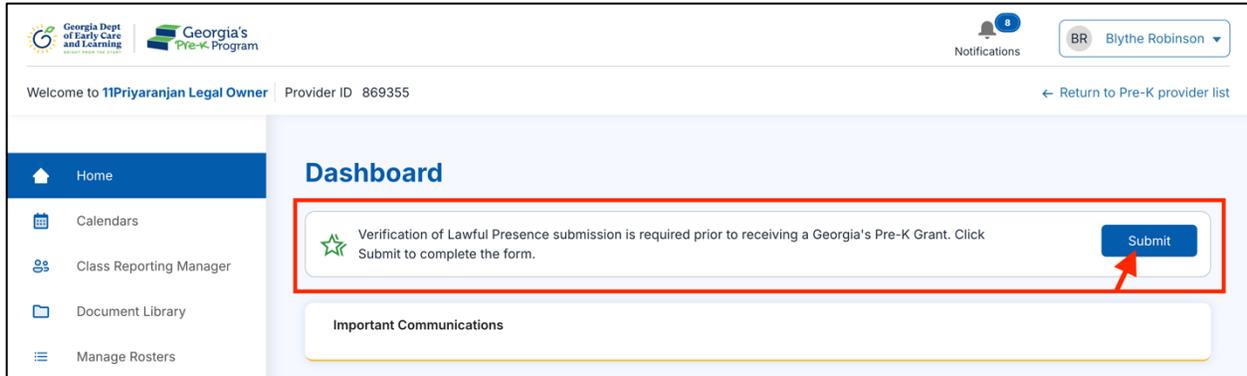
This screenshot shows the 'Electronic 1099 Consent' section, which is now expanded. The consent text and checkbox are visible. Below the consent section is the 'Upload Financial Documentation' section, which includes a file upload area and an 'Upload' button. A red arrow points to the 'Upload' button. At the bottom of the form, there is a blue 'Submit' button, also highlighted with a red box. The 'Cancel' button is also visible.

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.

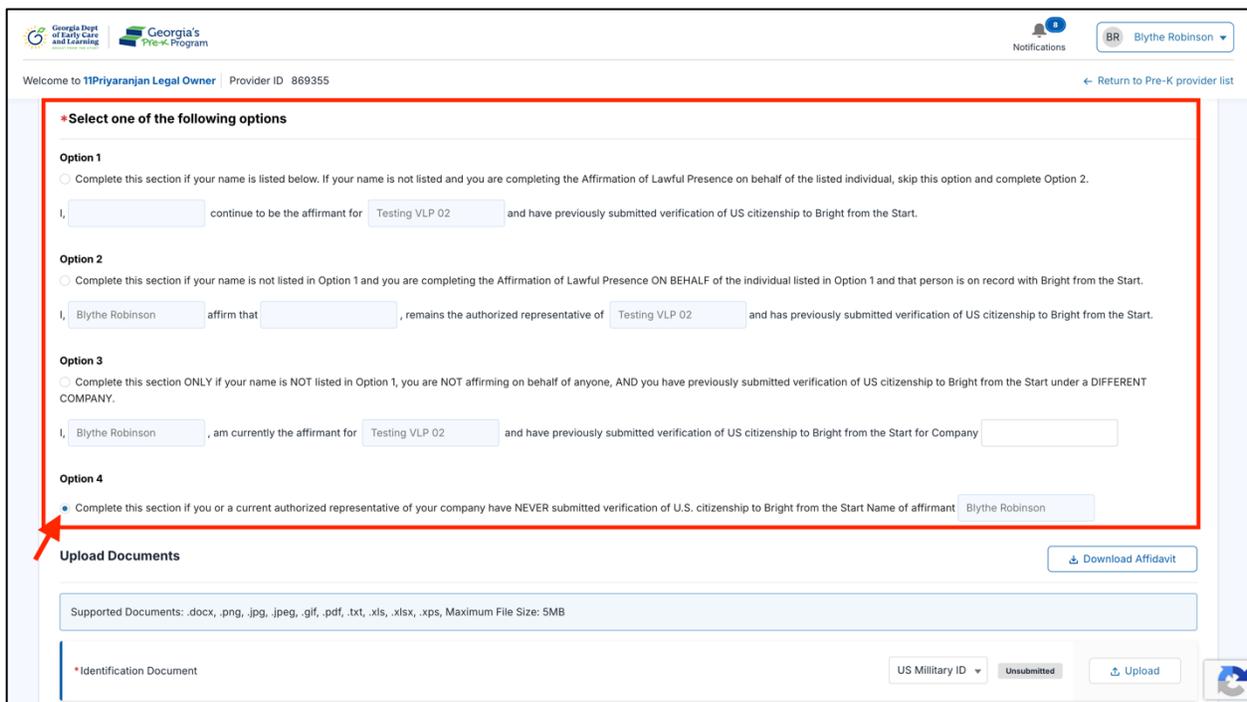
To submit the Verification of Lawful Presence form, perform the following steps:

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.



- 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.

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

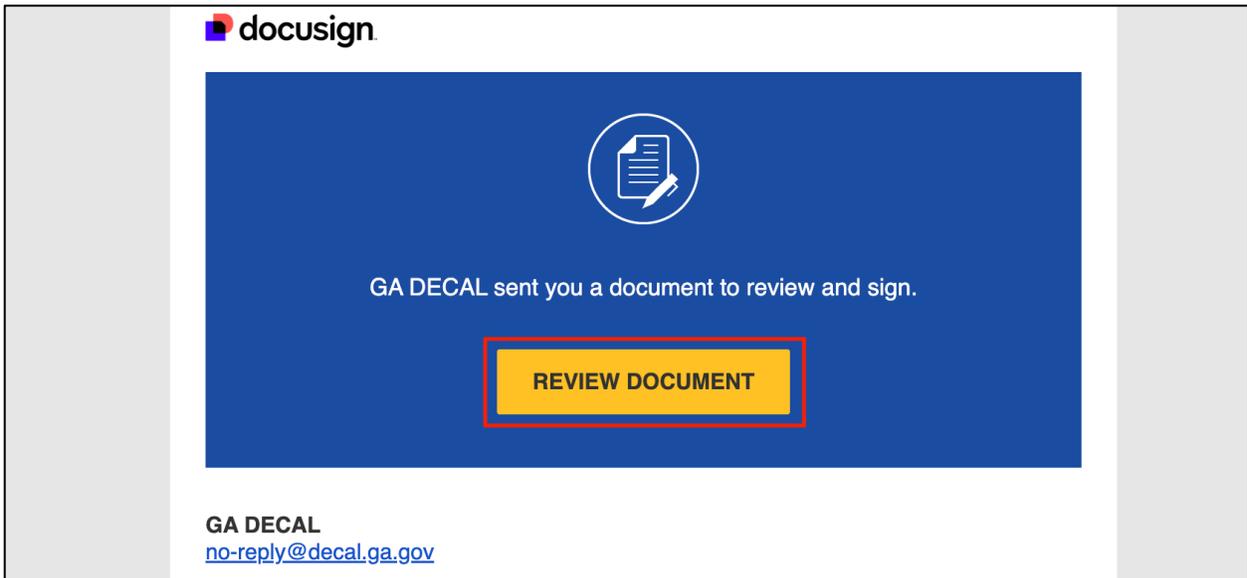
**Upon successful submission, the Verification of Lawful Presence submitted successfully message will be displayed on the page.*

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.

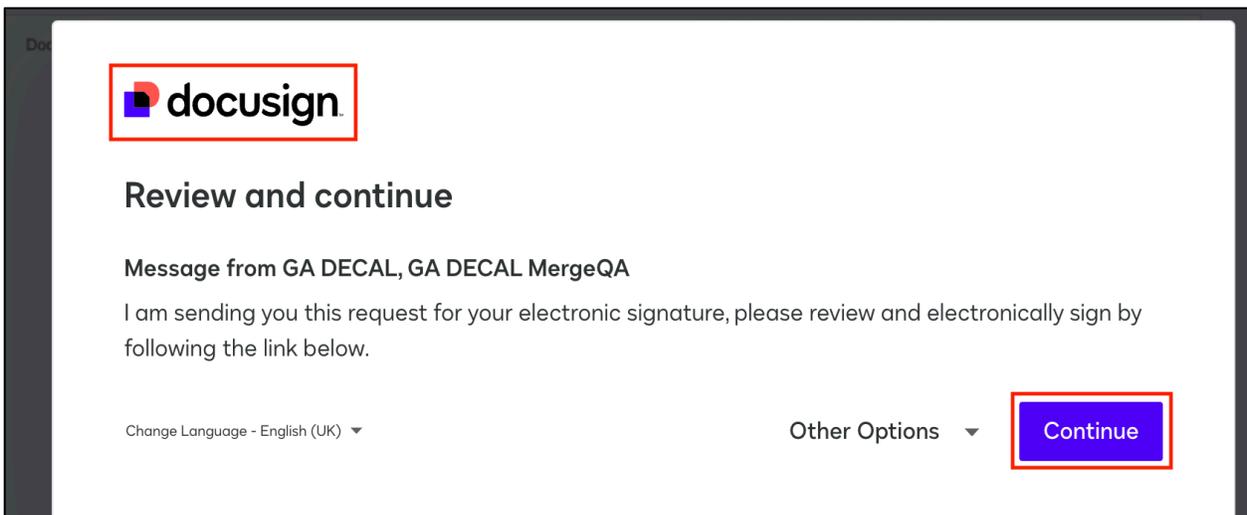
To review and submit the Delegation of Authority form, perform the following steps:

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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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@dec.al.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.

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

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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.



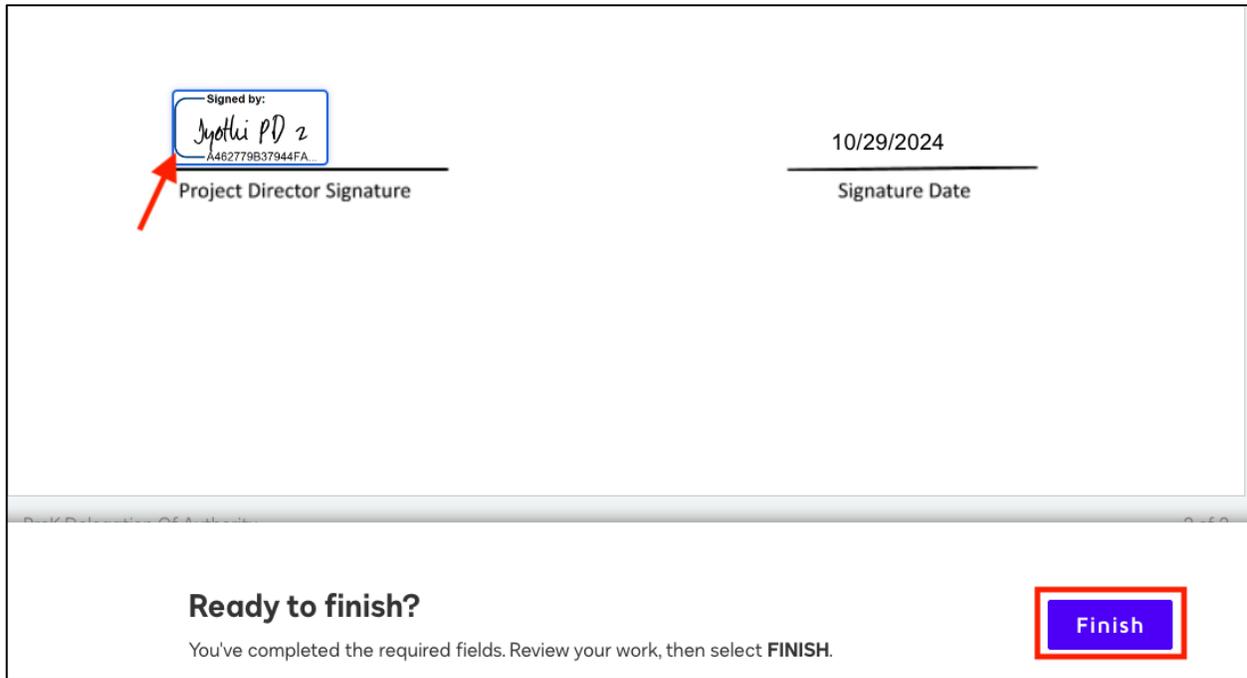
Project Director Signature

10/29/2024

Signature Date

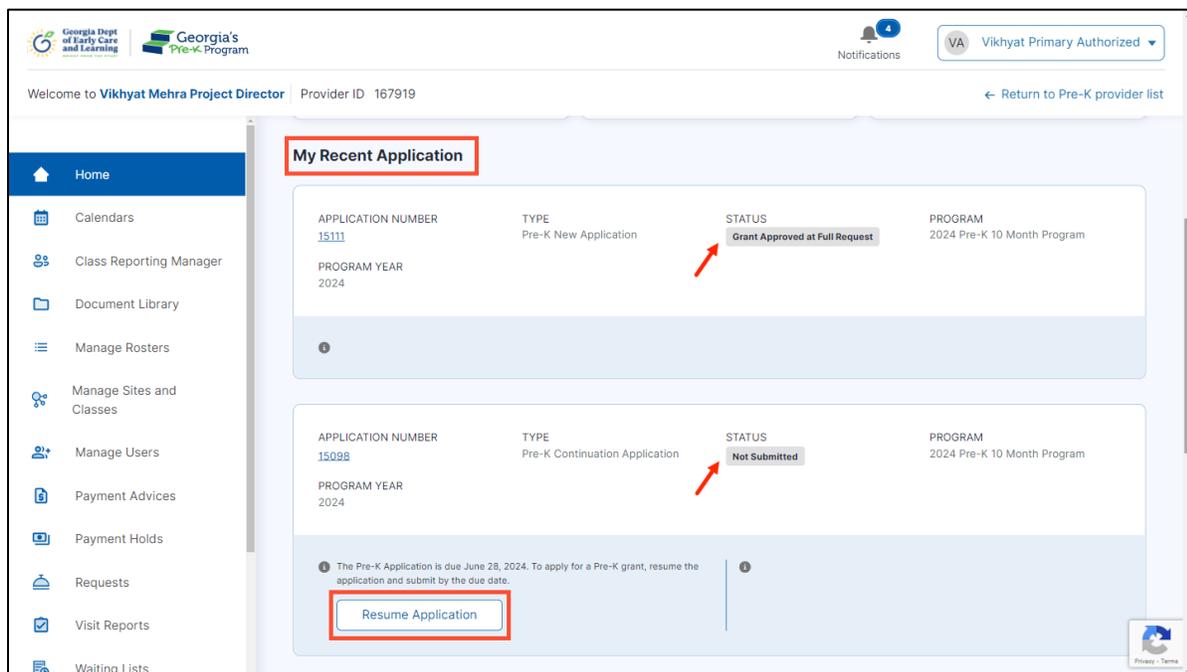
Once the signature is successfully uploaded, it will be displayed on the page.

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.

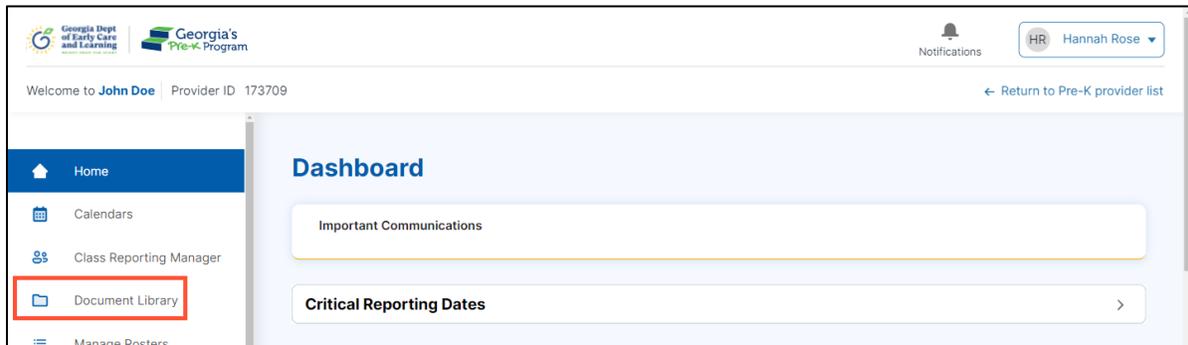


VIEWING DOCUMENT LIBRARY

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.

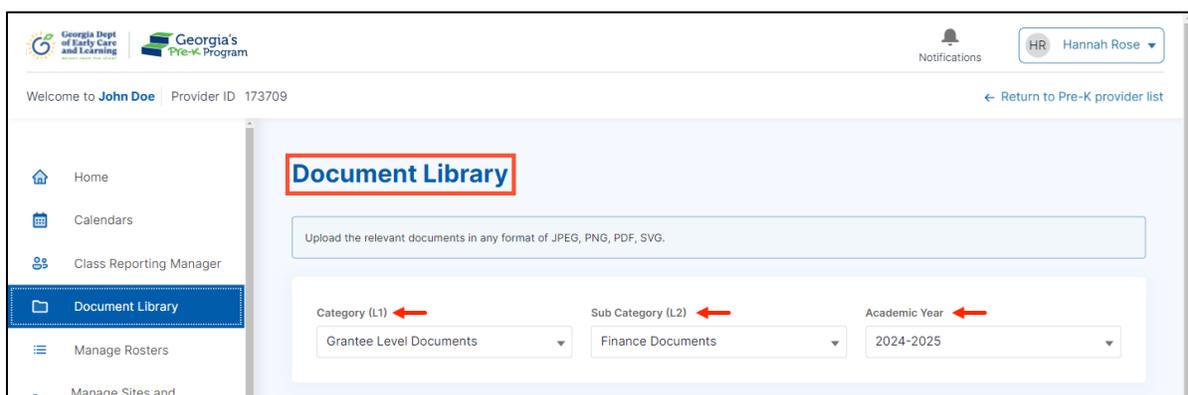


You will be directed to the Documents Library page.

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.

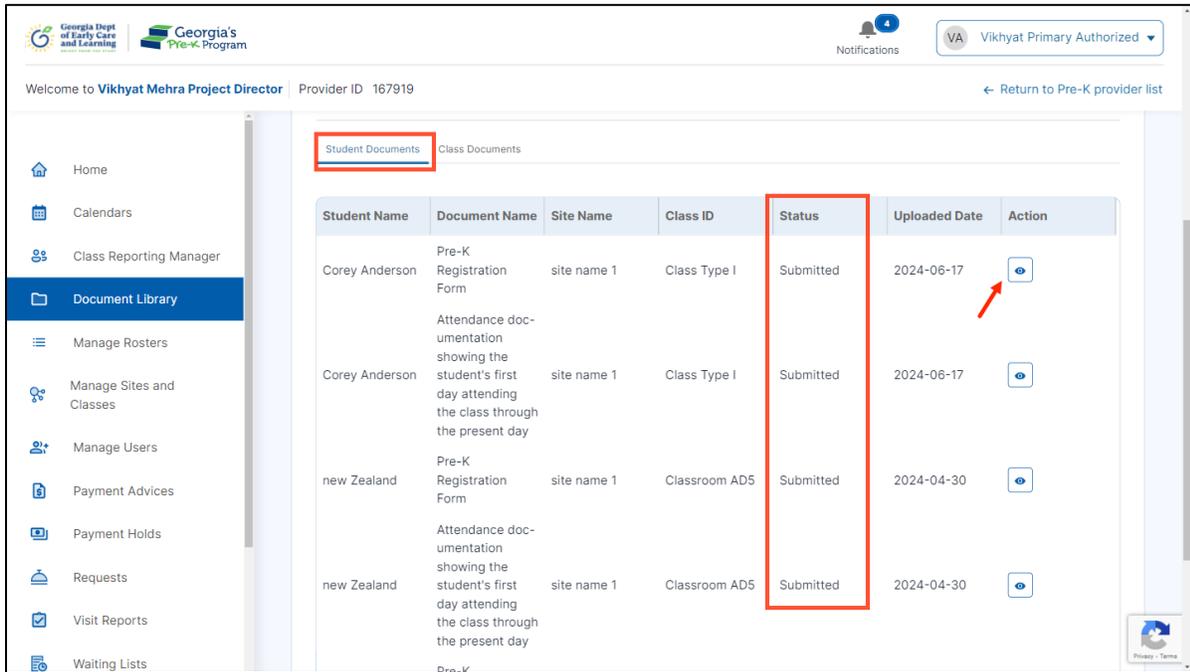
- c. Select the *year range* from the **Academic Year** drop-down list.



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

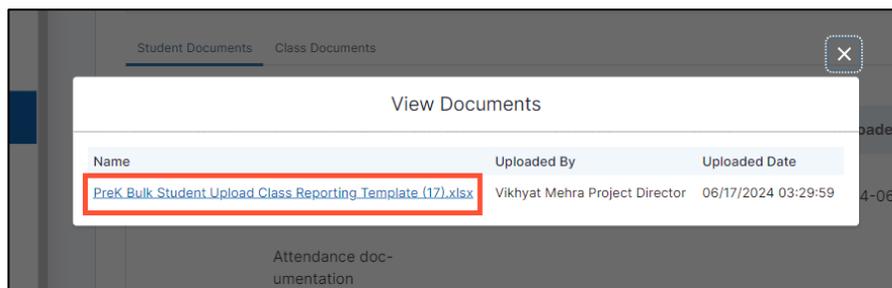
The status of the document will be displayed under the **Status** column. The Status is reflective of the Pre-K staff's review of your uploaded documents.

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.

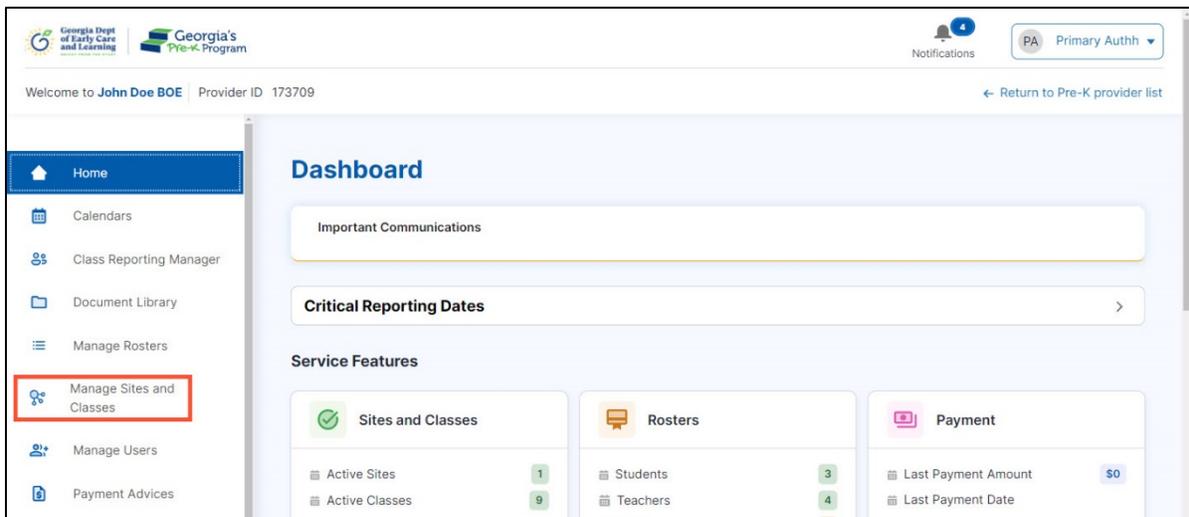


MANAGING SITES AND CLASSES

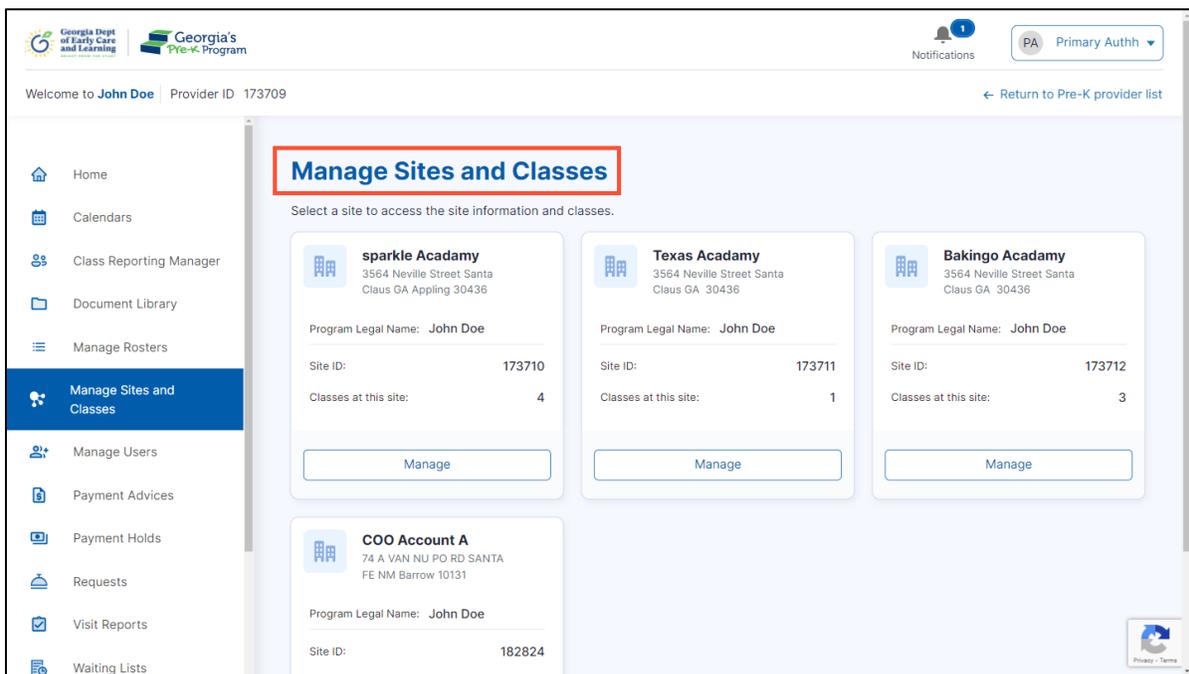
This responsibility involves overseeing site operations to ensure compliance with program guidelines and optimizing educational environments. Managing classes includes class movements and class closure.

To view Site details, perform the following steps:

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



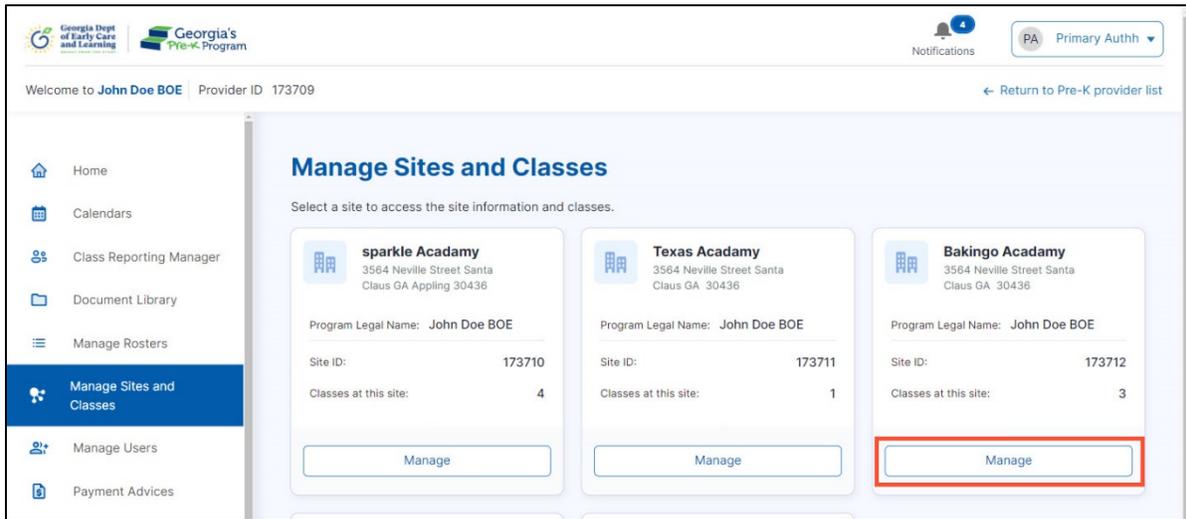
You will be directed to the Manage Sites and Classes page.



Sites

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

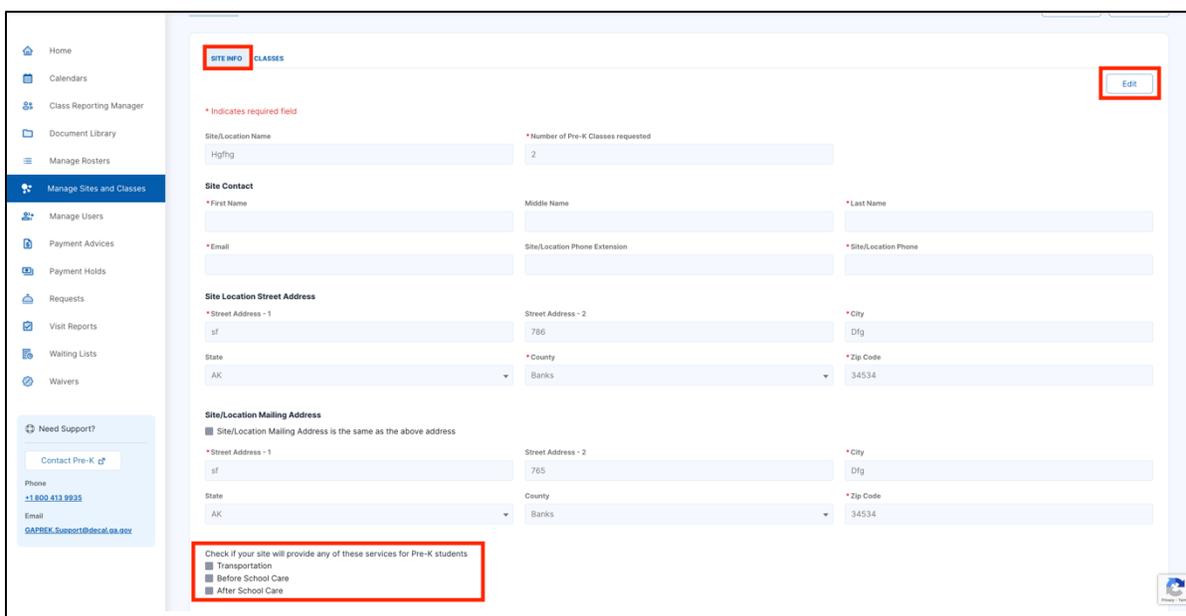
1. Click the **Manage** button on the desired Site tile.



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.



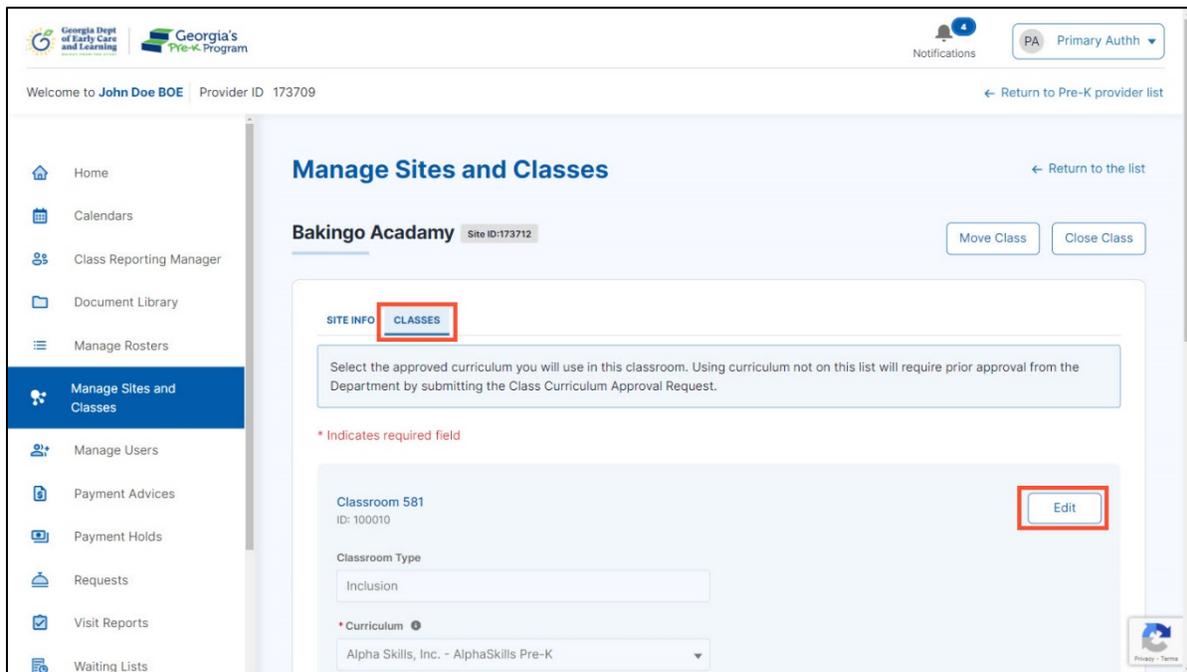
Classes

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.

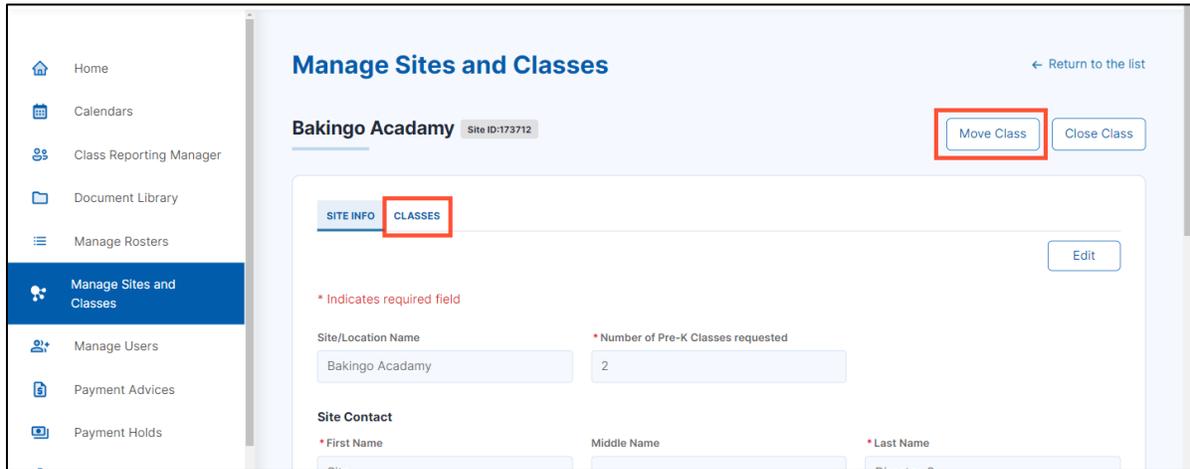


The screenshot shows the 'Manage Sites and Classes' interface for 'Baking Academy' (Site ID: 173712). The left sidebar contains navigation options: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, **Manage Sites and Classes** (selected), Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main content area has a 'Manage Sites and Classes' header with a 'Return to the list' link. Below the header are 'Move Class' and 'Close Class' buttons. A tabbed interface shows 'SITE INFO' and 'CLASSES' (highlighted with a red box). A text box instructs the user to select an approved curriculum. A red asterisk indicates a required field. The 'Classroom 581' (ID: 100010) details are shown, including 'Classroom Type' (Inclusion) and 'Curriculum' (Alpha Skills, Inc. - AlphaSkills Pre-K). An 'Edit' button (highlighted with a red box) is located in the top right corner of the classroom details section. A 'Privacy - Terms' icon is visible in the bottom right corner.

Moving a Class

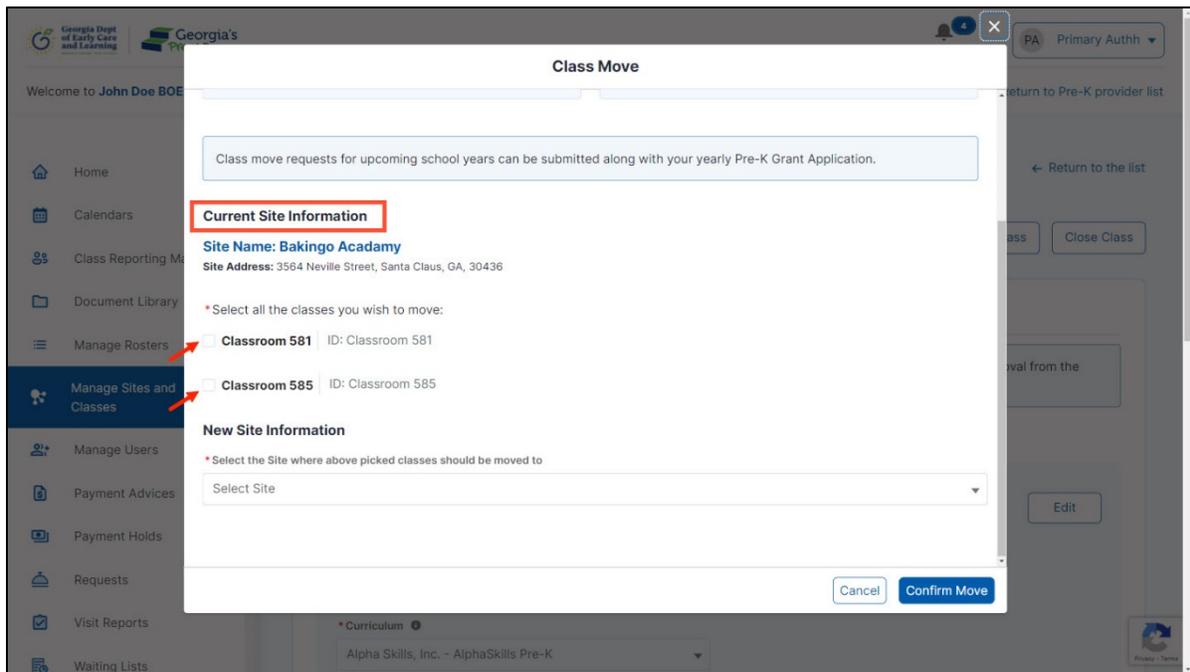
To move the Class, perform the following steps:

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

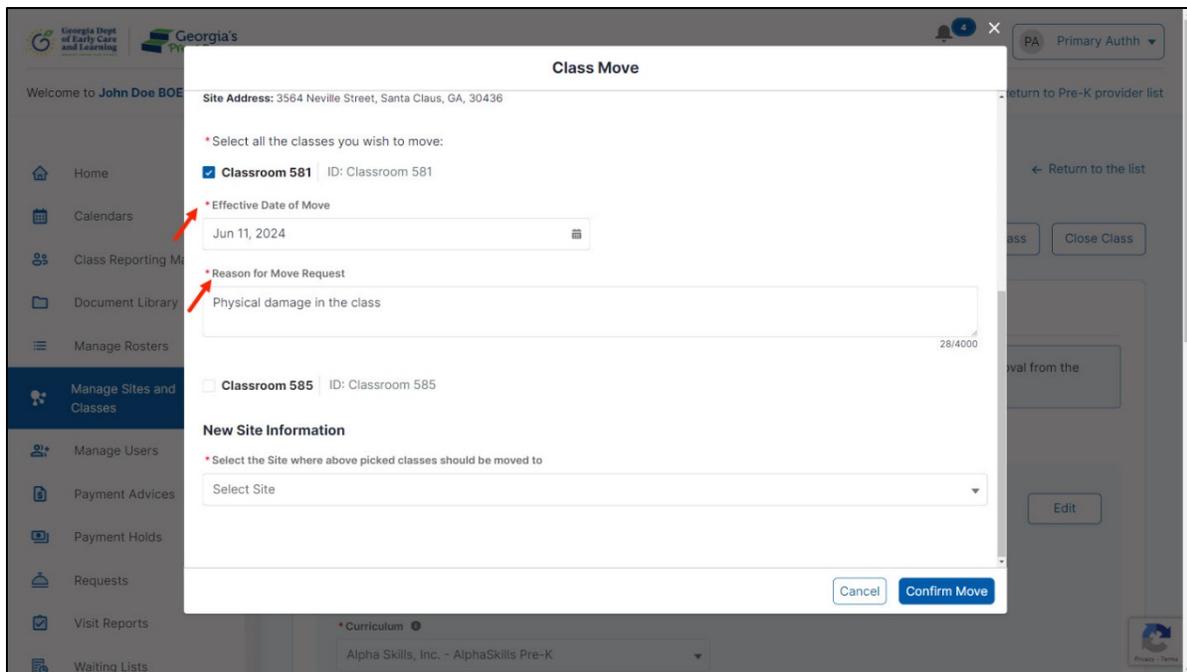


The Class Move pop-up window will be displayed.

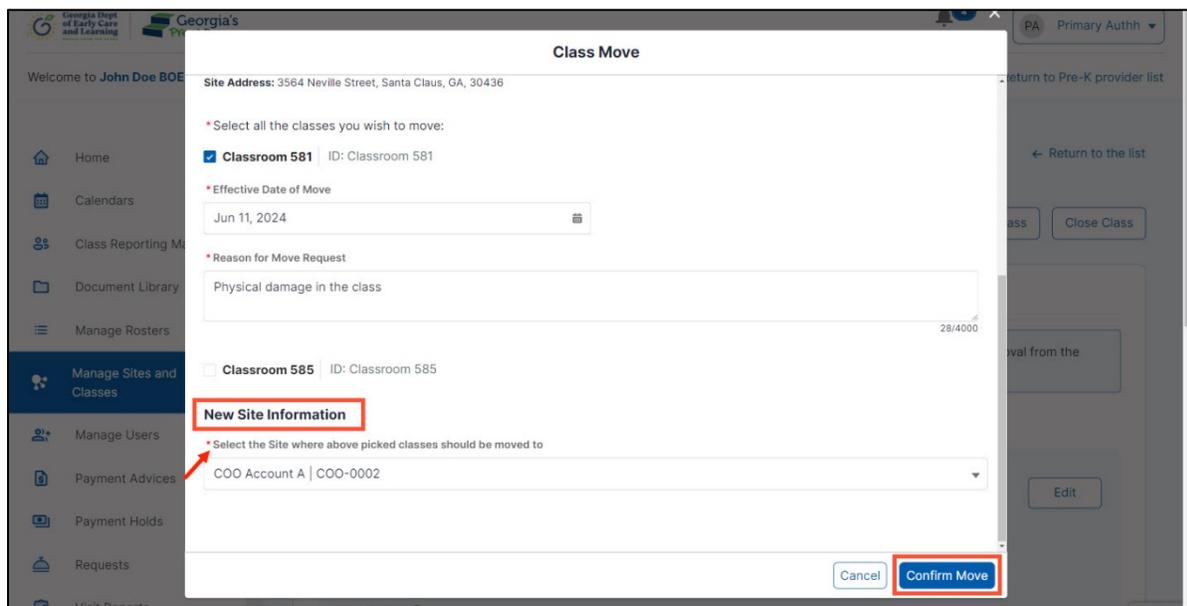
2. On the **Current Site Information** section, check the classroom ID from the classroom list. **Select all the classes you wish to move.**



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.

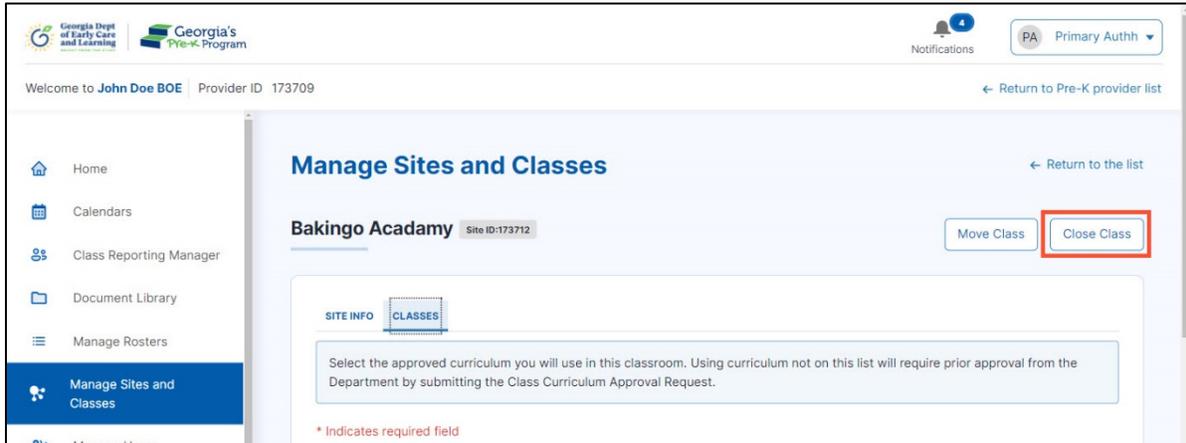


**After saving, a success message will be displayed on the page.*

Closing the Class

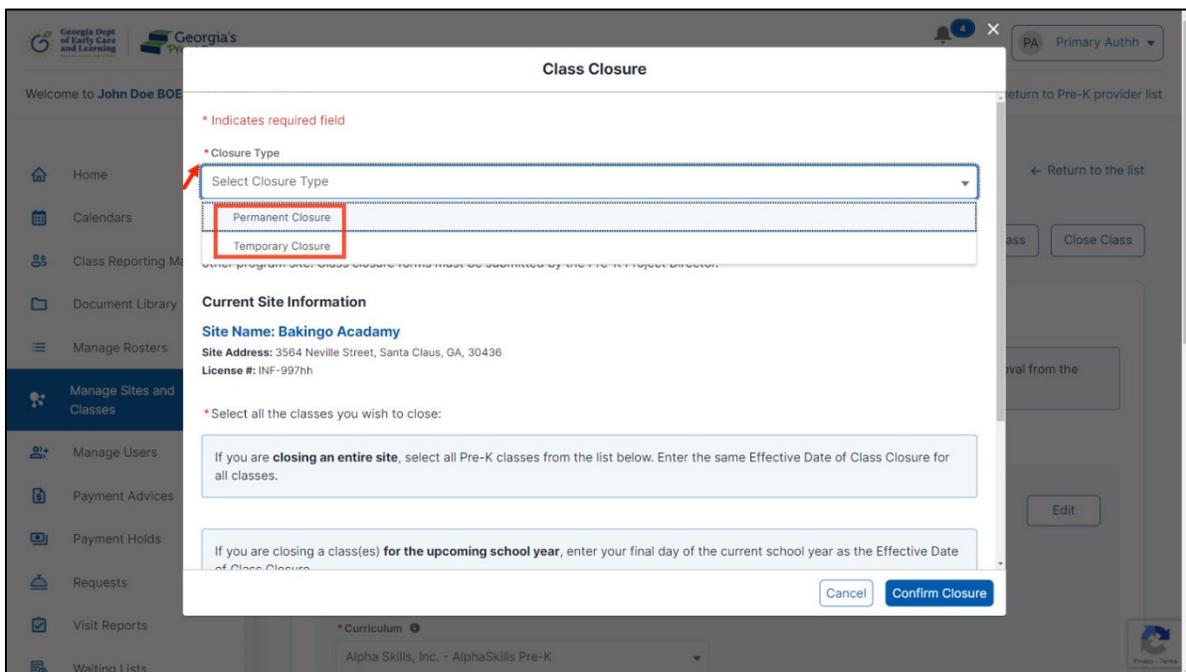
To close the Class, perform the following steps:

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

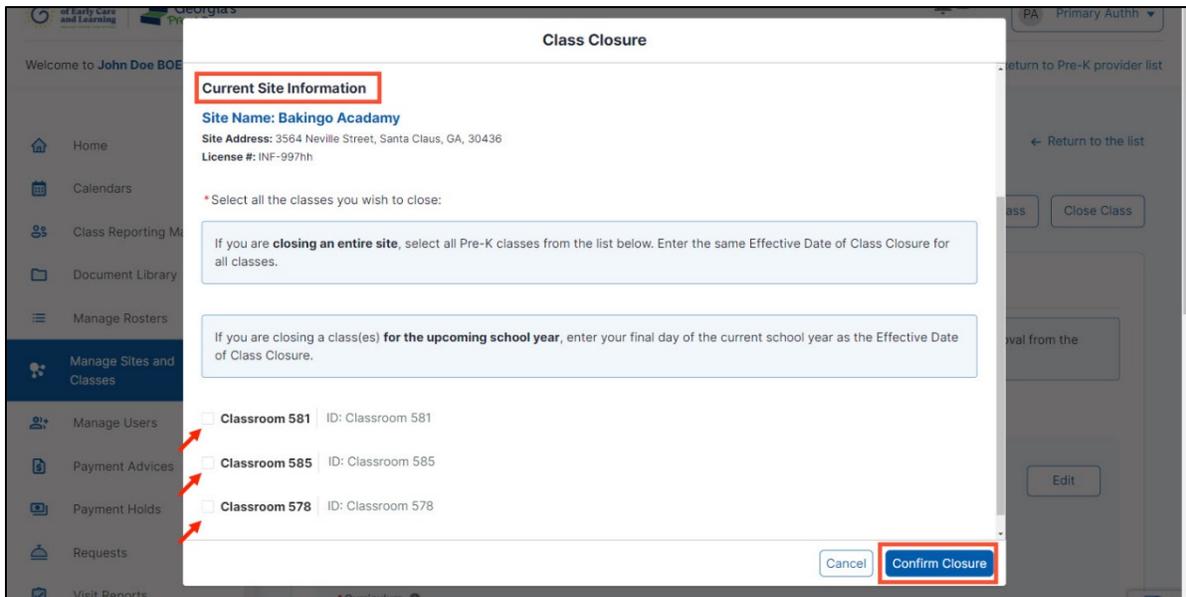


The Class Closure pop-up window will be displayed.

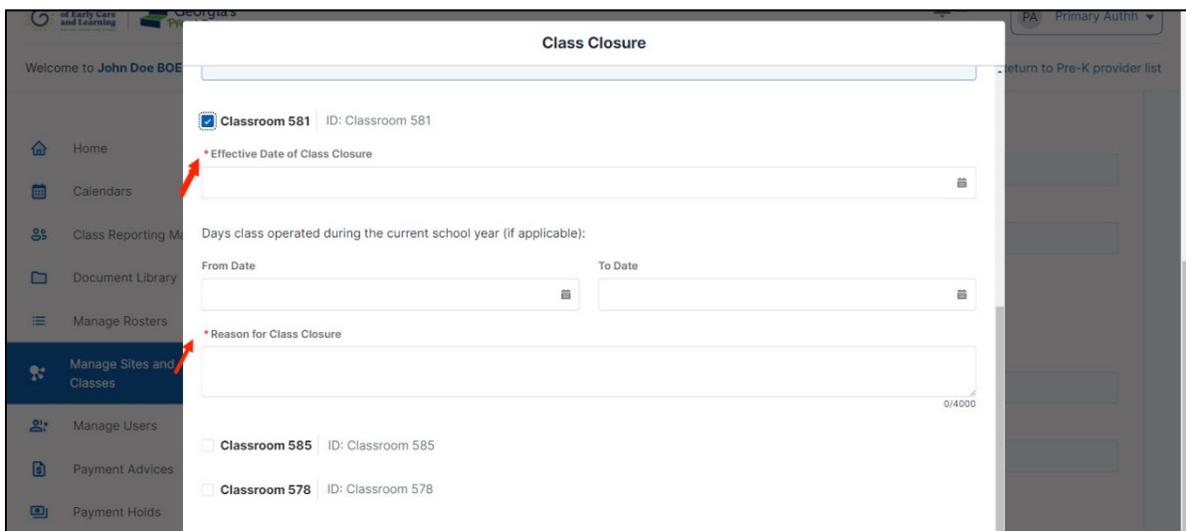
2. Select the required **Closure Type** from the drop-down list.



- 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.



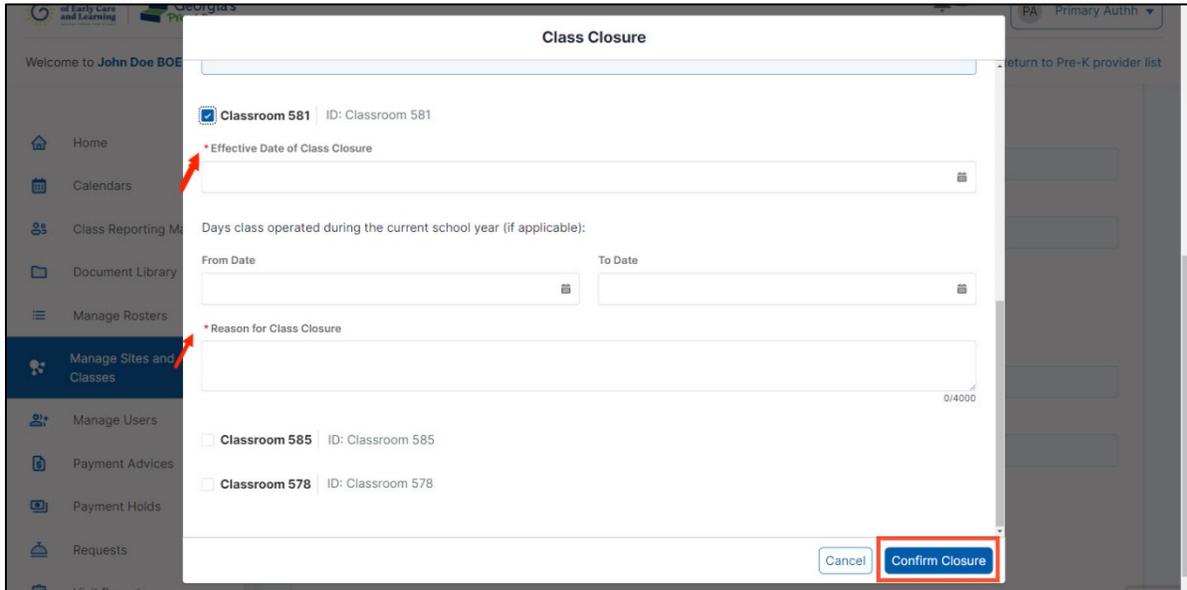
- Select the *date* in the **Effective Date of Class Closure** field.
- Enter the *details* in the **Reason for Class Closure** textbox.



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.



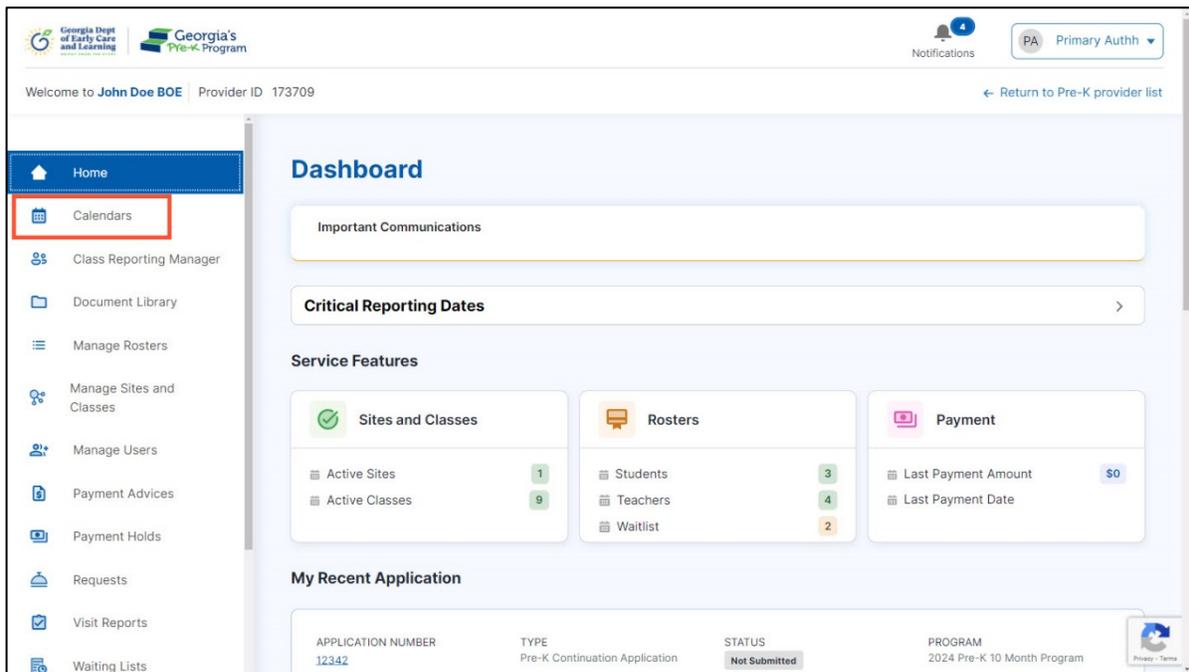
**After saving, a success message will be displayed on the page.*

MANAGING CALENDAR

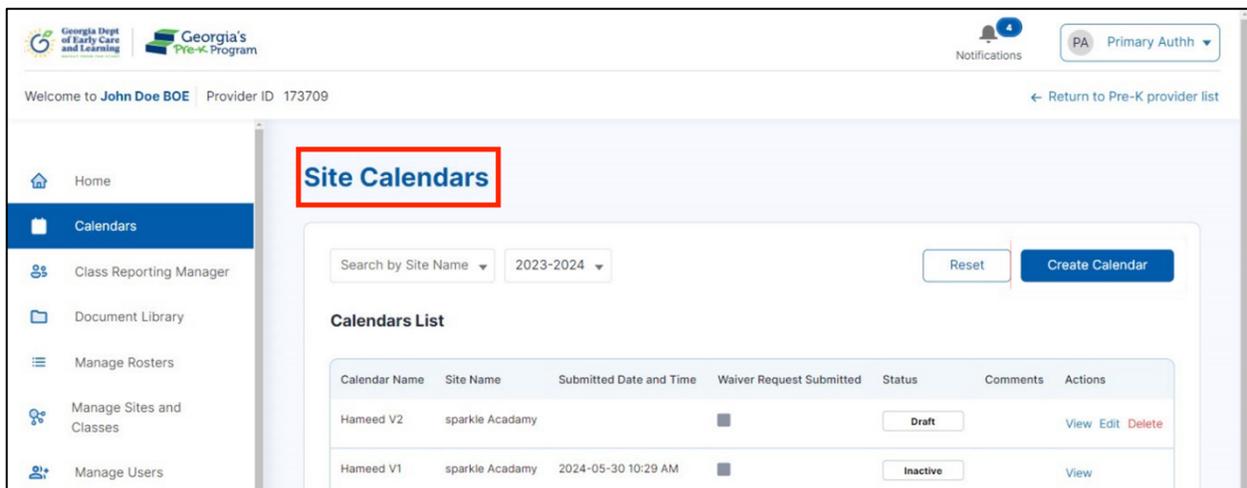
By keeping the calendar updated, you ensure that all staff are informed of upcoming events and deadlines, facilitating better coordination and planning. Effective calendar management also aids in avoiding scheduling conflicts and ensuring that all program activities run smoothly and on time.

To manage the Calendar, perform the following steps:

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



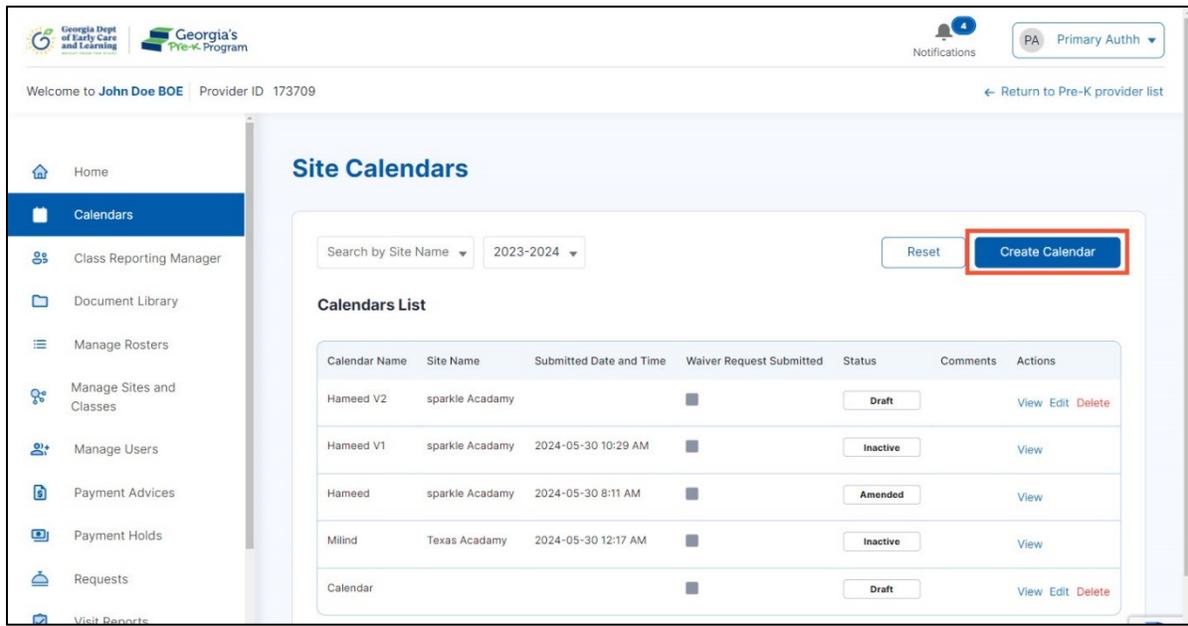
You will be directed to the **Site Calendars** page.



Creating Calendar

To create the Calendar, perform the following steps:

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

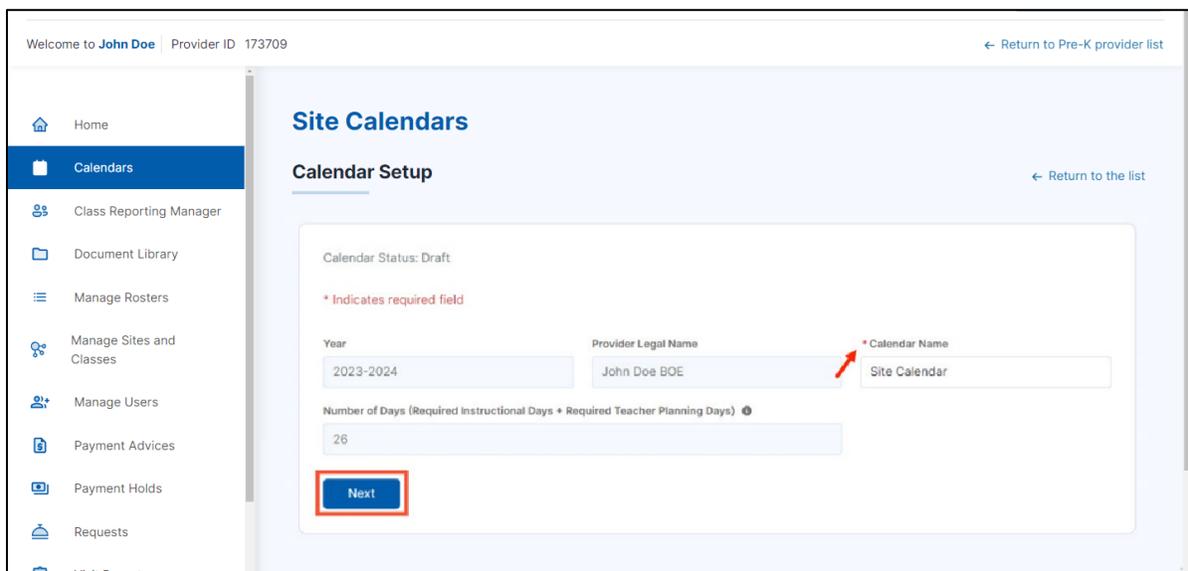


The screenshot shows the 'Site Calendars' page. At the top, there is a navigation bar with the Georgia Department of Early Care and Learning logo, the user's name 'John Doe BOE', and the provider ID '173709'. A 'Notifications' bell icon shows 4 notifications. A dropdown menu is set to 'Primary Authh'. Below the navigation bar, there is a 'Return to Pre-K provider list' link. The main content area is titled 'Site Calendars' and contains a search bar with 'Search by Site Name' and a year selector set to '2023-2024'. There are 'Reset' and 'Create Calendar' buttons. The 'Create Calendar' button is highlighted with a red box. Below the search bar is a 'Calendars List' table with the following data:

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Hameed V2	sparkle Academy		<input type="checkbox"/>	Draft		View Edit Delete
Hameed V1	sparkle Academy	2024-05-30 10:29 AM	<input type="checkbox"/>	Inactive		View
Hameed	sparkle Academy	2024-05-30 8:11 AM	<input type="checkbox"/>	Amended		View
Milind	Texas Academy	2024-05-30 12:17 AM	<input type="checkbox"/>	Inactive		View
Calendar			<input type="checkbox"/>	Draft		View Edit Delete

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.



The screenshot shows the 'Calendar Setup' page. At the top, there is a navigation bar with the user's name 'John Doe' and the provider ID '173709'. A 'Return to Pre-K provider list' link is visible. The main content area is titled 'Calendar Setup' and contains a form with the following fields:

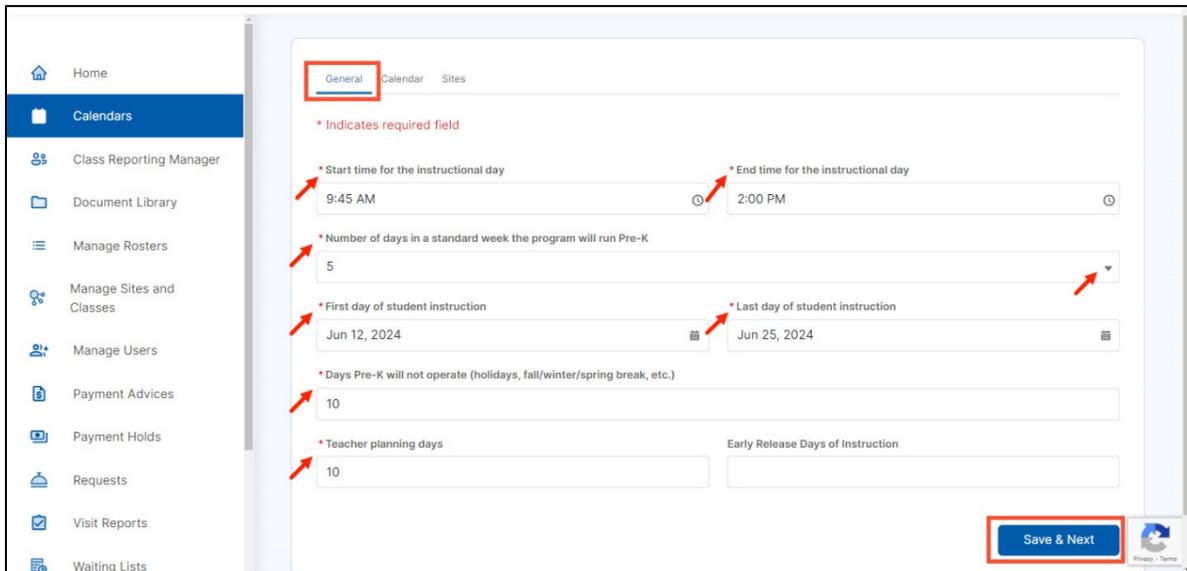
- Calendar Status: Draft
- * Indicates required field
- Year: 2023-2024
- Provider Legal Name: John Doe BOE
- * Calendar Name: Site Calendar
- Number of Days (Required Instructional Days + Required Teacher Planning Days): 26

The 'Next' button is highlighted with a red box.

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:

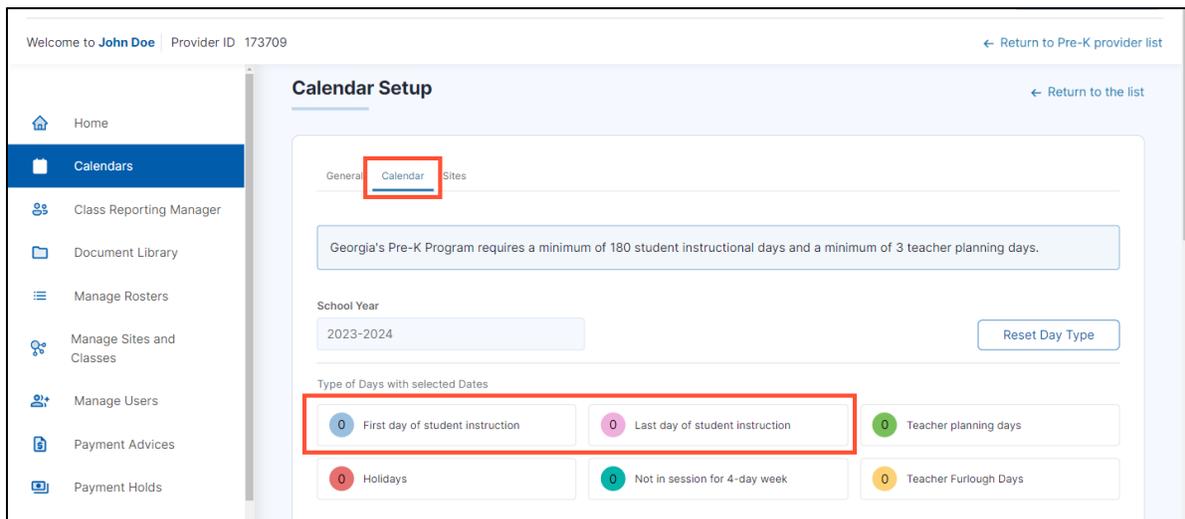
- The Instructional days and hours entered on the General page must match the pre-determined Calendar days and hours . If they don't match, you won't be able to submit the Calendar. If the number of days and hours entered do not meet the pre-set

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.

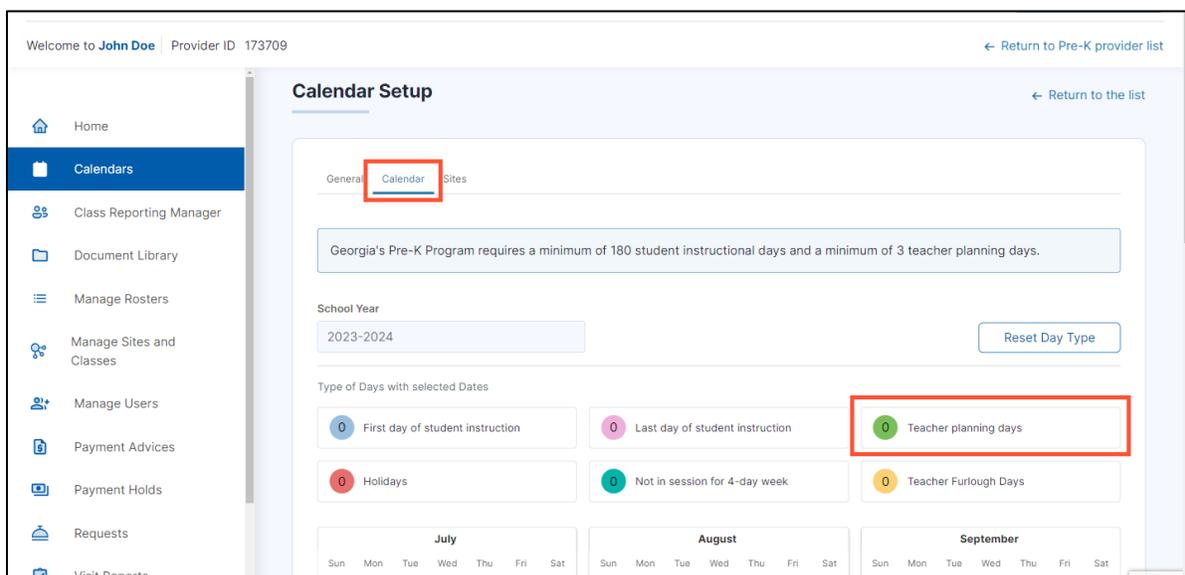
You will be directed to the **Calendar** tab on the Site Calendars > Calendar Setup page.

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.

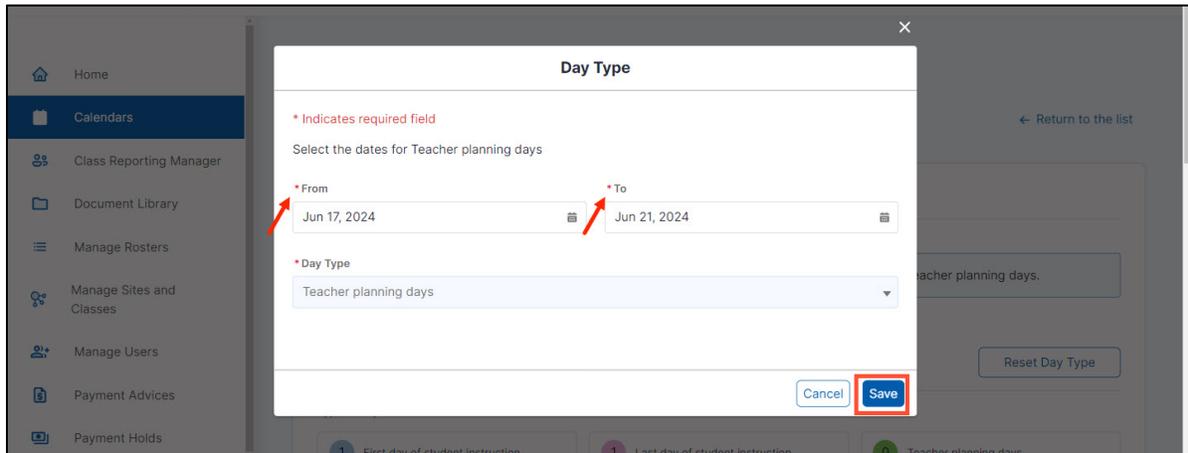


4. To add teacher planning days, click the **Teacher Planning Days** button.

Note: You can click the **Reset Day Type** button to reset the dates.

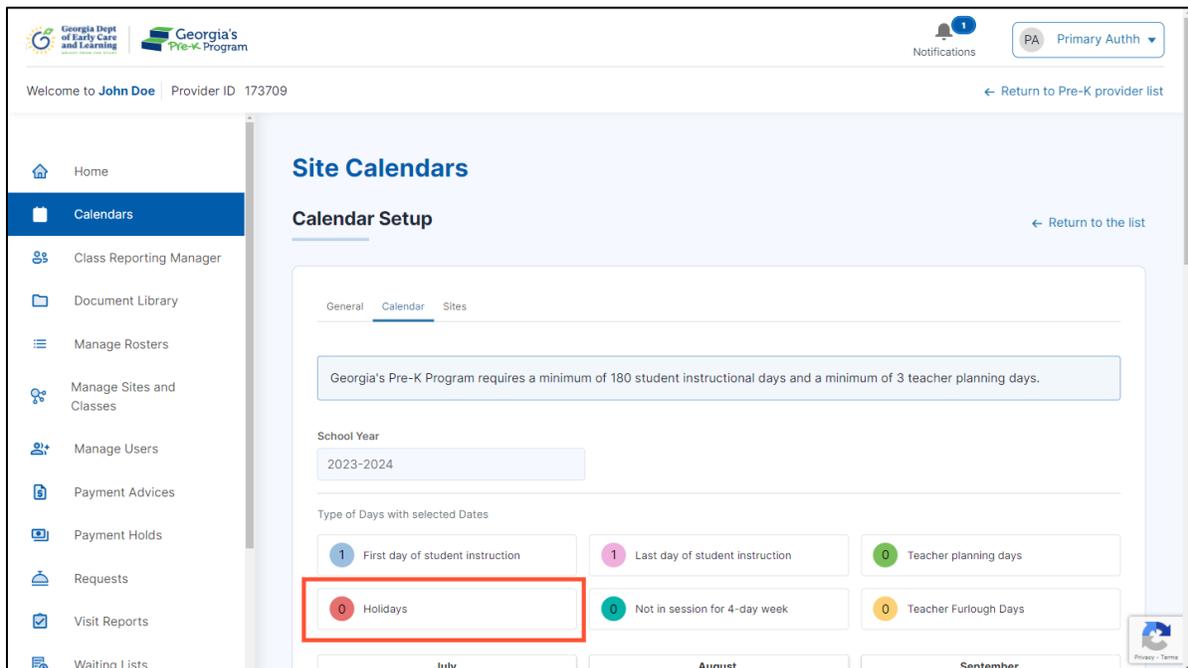


5. The Day Type pop-up window will be displayed, enter the required details:
 - a. Select the date in the **From** field.
 - b. Select the date in the **To** field.
 - c. Click the **Save** button.



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

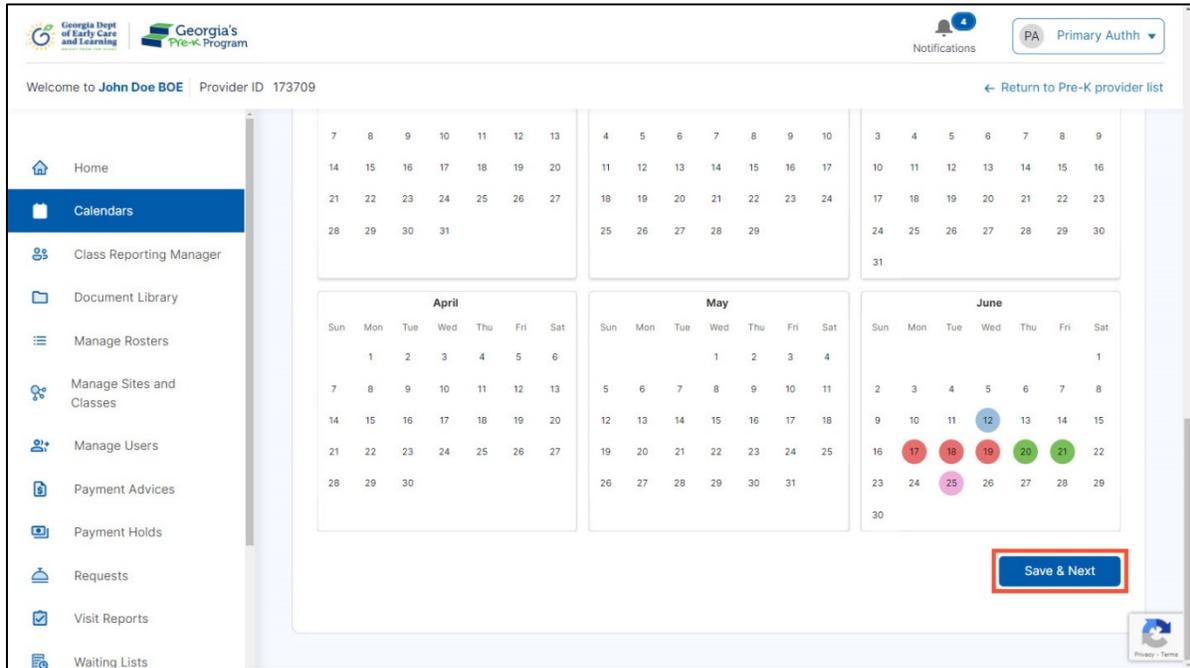
6. To add the holidays, click the **Holidays** button and follow the instructions under [Step 5](#).



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

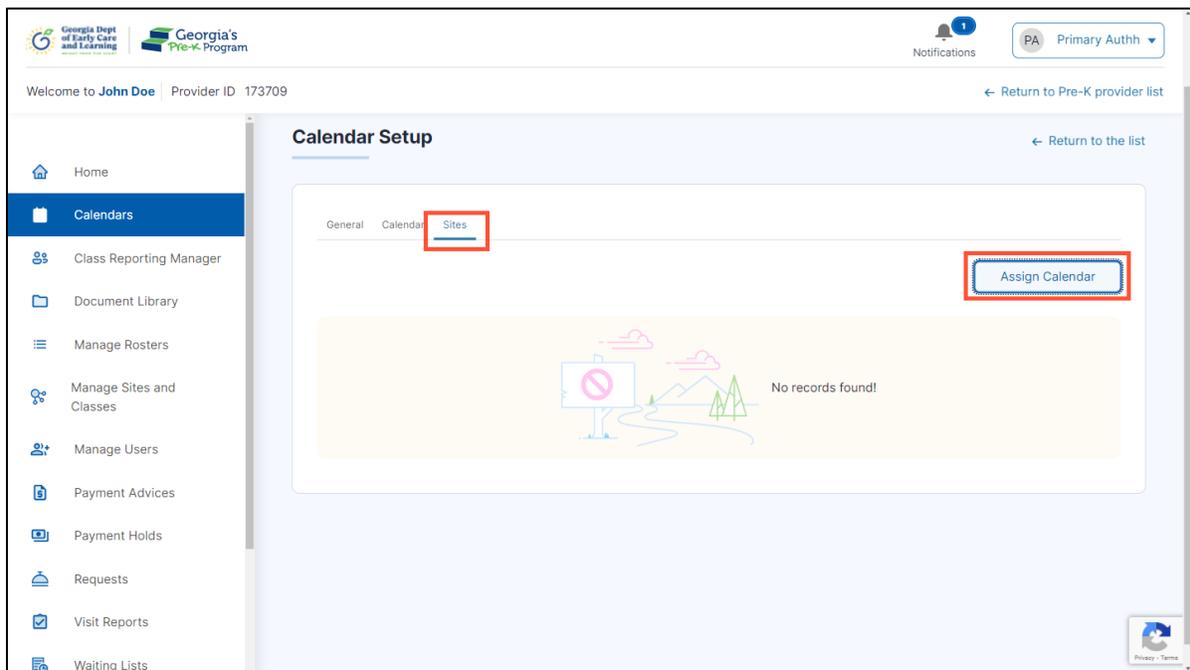
You will be directed to the **Calendar** tab on the Site Calendars > Calendar Setup page.

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



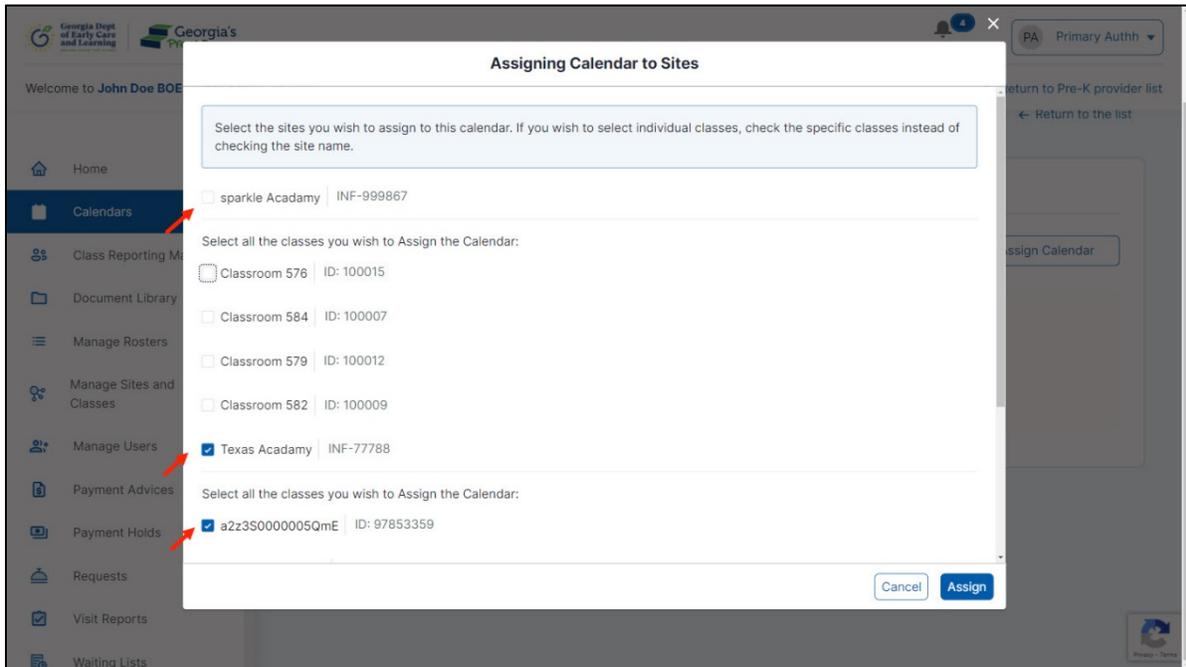
You will be directed to the **Sites** tab on the Site Calendars > Calendar Setup page.

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

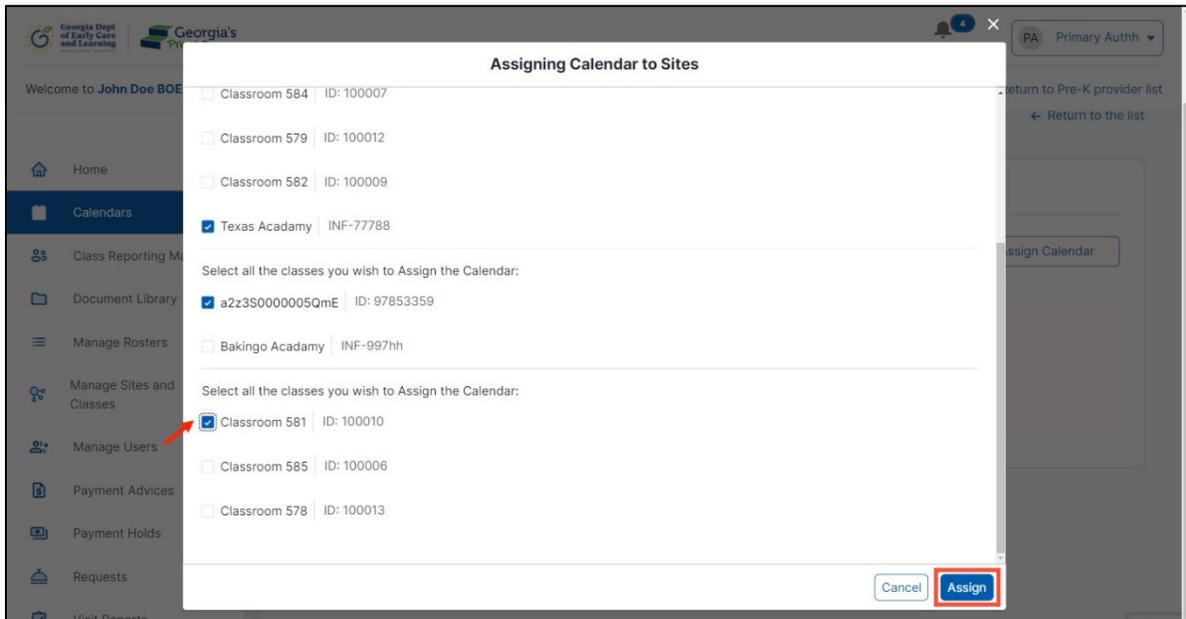


The Assigning Calendar to Sites pop-up window will be displayed.

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.



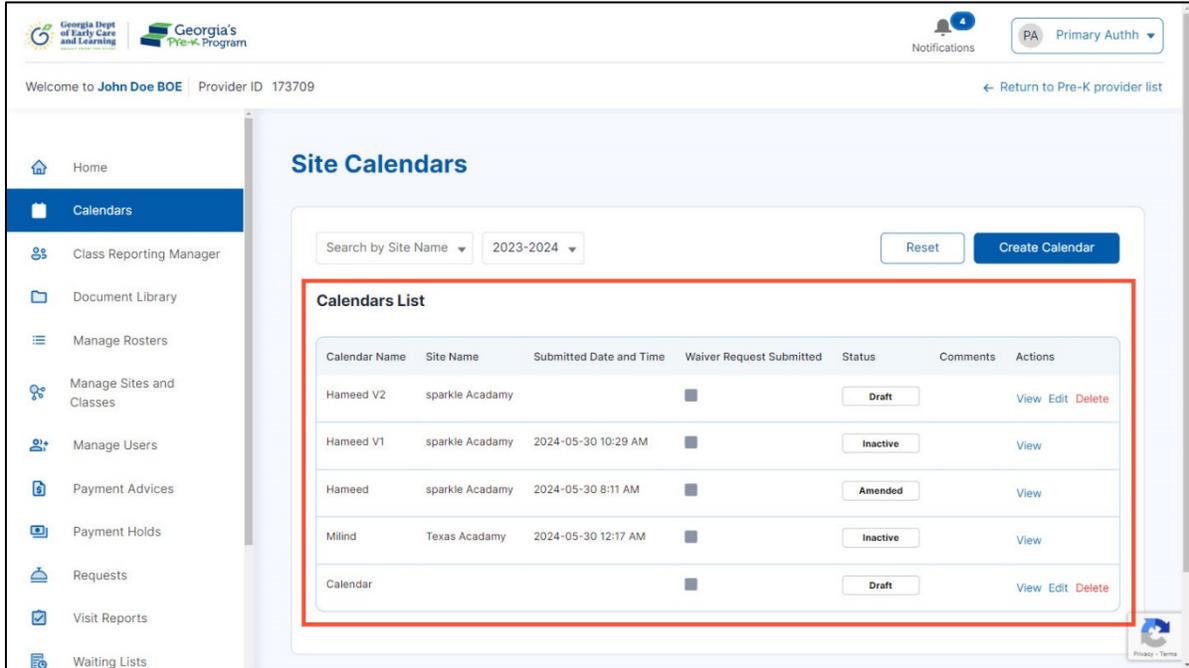
10. Click the **Assign** button.



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

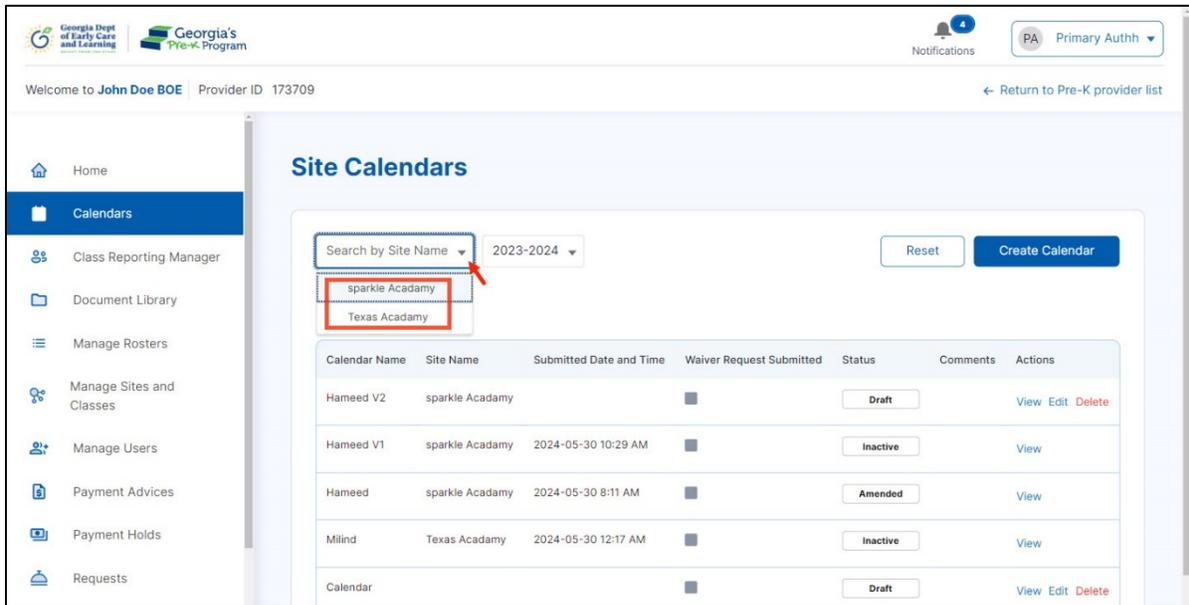
Viewing Calendar

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



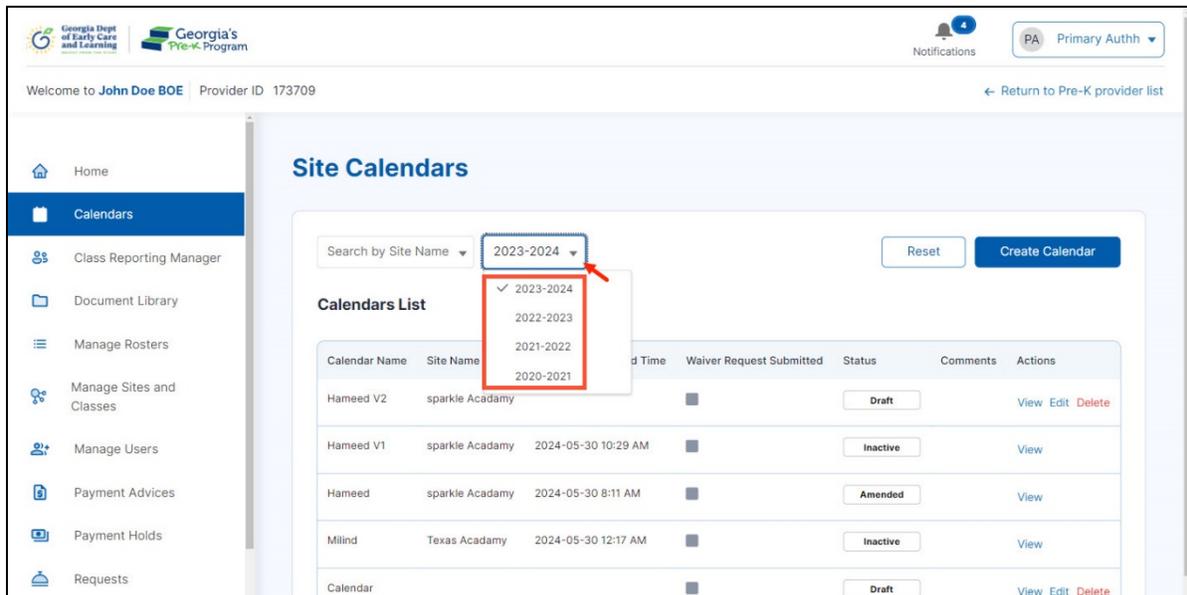
To view the Calendar, perform the following steps:

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



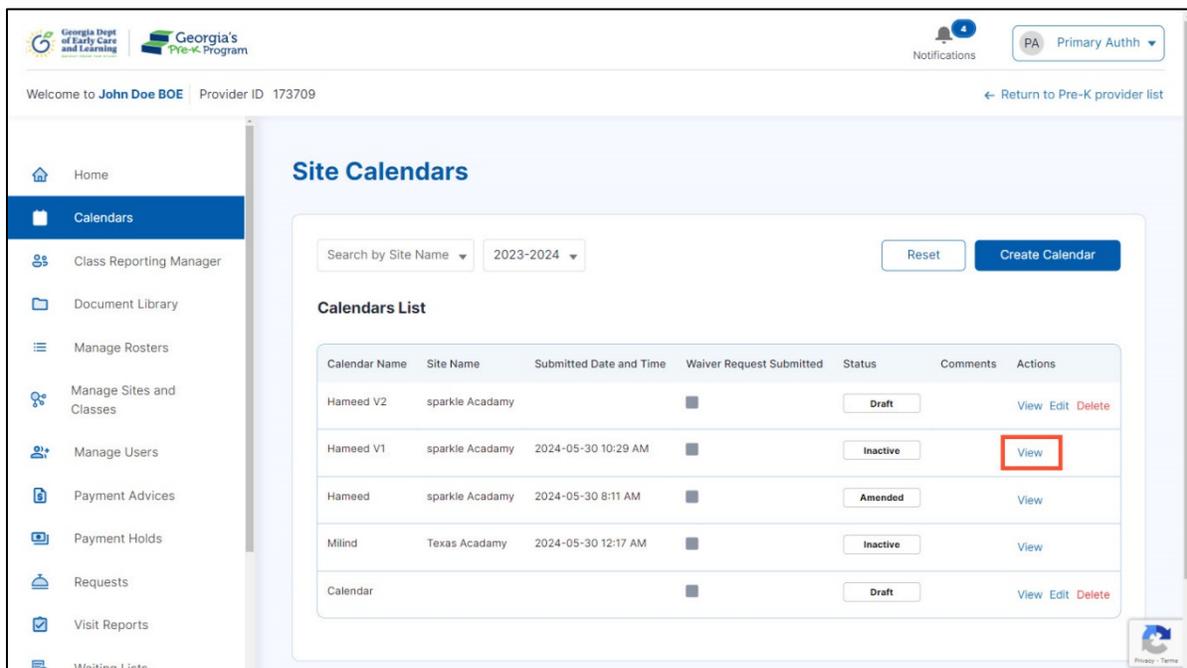
- To view the calendar based on the year range, select the *year range* from the academic year drop-down list.

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

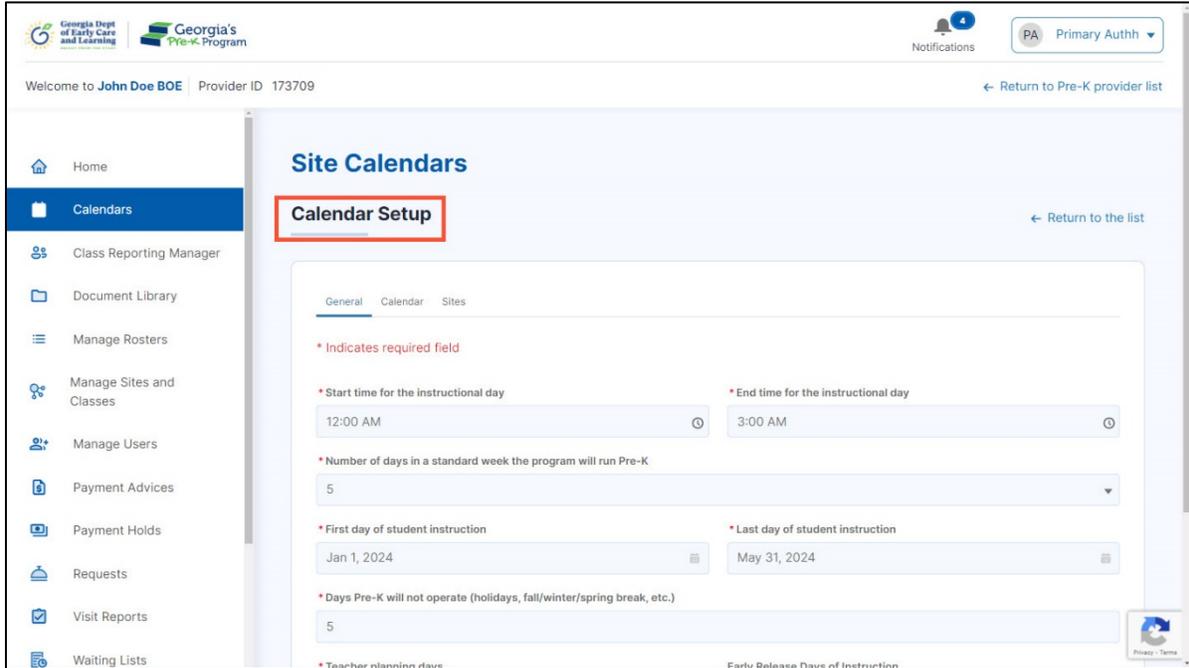


The Calendar List will be updated based on the selected Site Name and year range.

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



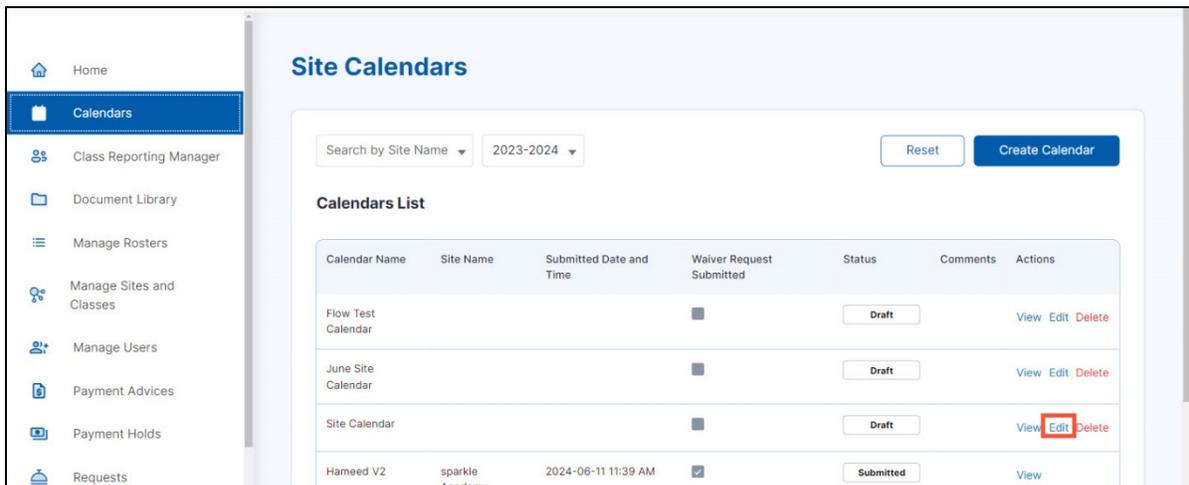
You will be directed to the Calendar Setup page.



Editing Calendar

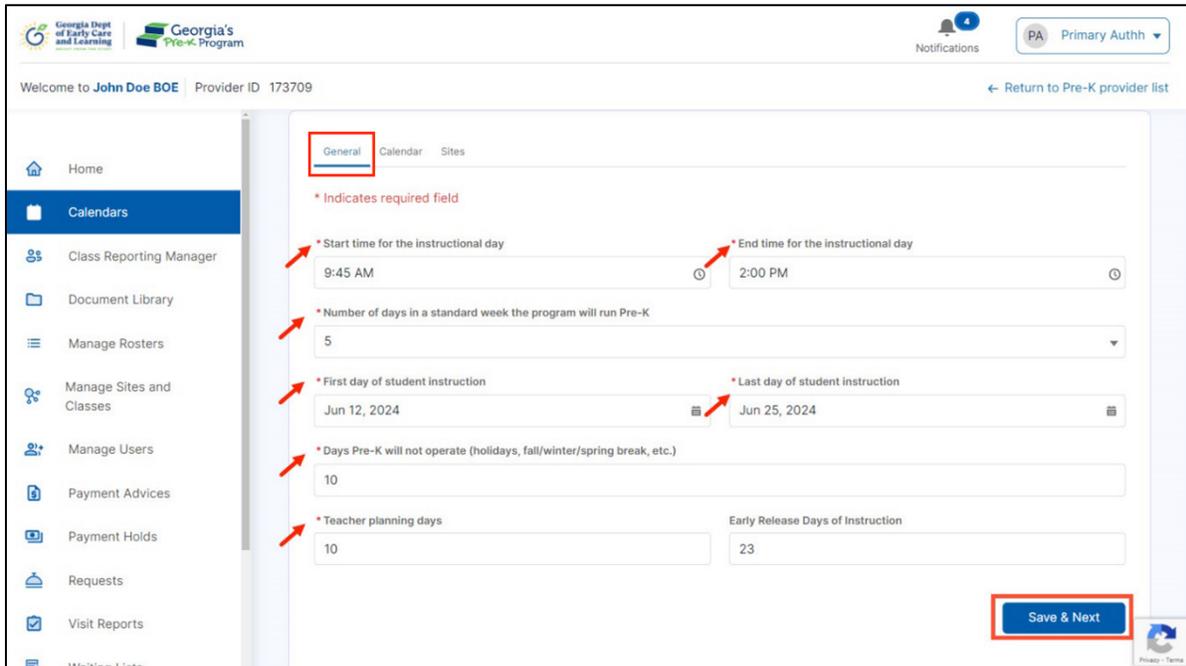
To edit the Calendar, perform the following steps:

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.

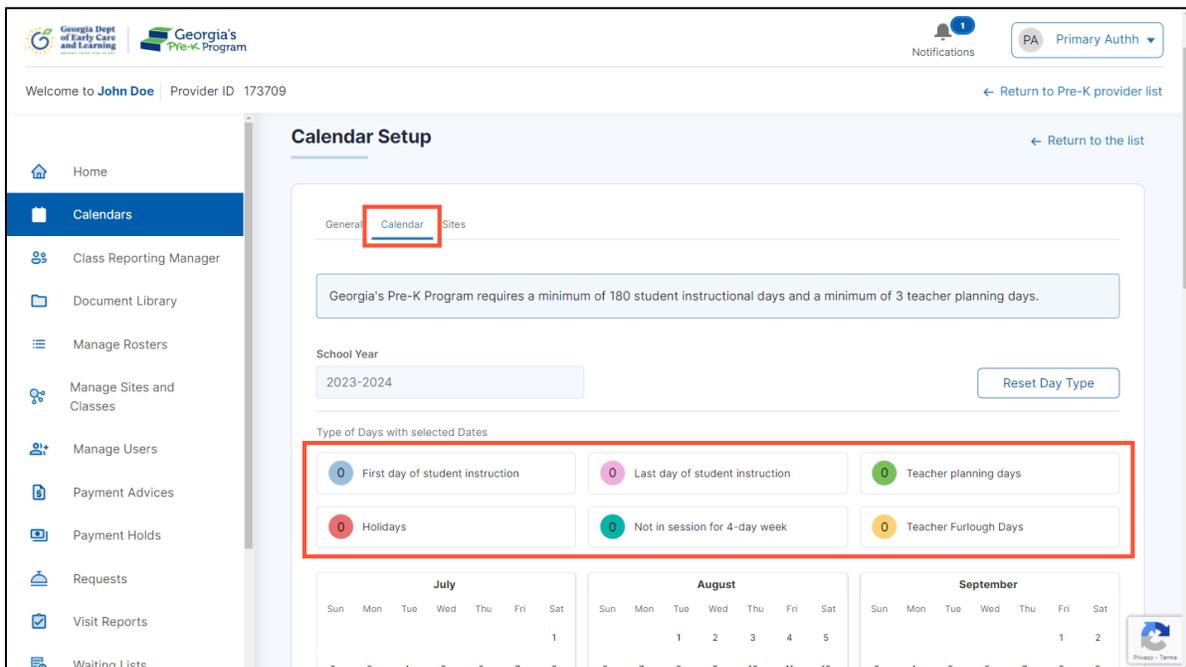
2. On the General tab, edit the required fields, then click the **Save & Next** button.



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

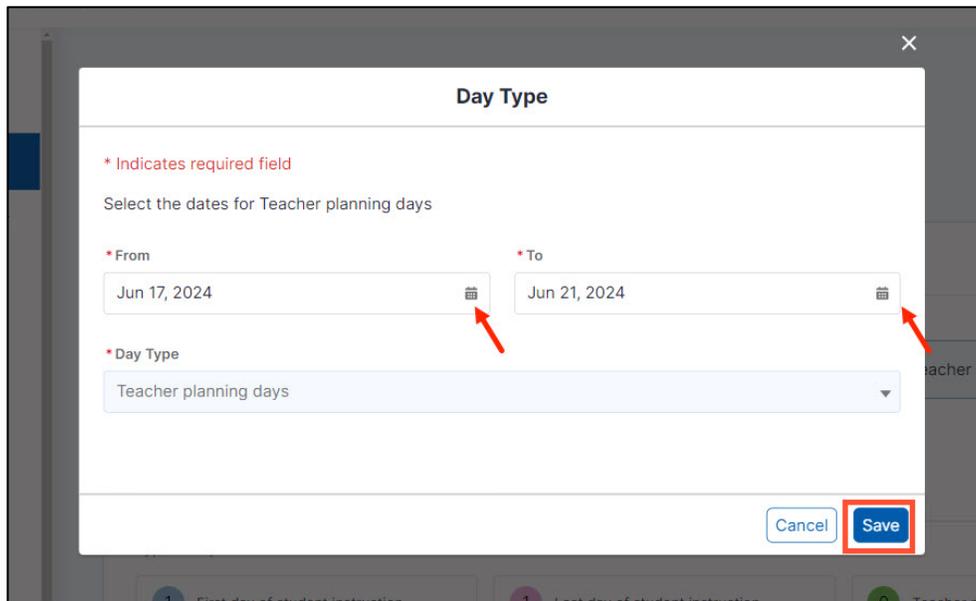
You will be directed to the **Calendar** tab on the Calendar Setup page.

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

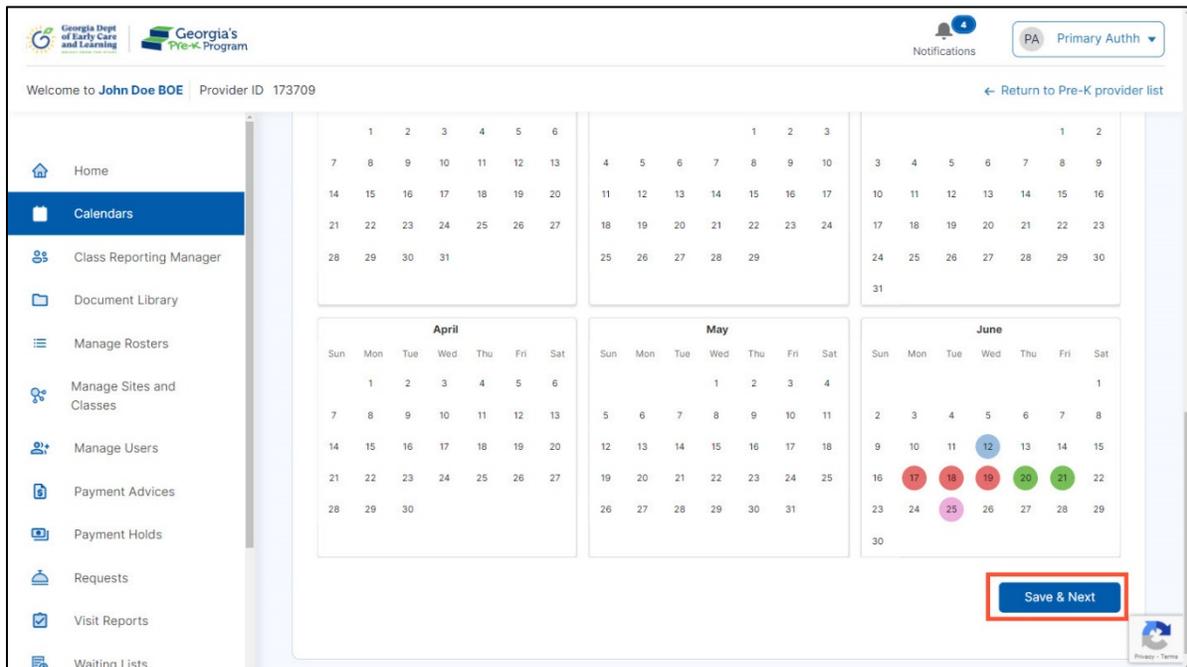


The Day Type pop-up window will be displayed.

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

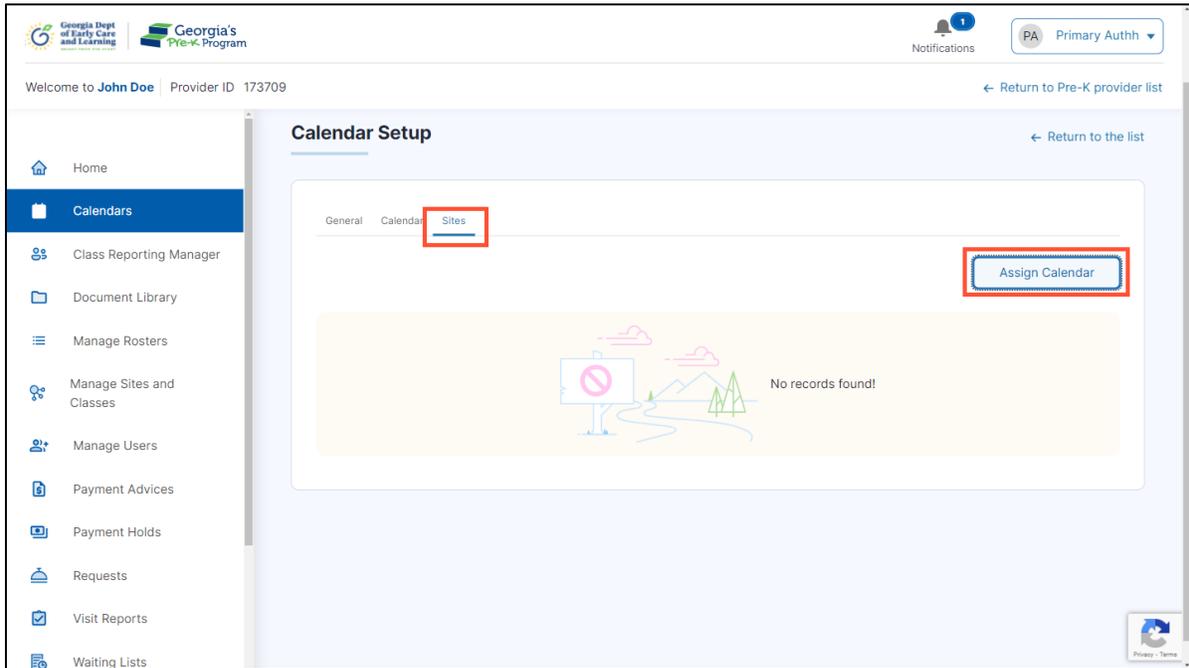


- On the Calendar Setup page, scroll down and click the **Save & Next** button.



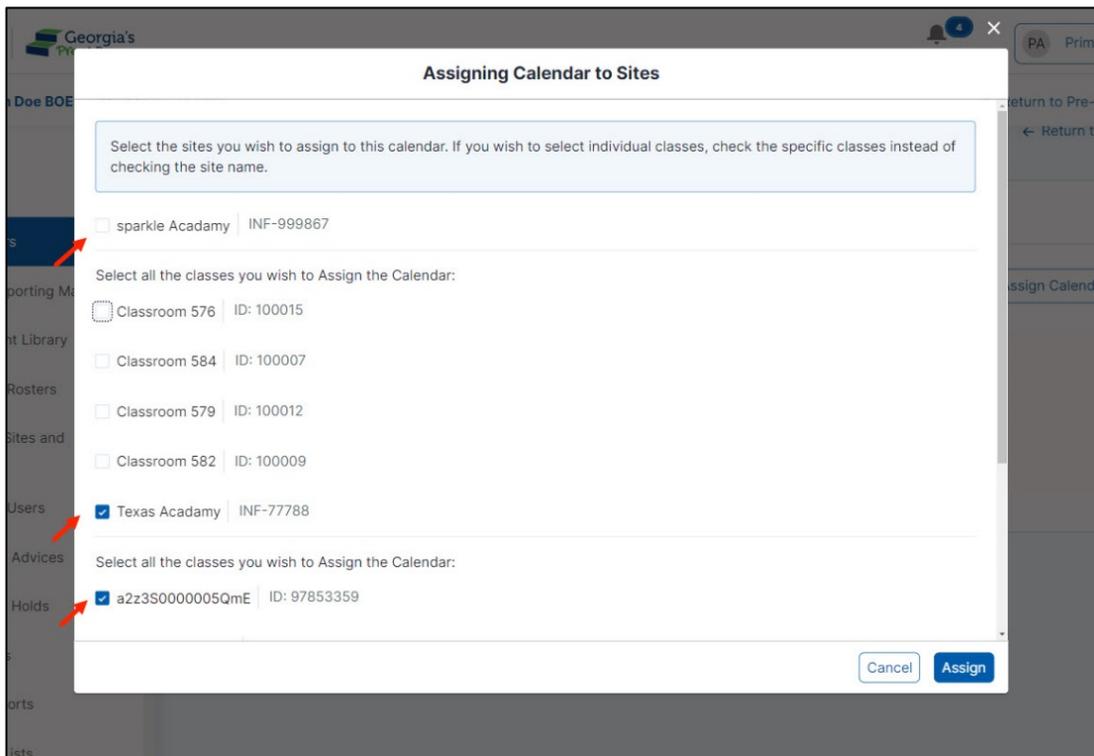
You will be directed to the Sites tab of the Calendar Setup page.

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.



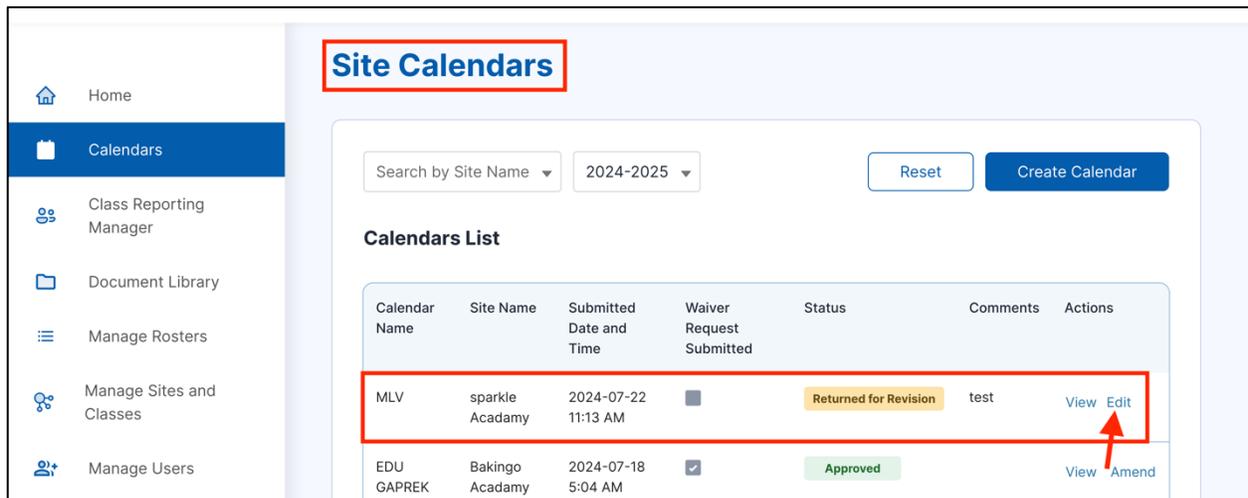
**After saving, a success message will be displayed on the screen.*

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.

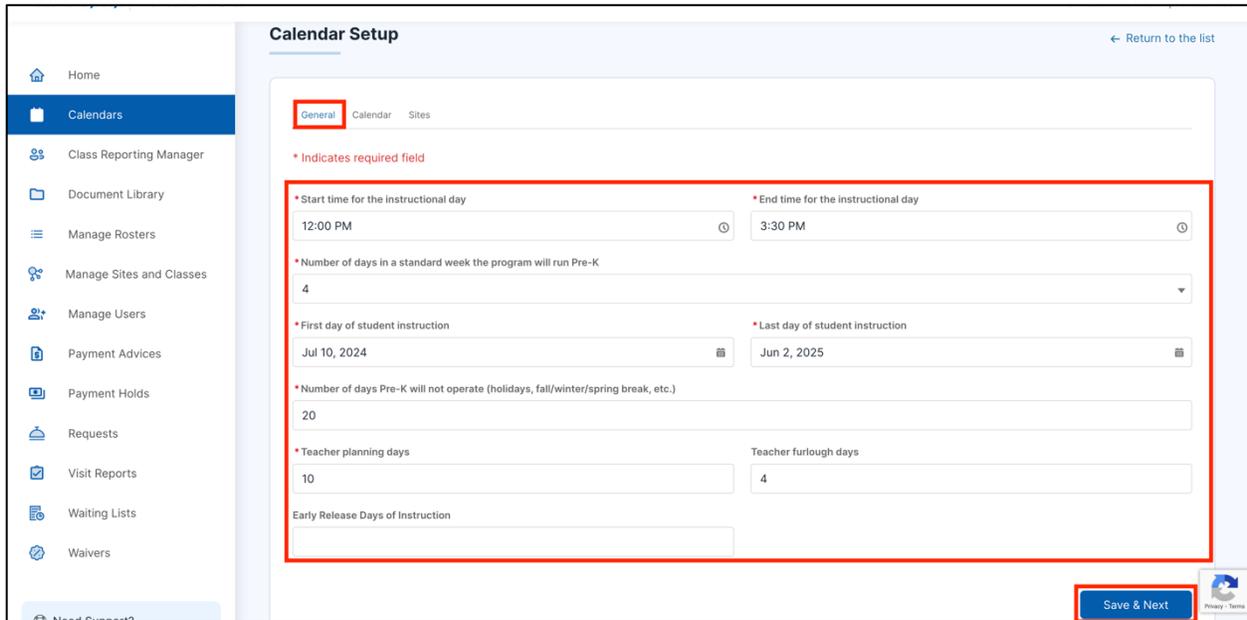
To update the calendar, perform the following steps:

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.

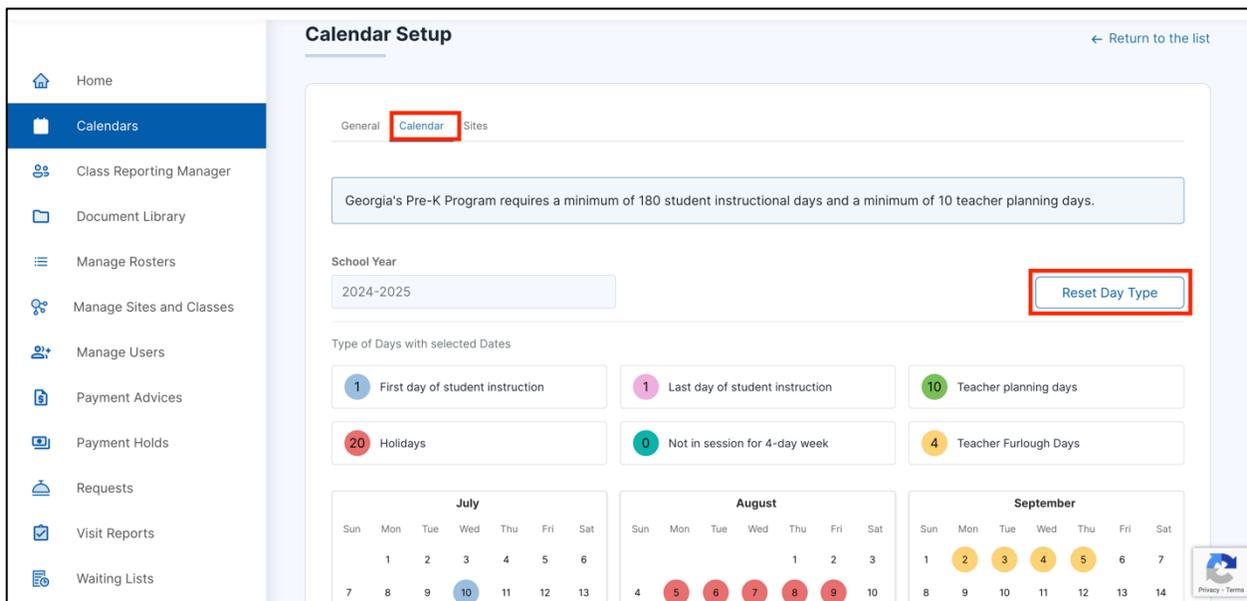
2. On the General tab, edit the required fields, then click the **Save & Next** button.



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

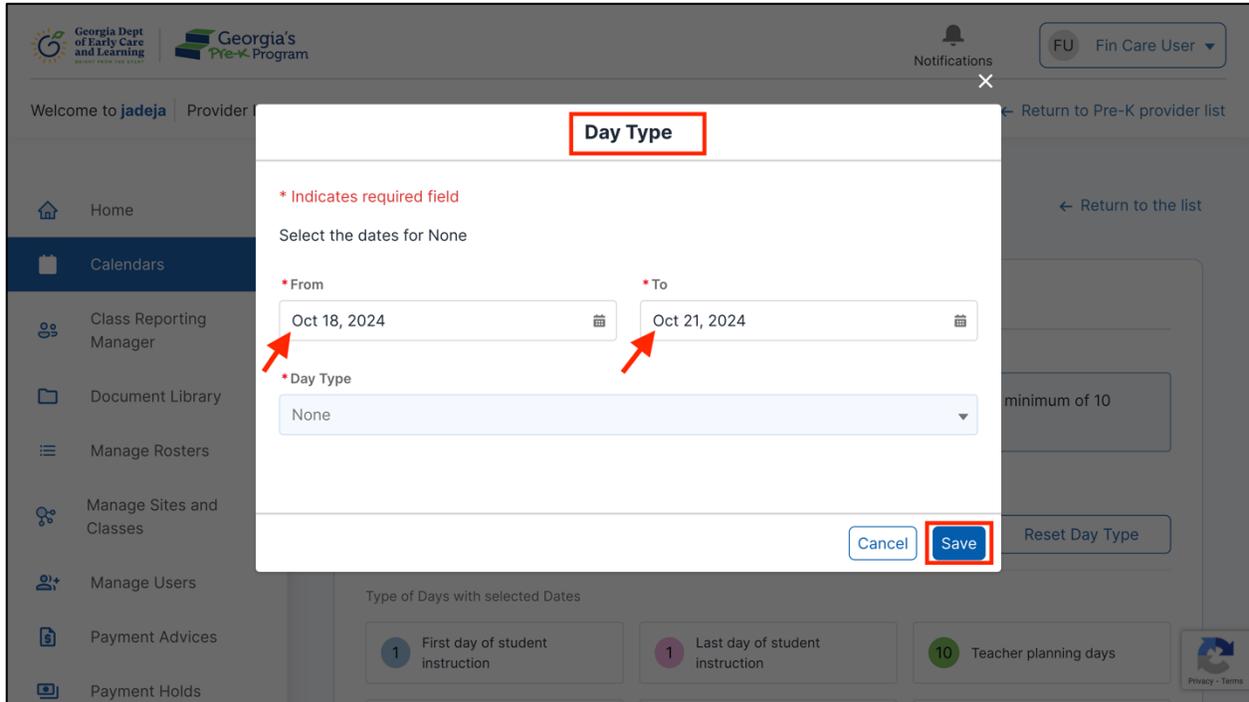
You will be directed to the **Calendar** tab on the Calendar Setup page.

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



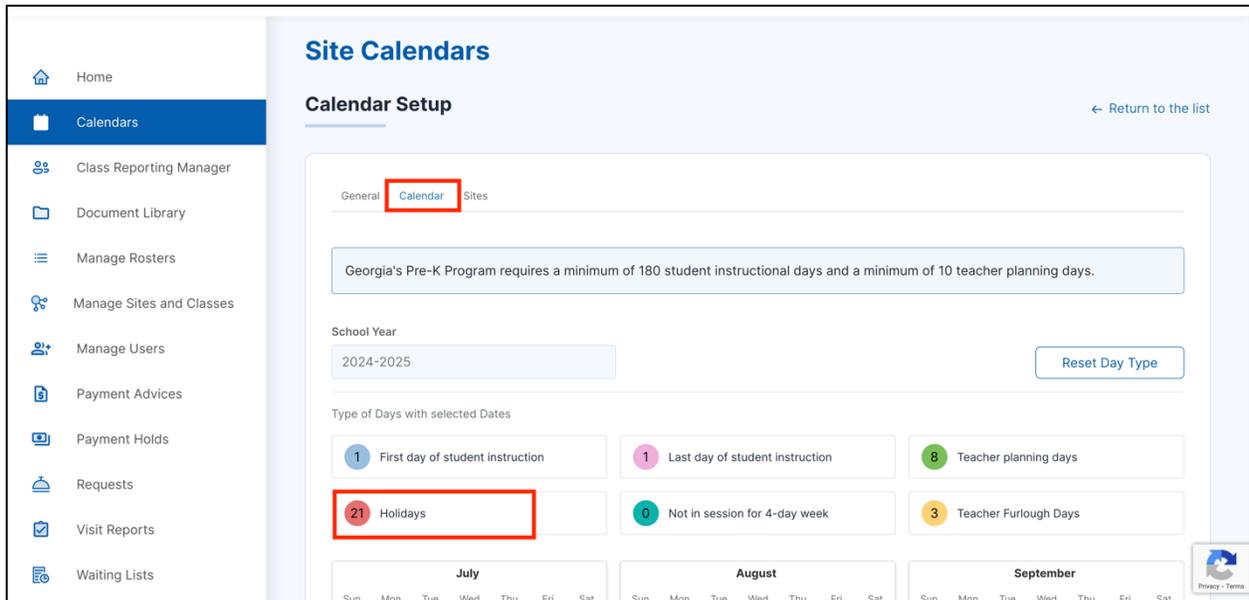
The **Day Type** pop-up window will be displayed.

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

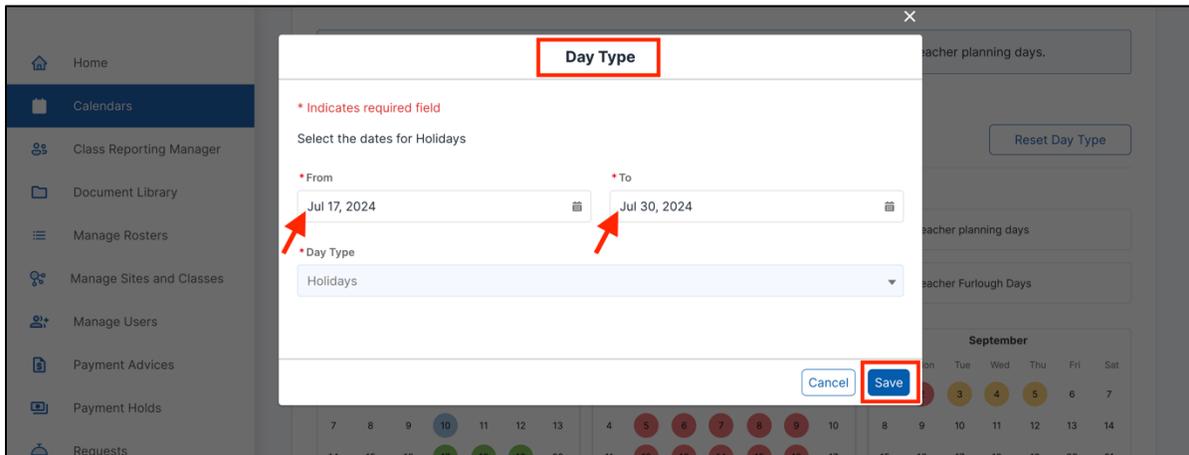


**A Successful Data Reset message will be displayed.*

- 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**.

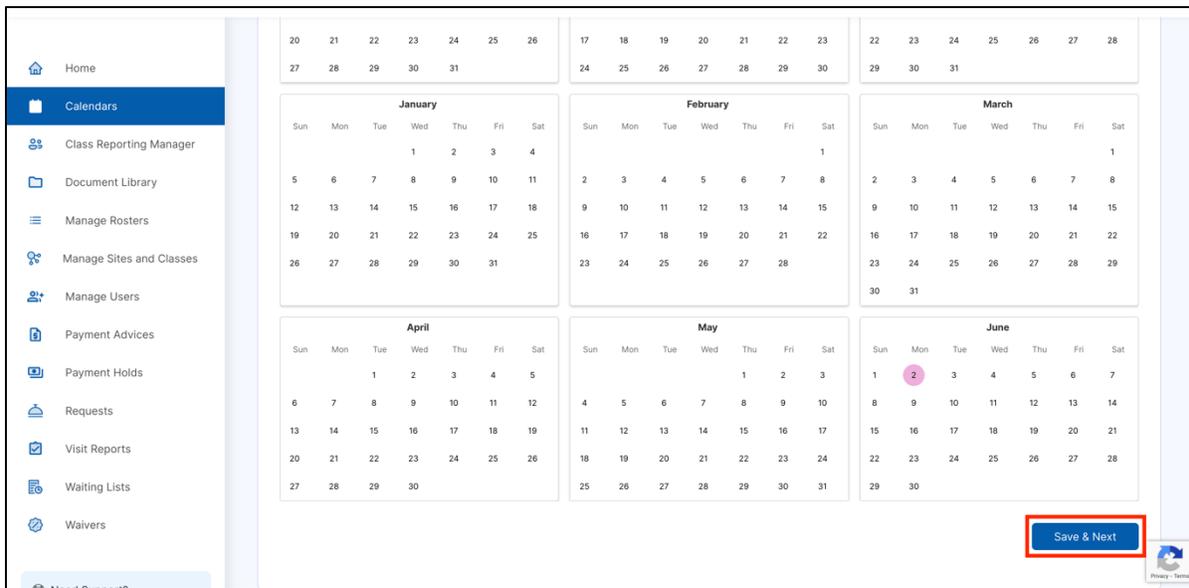


12. The Day Type pop-up window will be displayed, enter the required details:
 - d. Select the date in the **From** field.
 - e. Select the date in the **To** field.
 - f. Click the **Save** button.



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

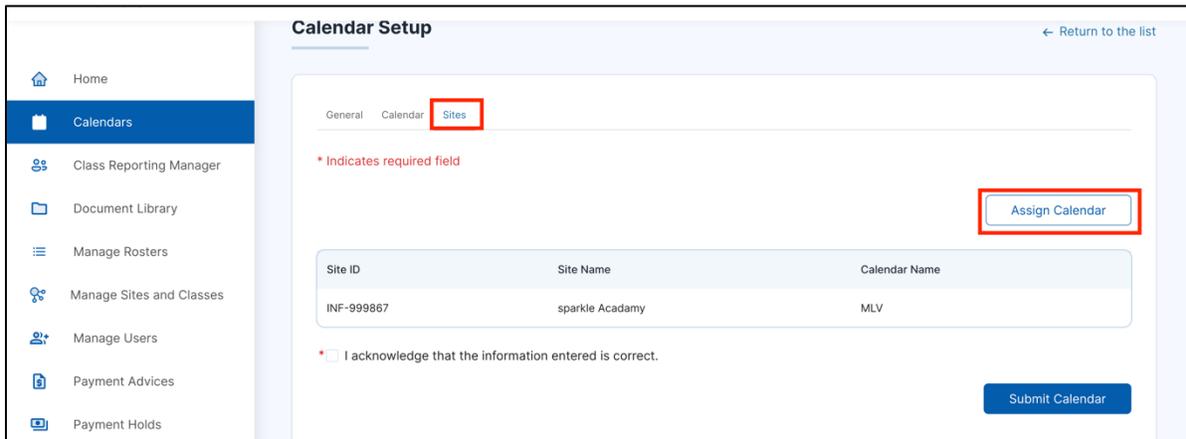
5. On the Calendar Setup page, scroll down and click the **Save & Next** button.



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

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

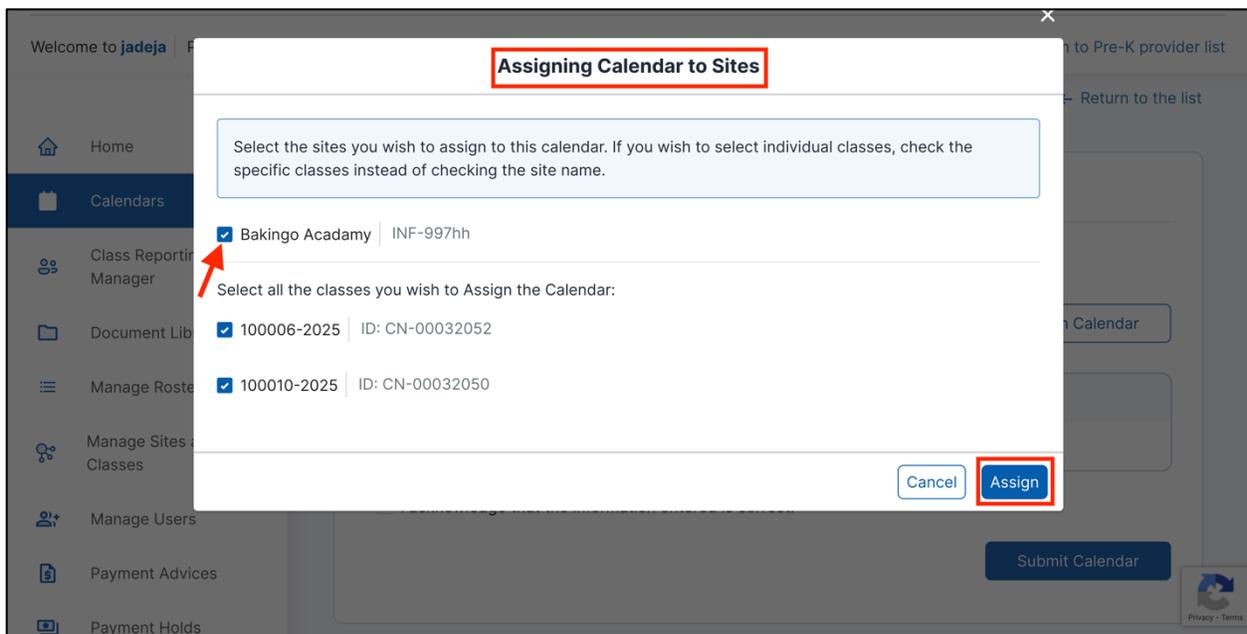
Note: Confirm the **acknowledgment** and click the **Submit Calendar** button if you wish to continue with the same Site.



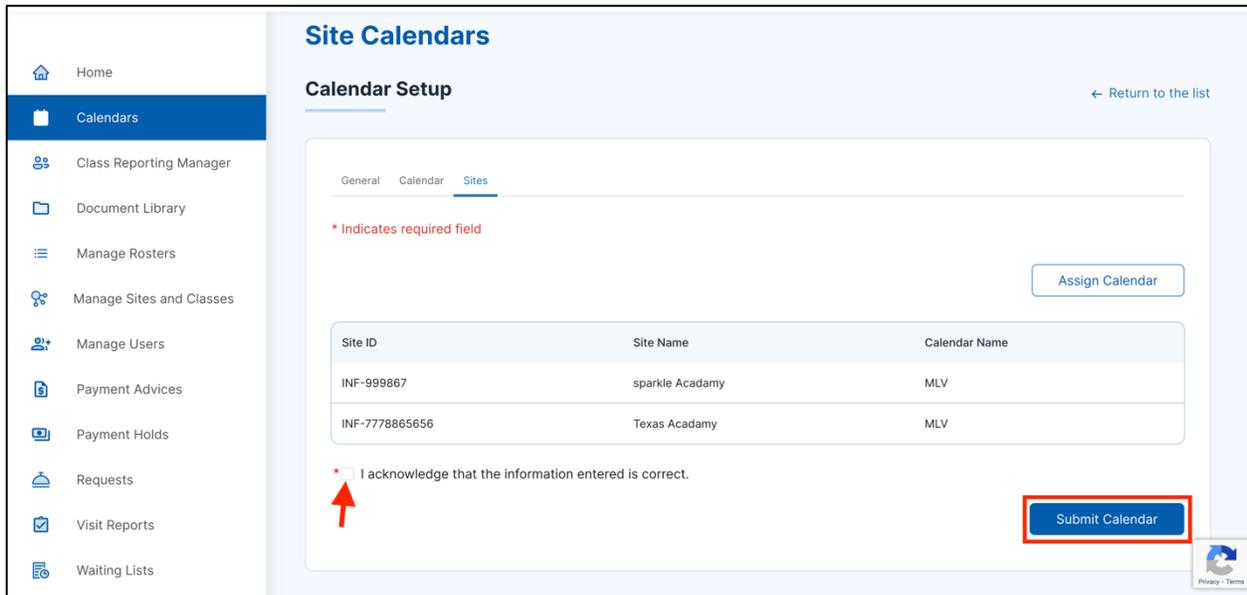
You will be directed to the **Assigning Calendar to Sites** page.

- 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.



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



Site Calendars

Calendar Setup [← Return to the list](#)

General Calendar **Sites**

* Indicates required field

[Assign Calendar](#)

Site ID	Site Name	Calendar Name
INF-999867	sparkle Academy	MLV
INF-7778865656	Texas Academy	MLV

I acknowledge that the information entered is correct.

[Submit Calendar](#)

[Privacy - Terms](#)

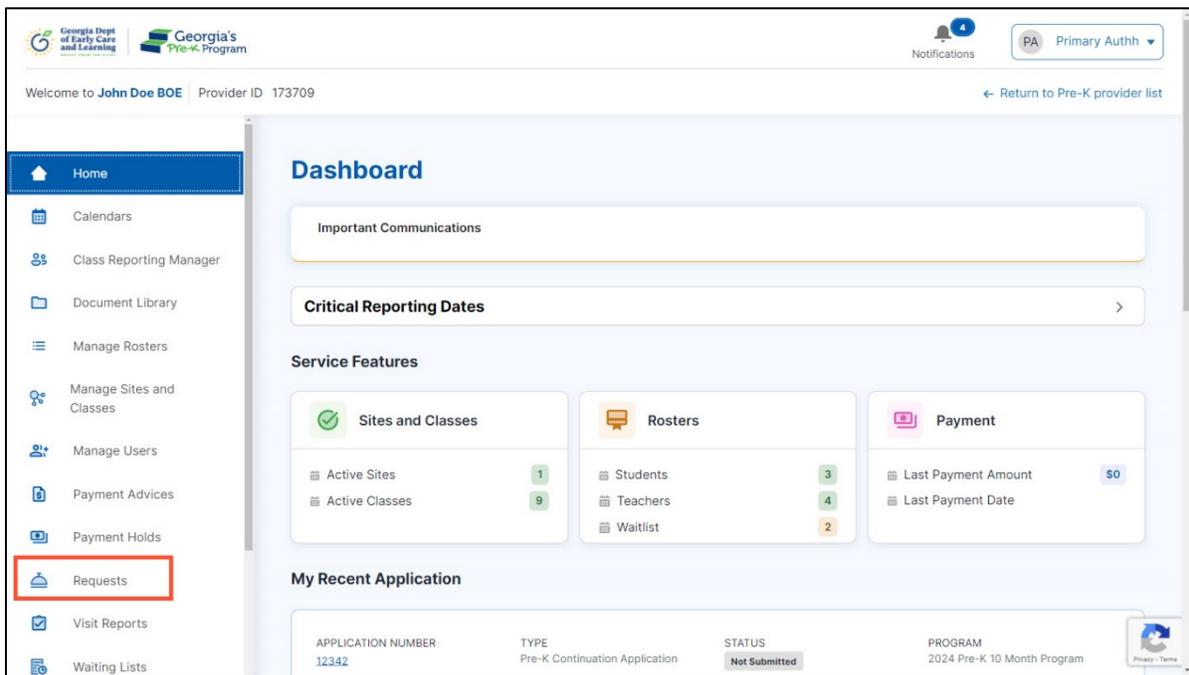
**After submission, a success message will be displayed on the page.*

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.

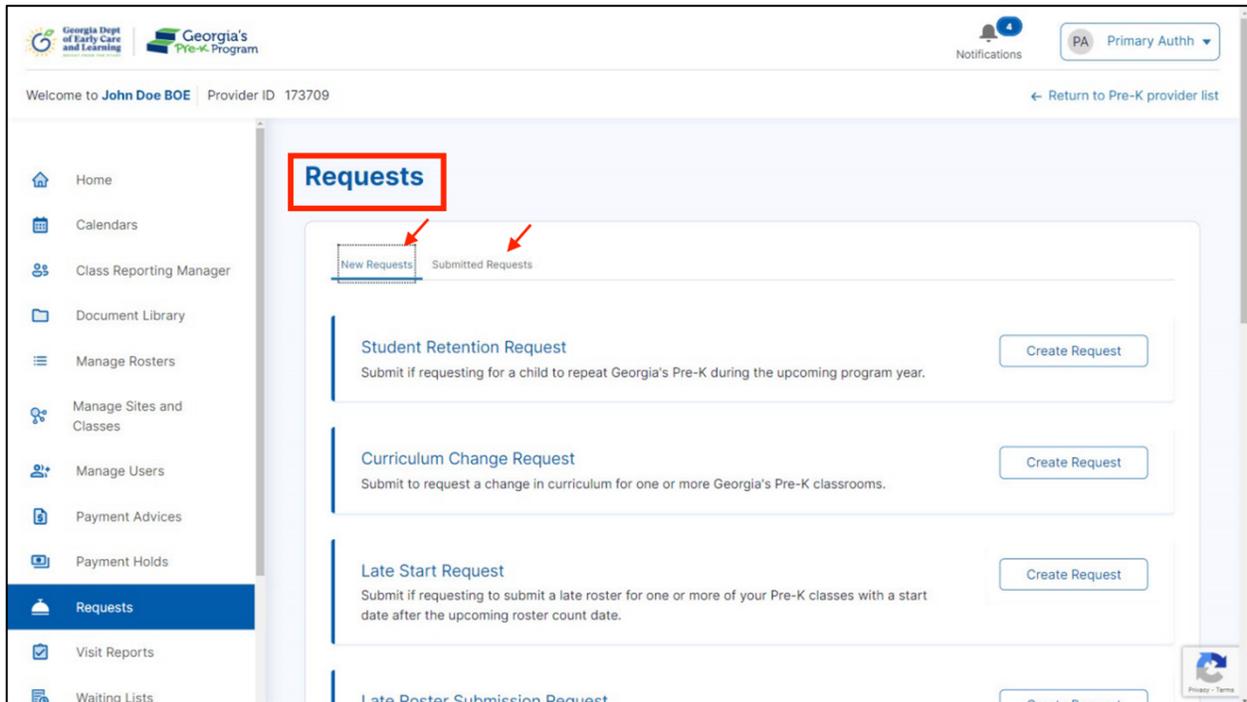


The screenshot shows the Georgia's Pre-K Program dashboard. The left navigation menu is visible, with the 'Requests' tab highlighted in a red box. The dashboard content includes a 'Dashboard' header, 'Important Communications' section, 'Critical Reporting Dates' section, and 'Service Features' section. The 'Service Features' section contains three cards: 'Sites and Classes' (Active Sites: 1, Active Classes: 9), 'Rosters' (Students: 3, Teachers: 4, Waitlist: 2), and 'Payment' (Last Payment Amount: \$0, Last Payment Date). Below these is the 'My Recent Application' section, which displays a table with the following data:

APPLICATION NUMBER	TYPE	STATUS	PROGRAM
12342	Pre-K Continuation Application	Not Submitted	2024 Pre-K 10 Month Program

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.

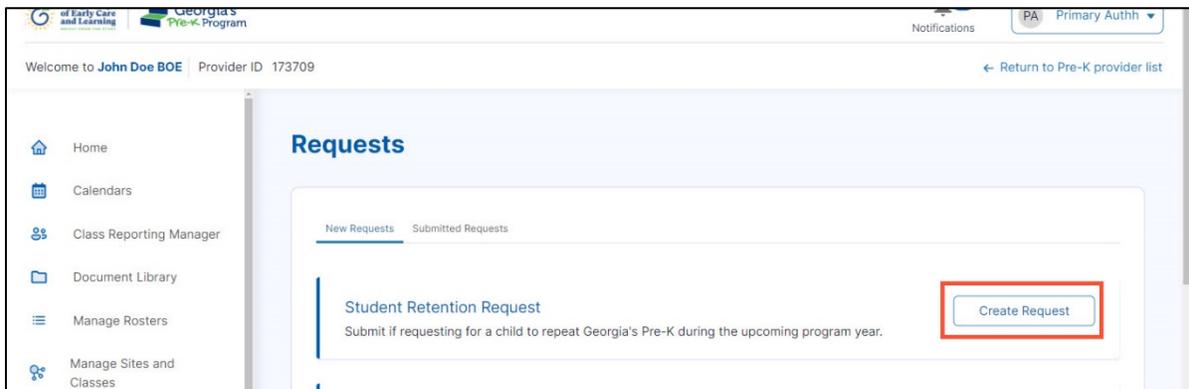


Student Retention Request

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.

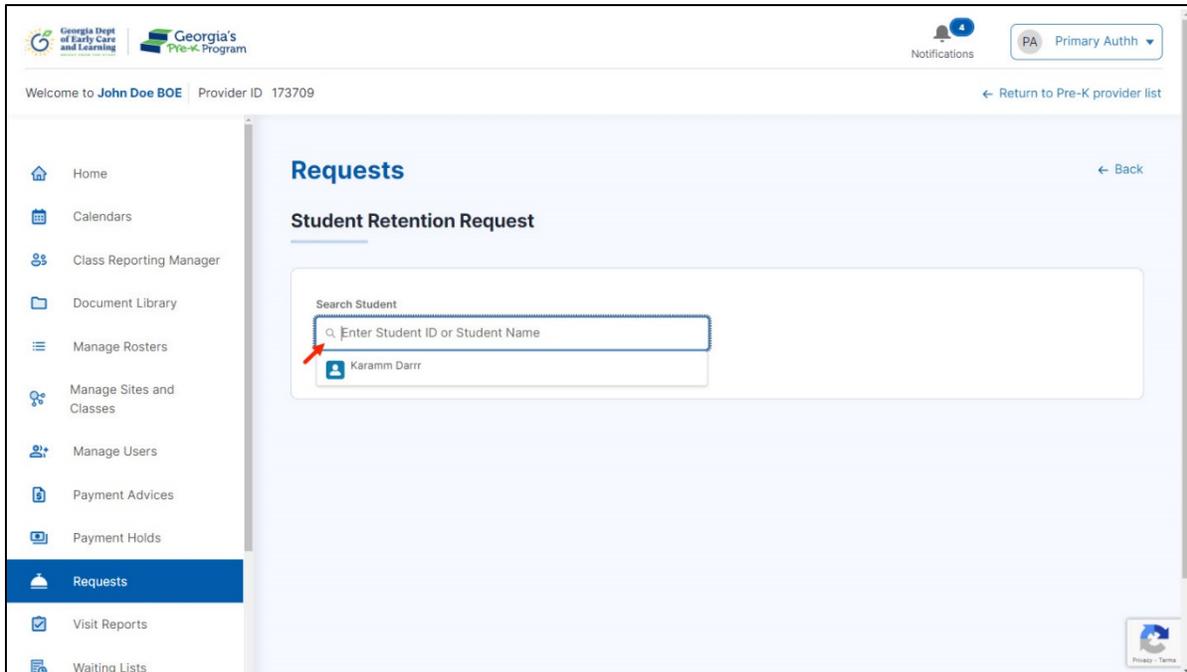
To create the Student Retention Request, perform the following steps:

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



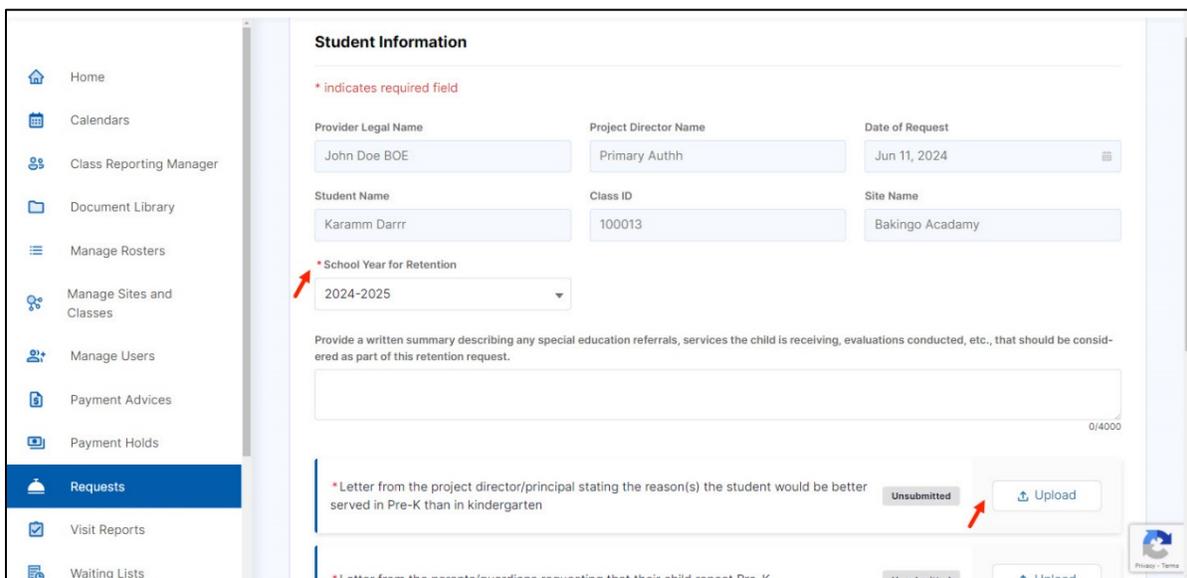
You will be directed to the Student Retention Request page.

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.

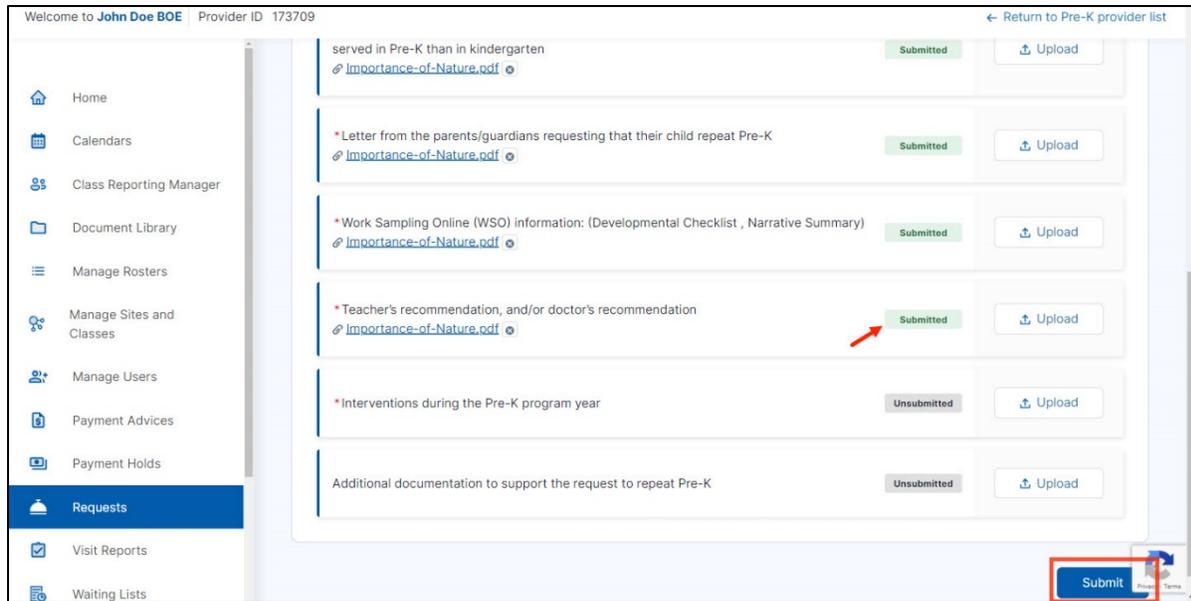


**The Upload Files pop-up window will be displayed.*

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.



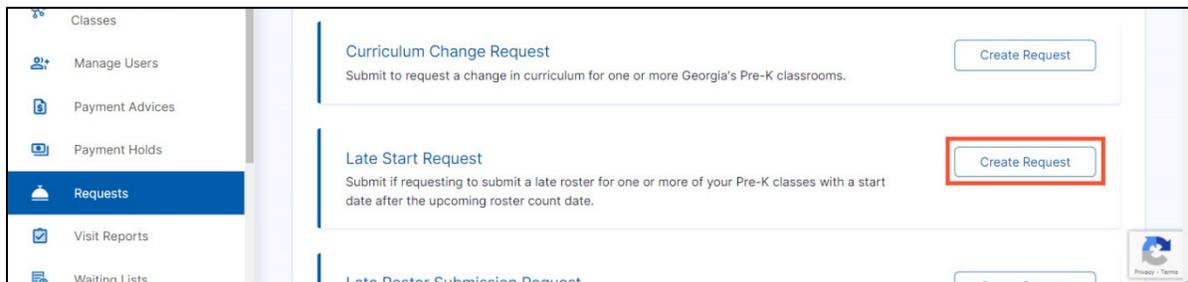
**After saving, a success message will be displayed on the page, and the request will be reflected under the Submitted Requests tab.*

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:

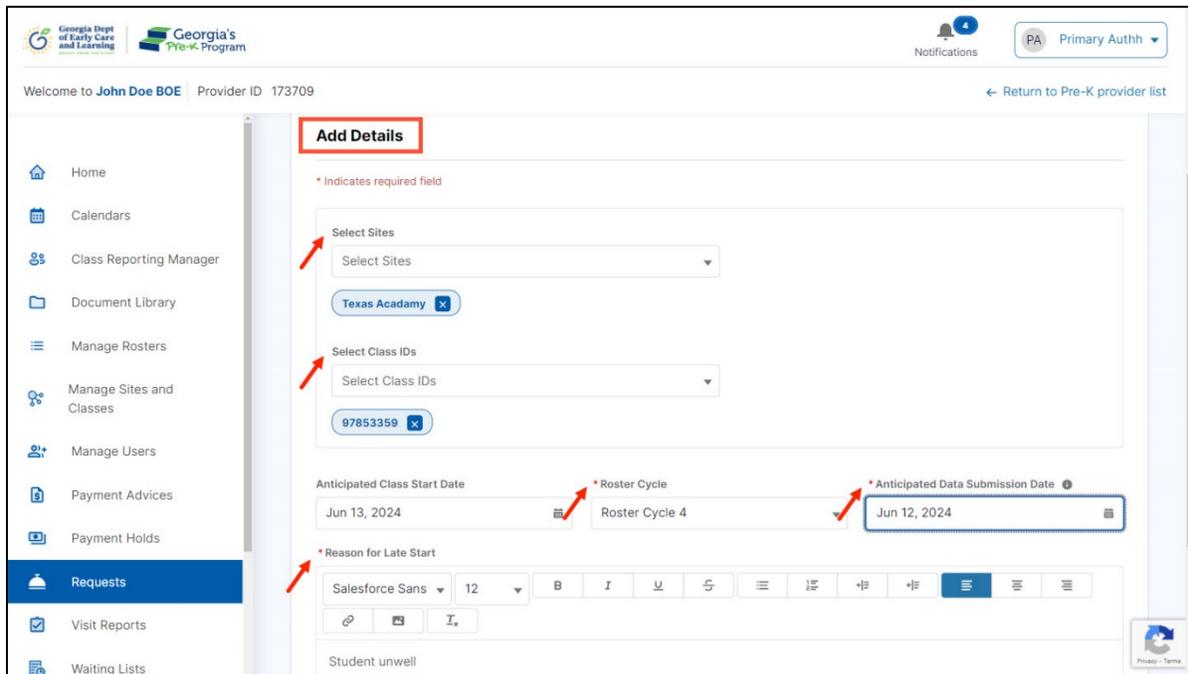
1. Navigate to the Request section of the Provider portal.
2. Click the **Create Request** button for the **Late Start Request**.



You will be directed to the Late Start Request page.

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

- Select the **Site(s)** and the **Class ID(s)** from the drop-down list for which you are submitting the Late Start Request.
- 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)).
- Provide a **Reason** for Late Start.



- 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.

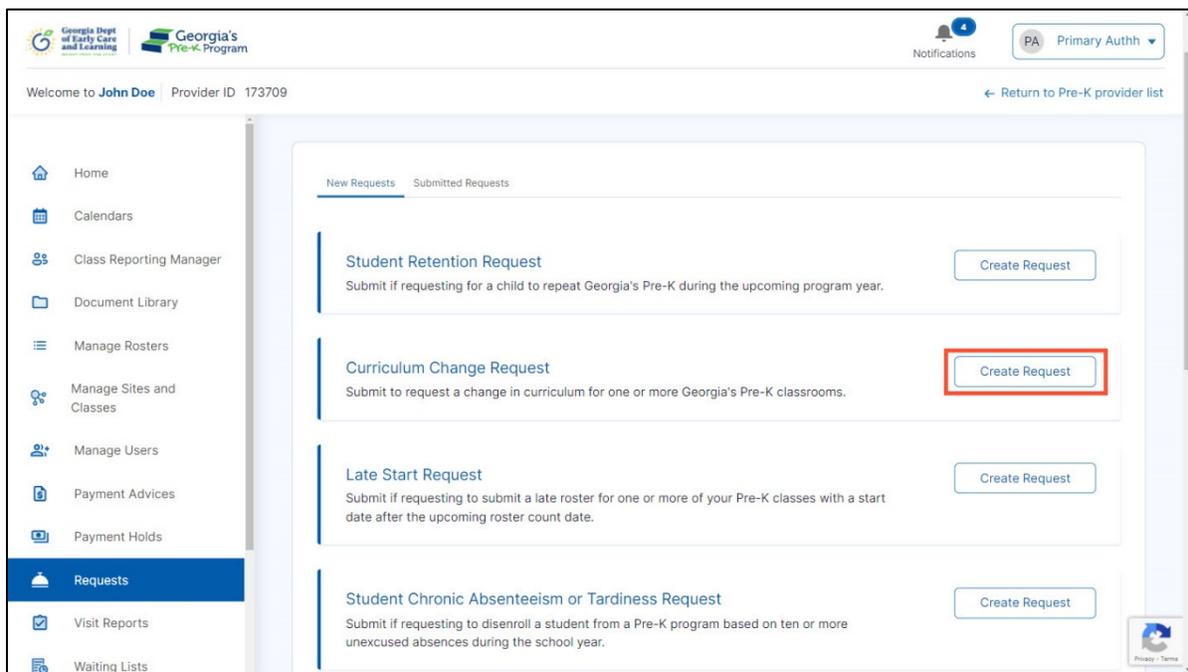
- If the request is not approved, you will receive a notification in the provider portal that includes the reason for not approving the request.
- If the request is approved, you will receive a notification in the provider portal and the roster due date for the Site(s) and Class ID(s) indicated on the 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.



The screenshot displays the provider portal interface. At the top, there are logos for the Georgia Dept of Early Care and Learning and Georgia's Pre-K Program, along with a 'PA Primary Authn' dropdown menu. Below the header, a navigation sidebar on the left lists various options: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests (highlighted in blue), Visit Reports, and Waiting Lists. The main content area shows a 'New Requests' tab with four request tiles: 'Student Retention Request', 'Curriculum Change Request' (with a red box around its 'Create Request' button), 'Late Start Request', and 'Student Chronic Absenteeism or Tardiness Request'. Each tile includes a brief description and a '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.

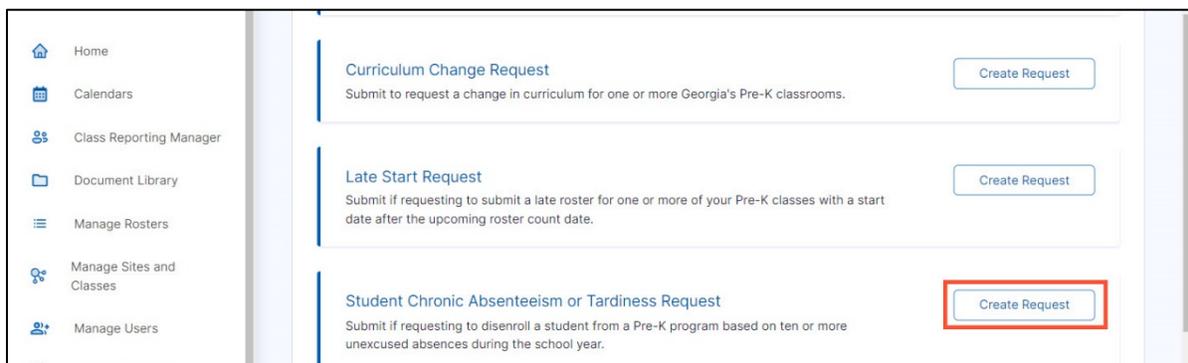
**After saving, a success message will be displayed on the page, and the request will be reflected under the Submitted Requests tab.*

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.

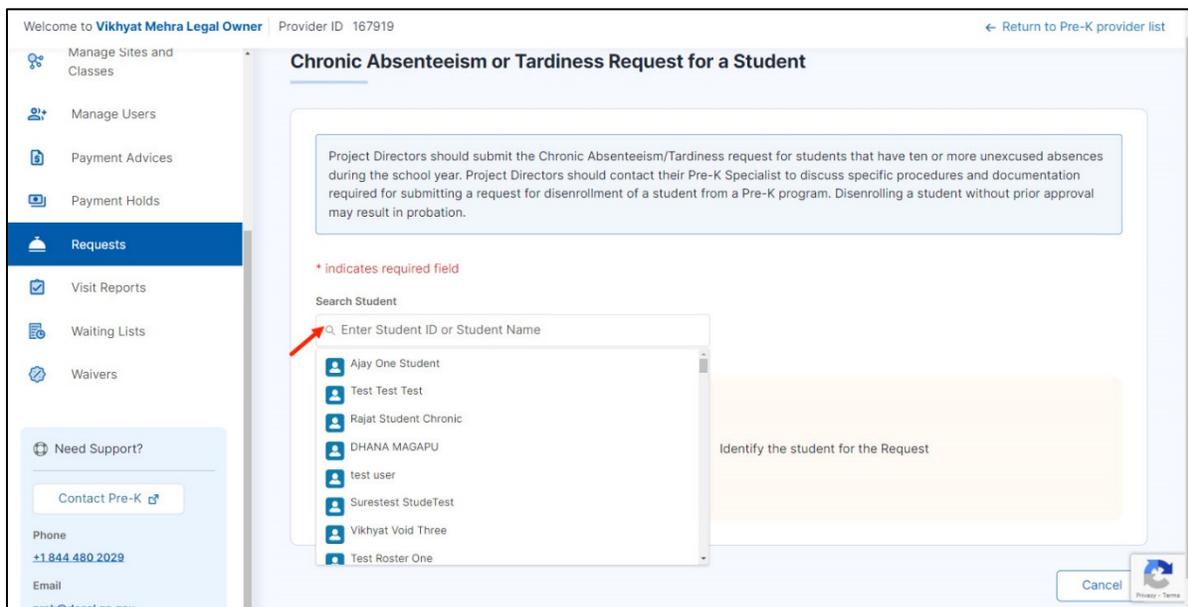
To create the Student Chronic Absenteeism or Tardiness Request, perform the following steps:

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.

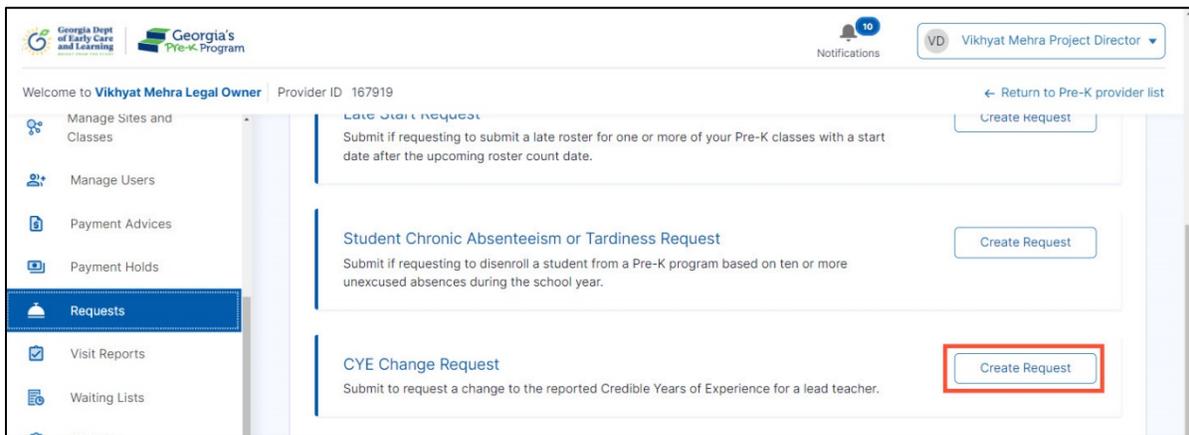
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

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.

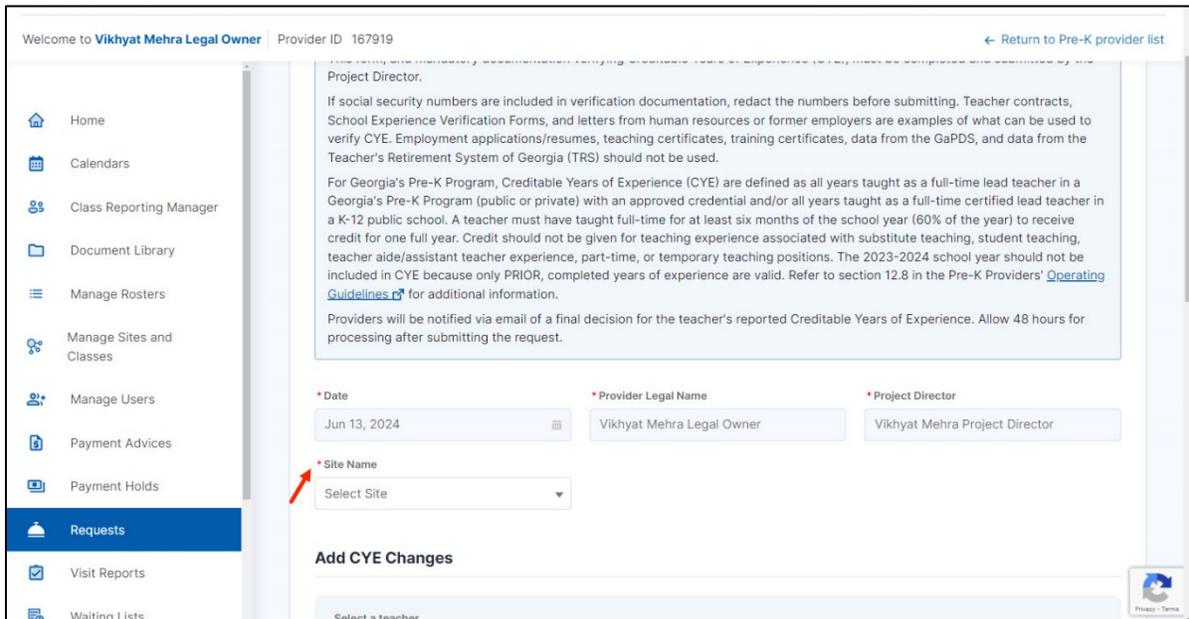
To create the CYE Change Request, perform the following steps:

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

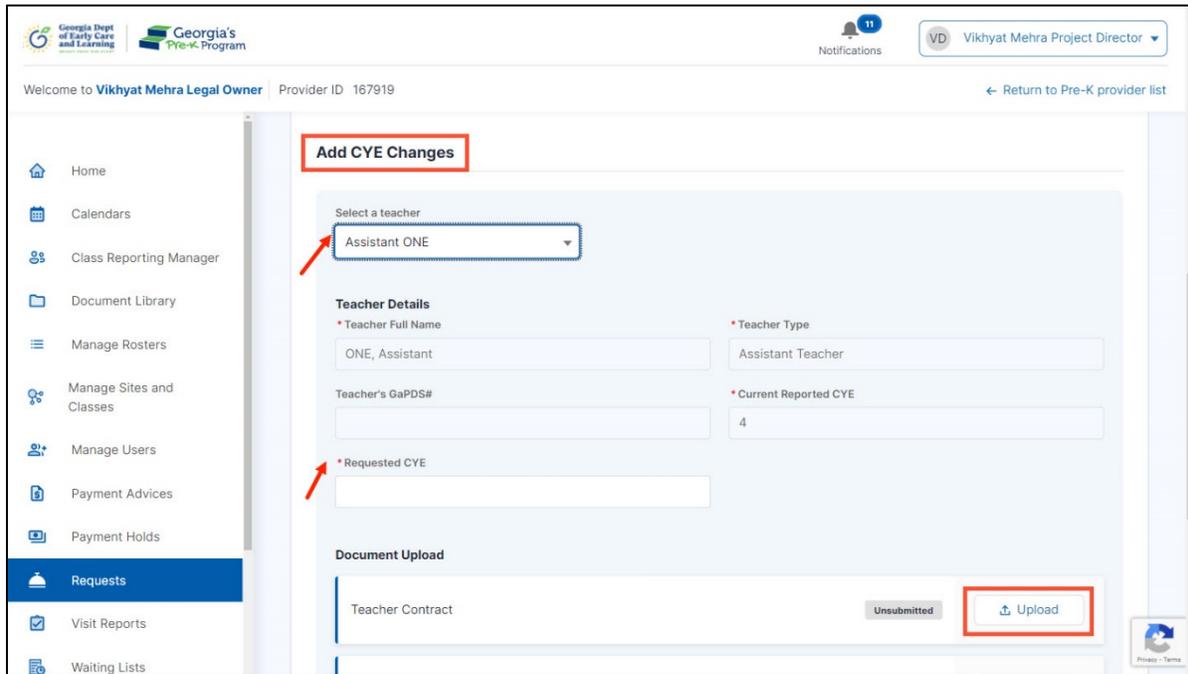


You will be directed to the CYE Request page.

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.

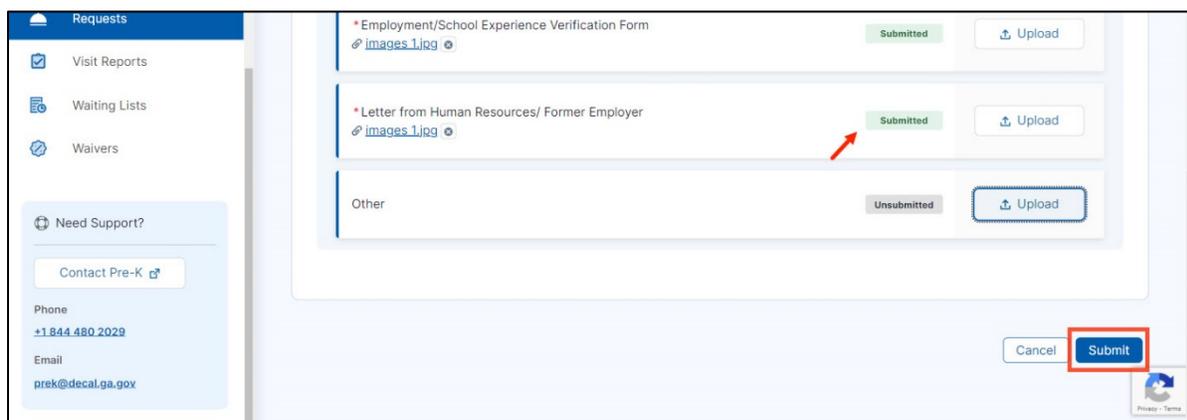


**The Upload Files pop-up window will be displayed.*

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.



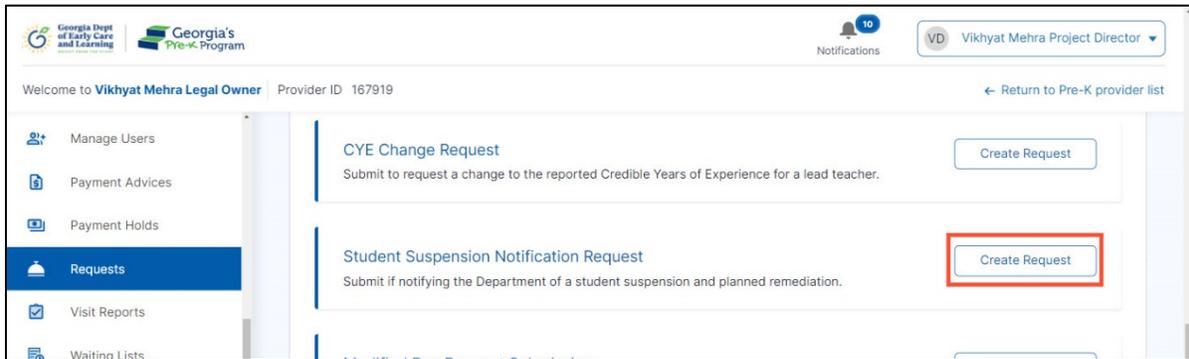
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

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.

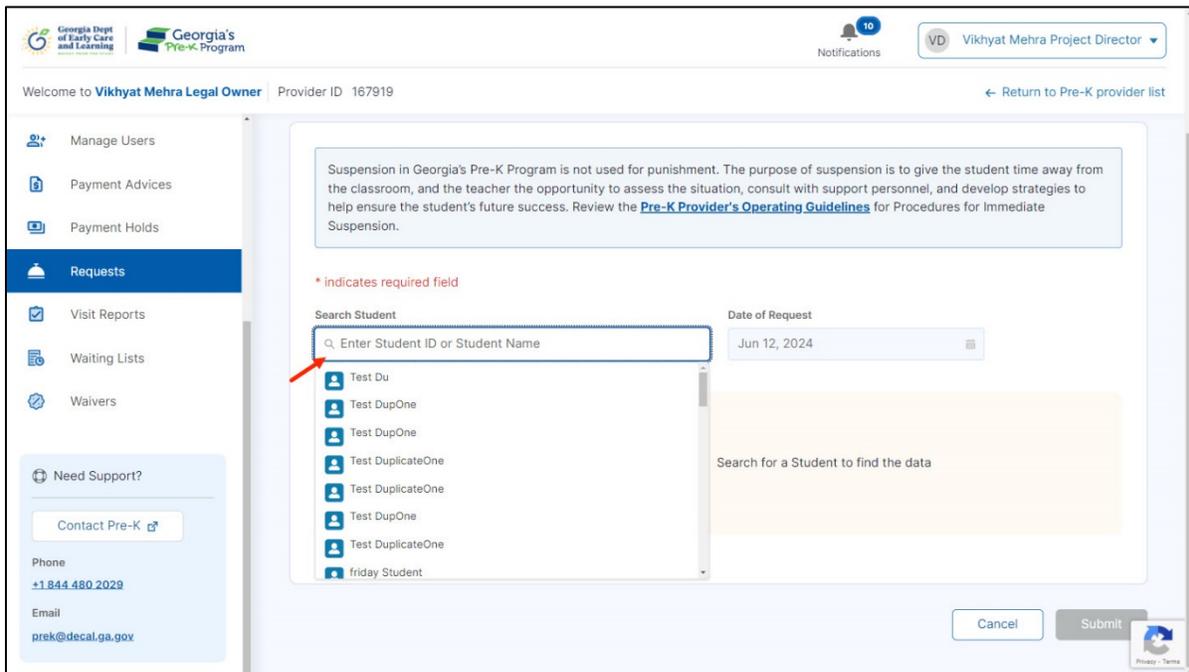
To create the Student Suspension Notification Request, perform the following steps:

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.

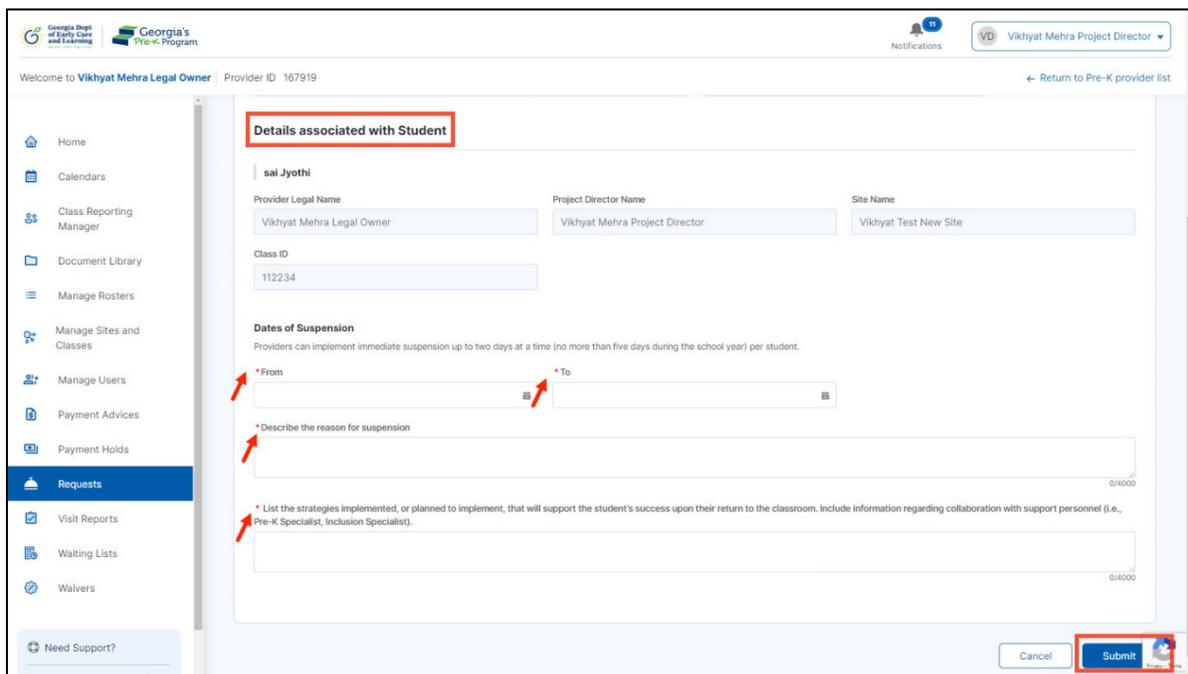


Selected student details will be extracted and displayed in the Details associated with the student section.

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.



The screenshot shows the 'Details associated with Student' form in the Georgia's Pre-K Program system. The form is titled 'sai Jyothi' and contains the following fields:

- Provider Legal Name:** Vikhyat Mehra Legal Owner
- Project Director Name:** Vikhyat Mehra Project Director
- Site Name:** Vikhyat Test New Site
- Class ID:** 112234
- Dates of Suspension:**
 - *From:** (Date selection field)
 - *To:** (Date selection field)
- *Describe the reason for suspension:** (Text area)
- *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):** (Text area)

At the bottom right of the form, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box in the screenshot.

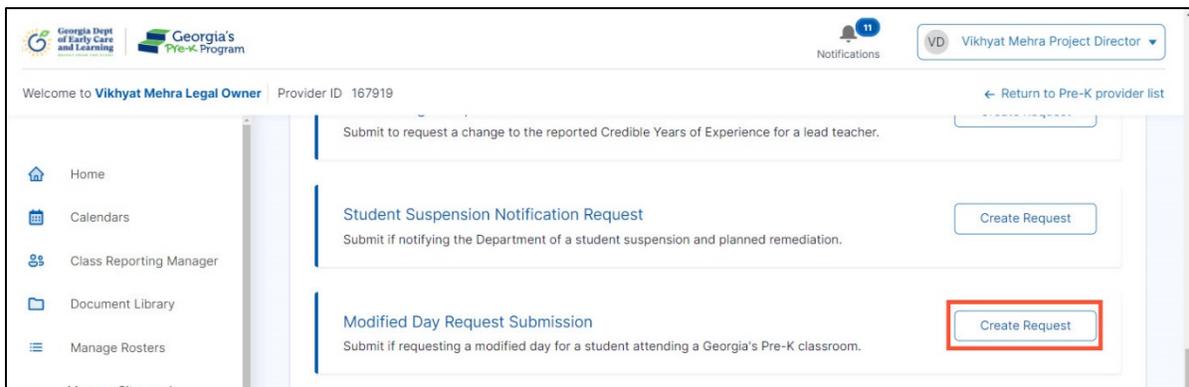
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

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.

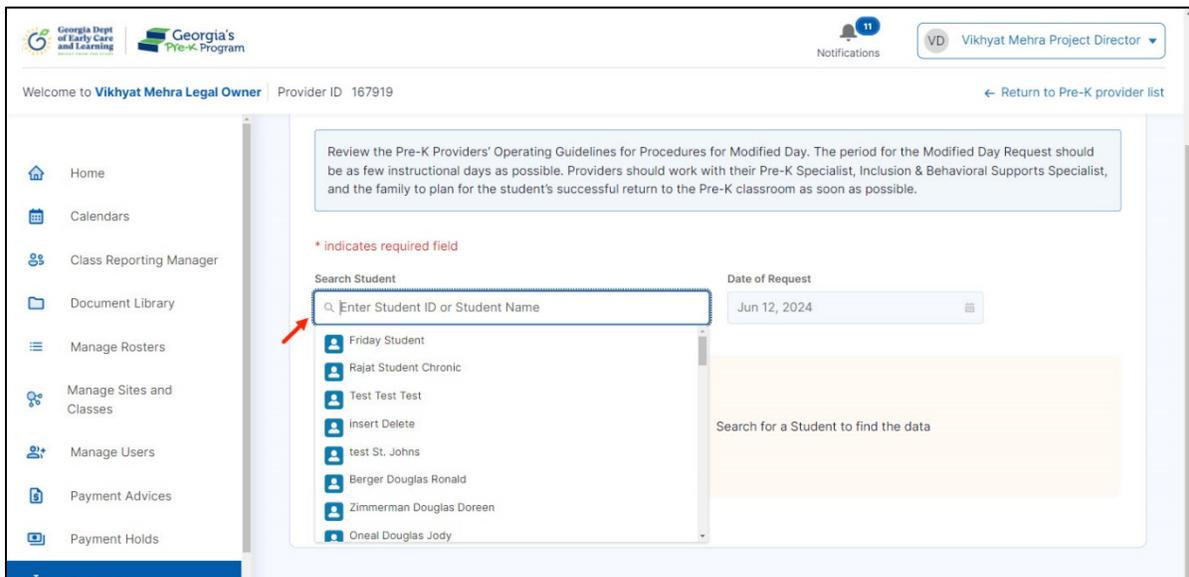
To create the Modified Day Request Submission, perform the following steps:

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



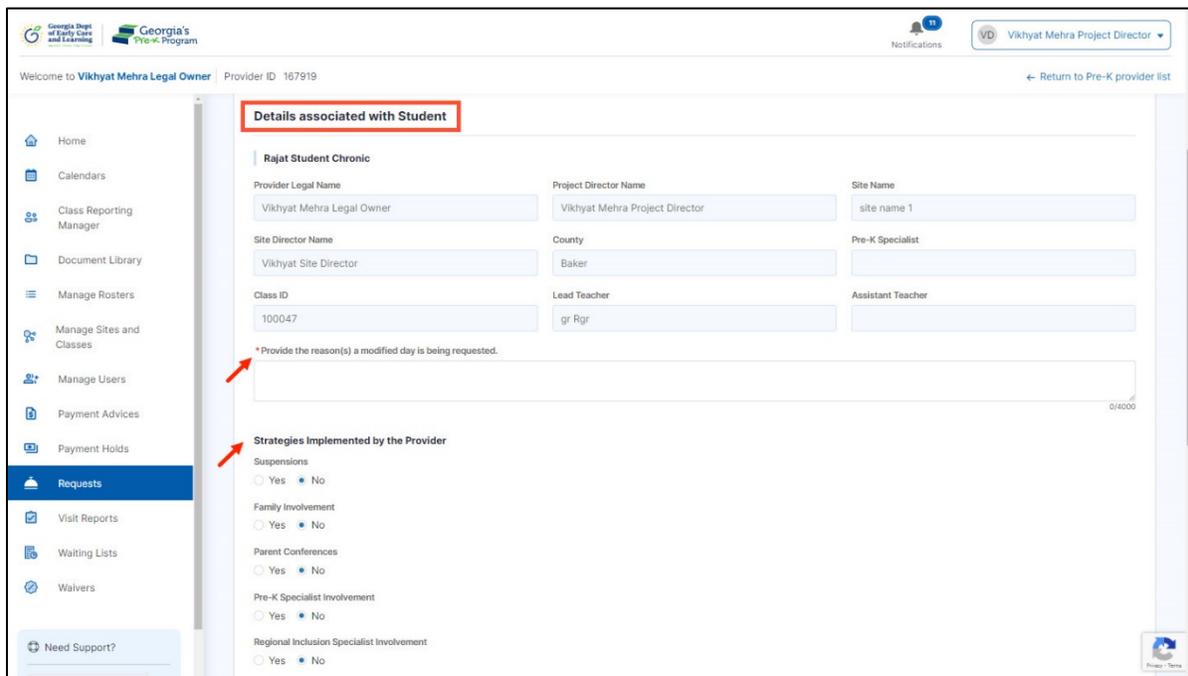
You will be directed to the Student Suspension Notification Request page.

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

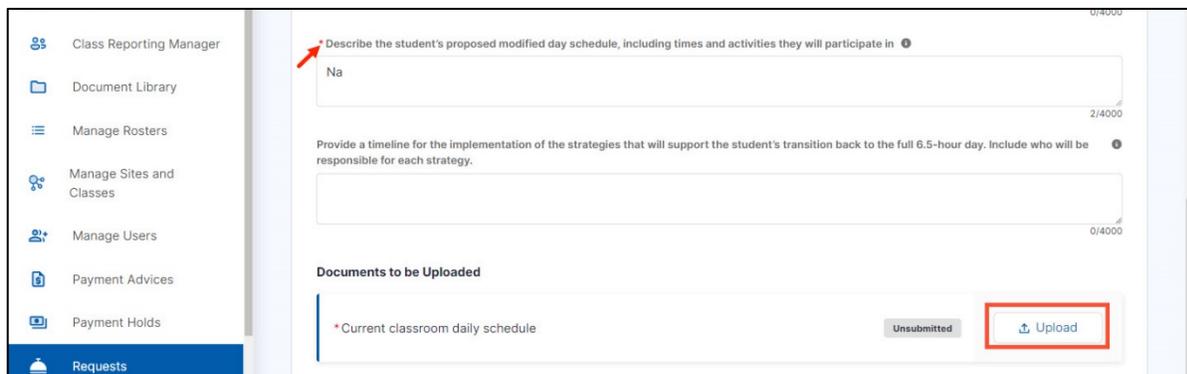


Selected student details will be extracted and displayed in the **Details associated with Student** section.

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.

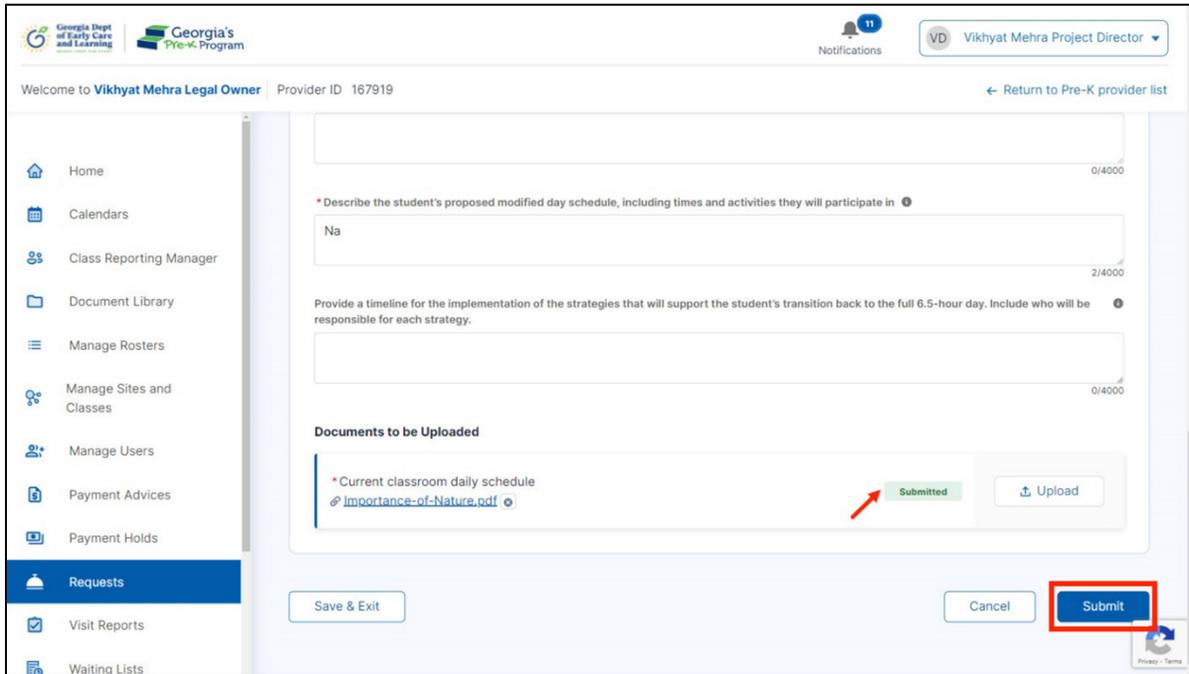


**The Upload Files pop-up window will be displayed.*

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.



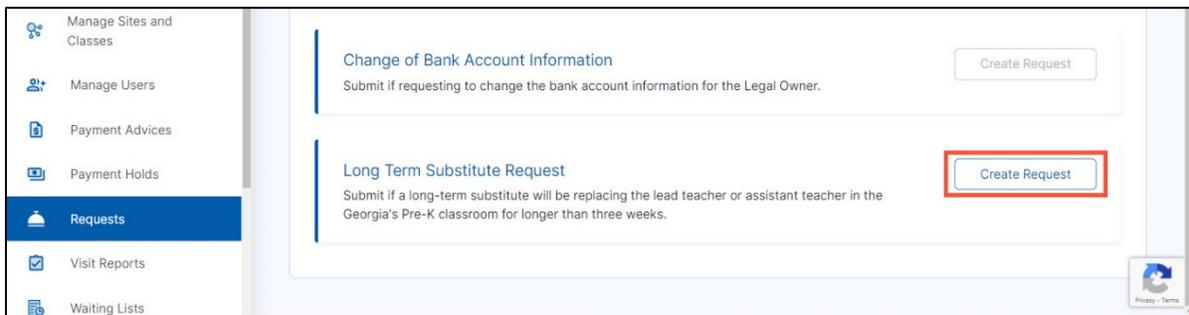
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

Long Term Substitute Request

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

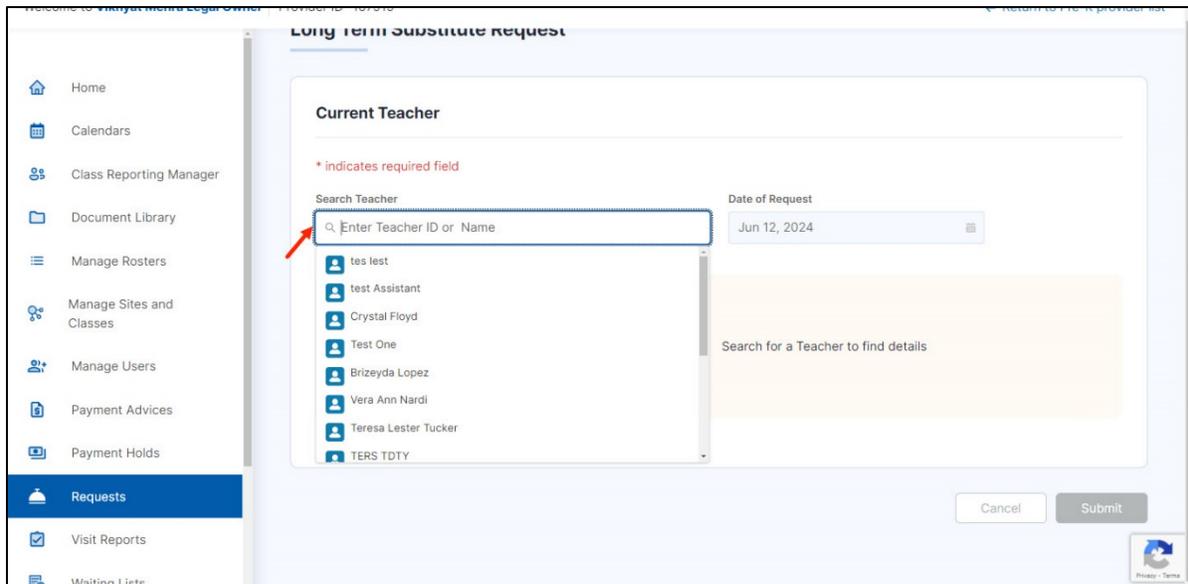
To create the Long-Term Substitute Request, perform the following steps:

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



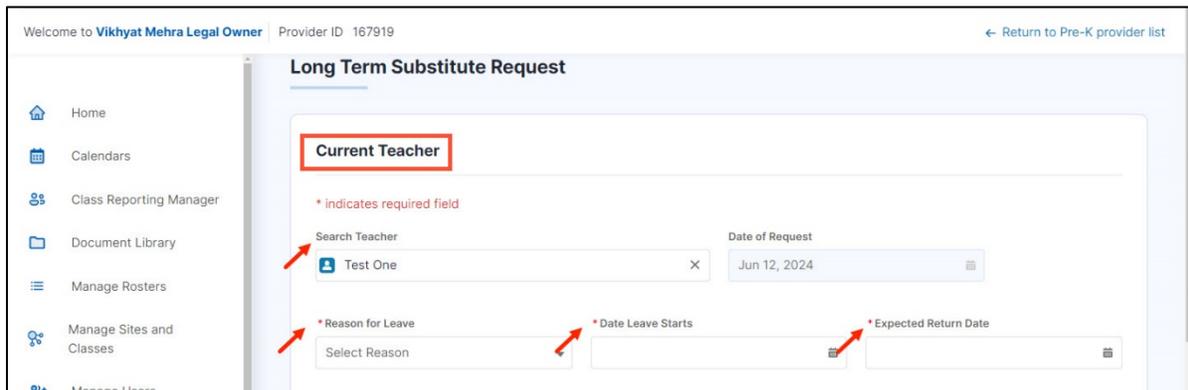
You will be directed to the Long Term Substitute Request page.

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



The screenshot shows the 'Long Term Substitute Request' form. The 'Current Teacher' section has a 'Search Teacher' field with a search icon and the placeholder text 'Enter Teacher ID or Name'. A dropdown menu is open, listing several teachers: tes lest, test Assistant, Crystal Floyd, Test One, Brizeyda Lopez, Vera Ann Nardi, Teresa Lester Tucker, and TERS TDTY. A red arrow points to the search field. To the right, the 'Date of Request' is set to 'Jun 12, 2024'. Below the dropdown, there is a yellow box with the text 'Search for a Teacher to find details'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

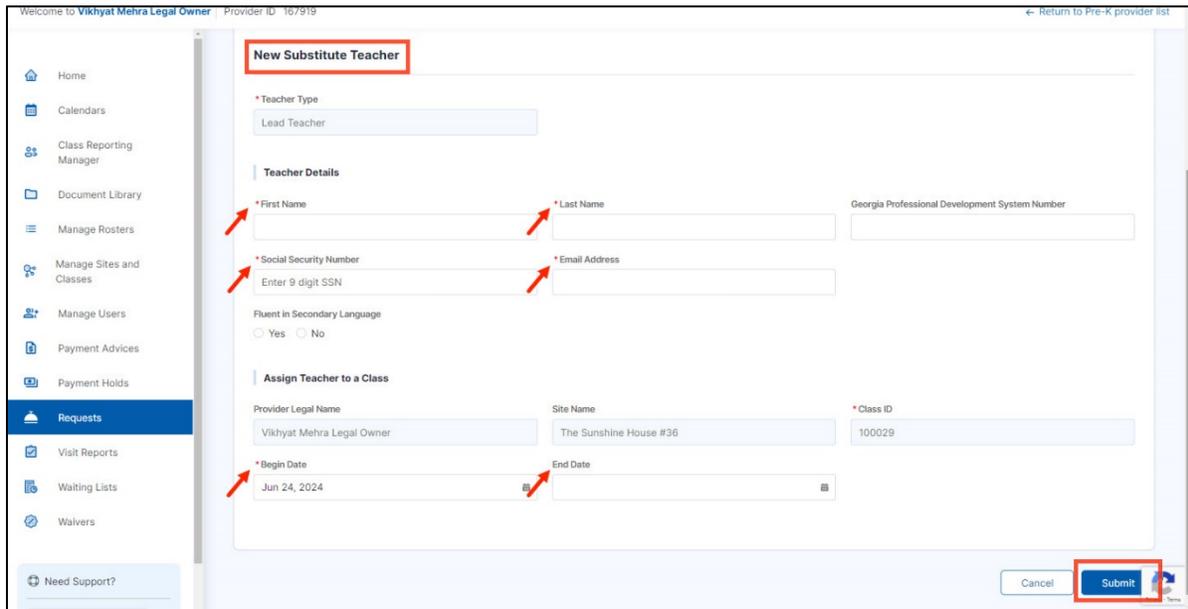
3. On the **Current Teacher** section, enter the following information:
 - a. Select the *reason* from the **Reason for Leave** drop-down list.
 - b. Select the *date* in the **Date Leave Starts** field.
 - c. Select the *date* in the **Expected Return Date** field.



The screenshot shows the 'Long Term Substitute Request' form with the 'Current Teacher' section highlighted by a red box. The 'Search Teacher' field now contains 'Test One'. Below it, three fields are highlighted with red boxes and red arrows: '* Reason for Leave' (a dropdown menu with 'Select Reason' selected), '* Date Leave Starts' (an empty date field), and '* Expected Return Date' (an empty date field). The 'Date of Request' remains 'Jun 12, 2024'. The 'Cancel' and 'Submit' buttons are still visible at the bottom right.

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

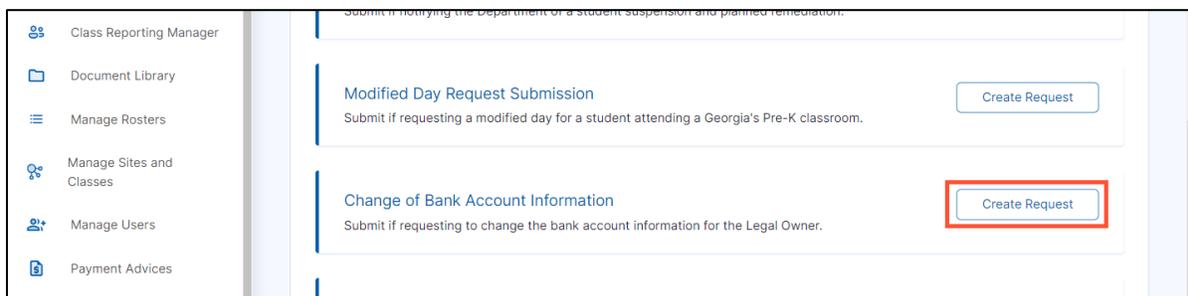
A Bank Account Change request refers to the request to update the bank account details of the Provider in the Pre-K records.

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:

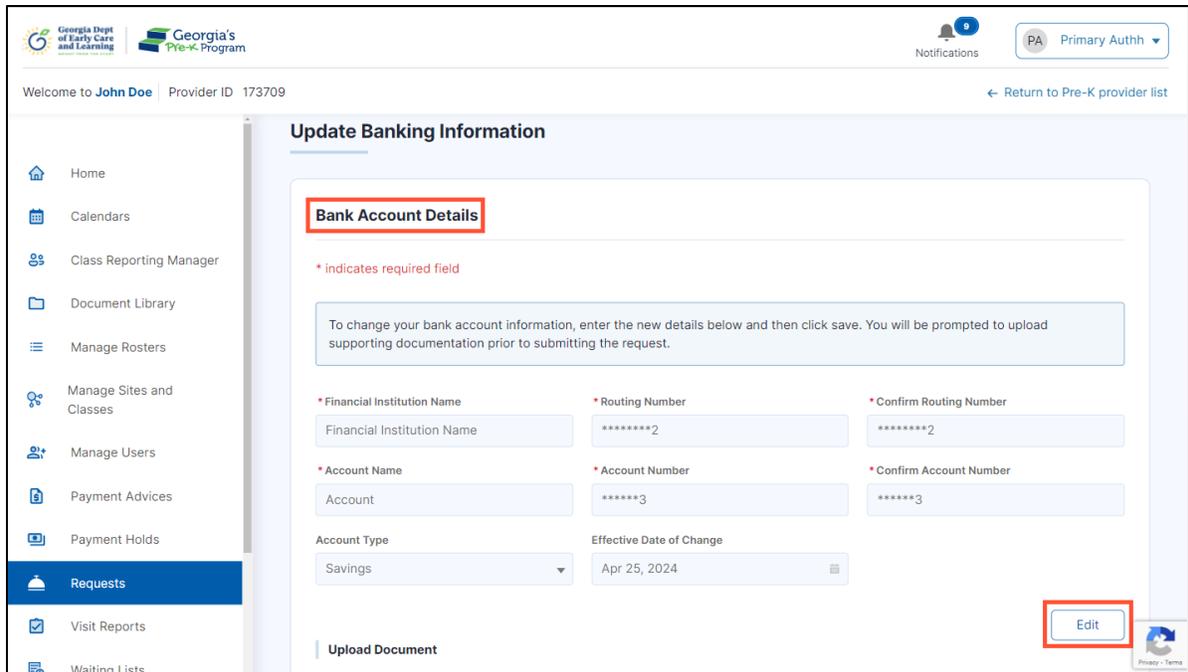
Note: Only the Primary Authorized User can create a request for Change of Bank Account Information.

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.



Welcome to **John Doe** | Provider ID 173709

← Return to Pre-K provider list

Update Banking Information

Bank Account Details

* indicates required field

To change your bank account information, enter the new details below and then click save. You will be prompted to upload supporting documentation prior to submitting the request.

* Financial Institution Name	* Routing Number	* Confirm Routing Number
Financial Institution Name	*****2	*****2
* Account Name	* Account Number	* Confirm Account Number
Account	*****3	*****3
Account Type	Effective Date of Change	
Savings	Apr 25, 2024	

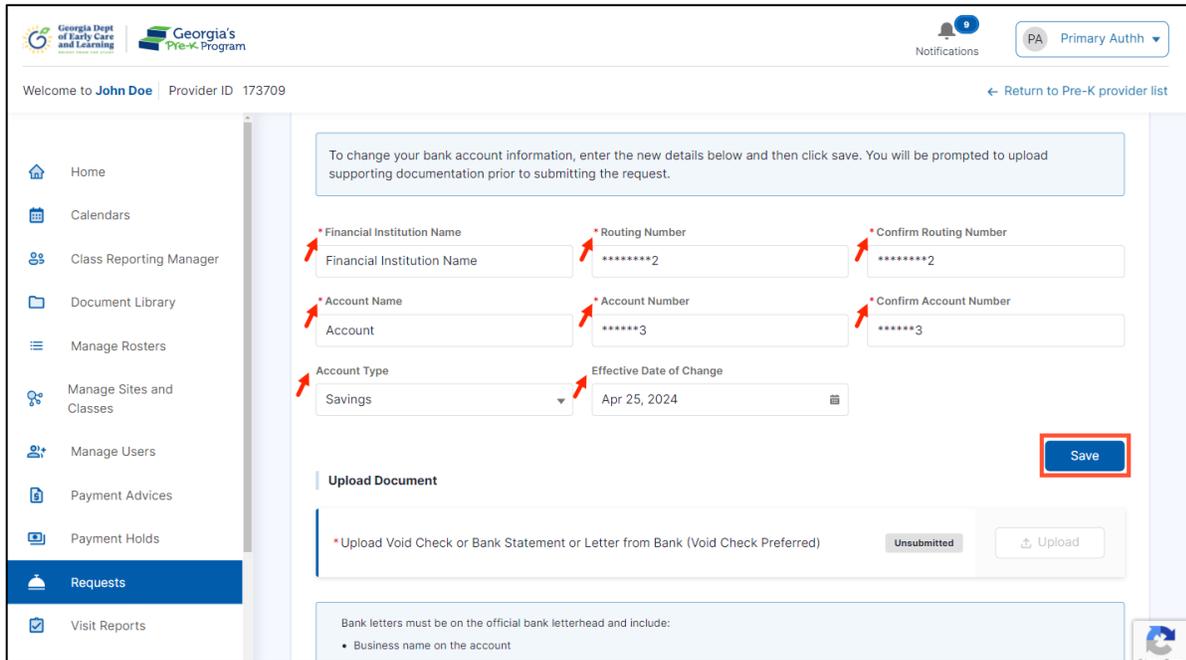
Upload Document

Edit

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.



Welcome to **John Doe** | Provider ID 173709

← Return to Pre-K provider list

To change your bank account information, enter the new details below and then click save. You will be prompted to upload supporting documentation prior to submitting the request.

* Financial Institution Name * Routing Number * Confirm Routing Number
 Financial Institution Name *****2 *****2

* Account Name * Account Number * Confirm Account Number
 Account *****3 *****3

* Account Type Effective Date of Change
 Savings Apr 25, 2024

Save

Upload Document

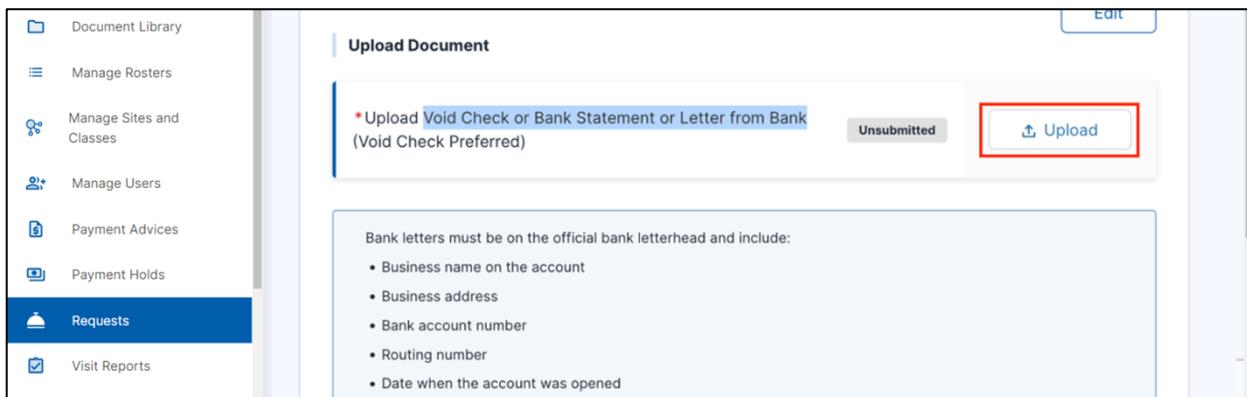
* Upload Void Check or Bank Statement or Letter from Bank (Void Check Preferred) Unsubmitted Upload

Bank letters must be on the official bank letterhead and include:

- Business name on the account

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.



Upload Document

* Upload Void Check or Bank Statement or Letter from Bank (Void Check Preferred) Unsubmitted **Upload**

Bank letters must be on the official bank letterhead and include:

- Business name on the account
- Business address
- Bank account number
- Routing number
- Date when the account was opened

**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.*

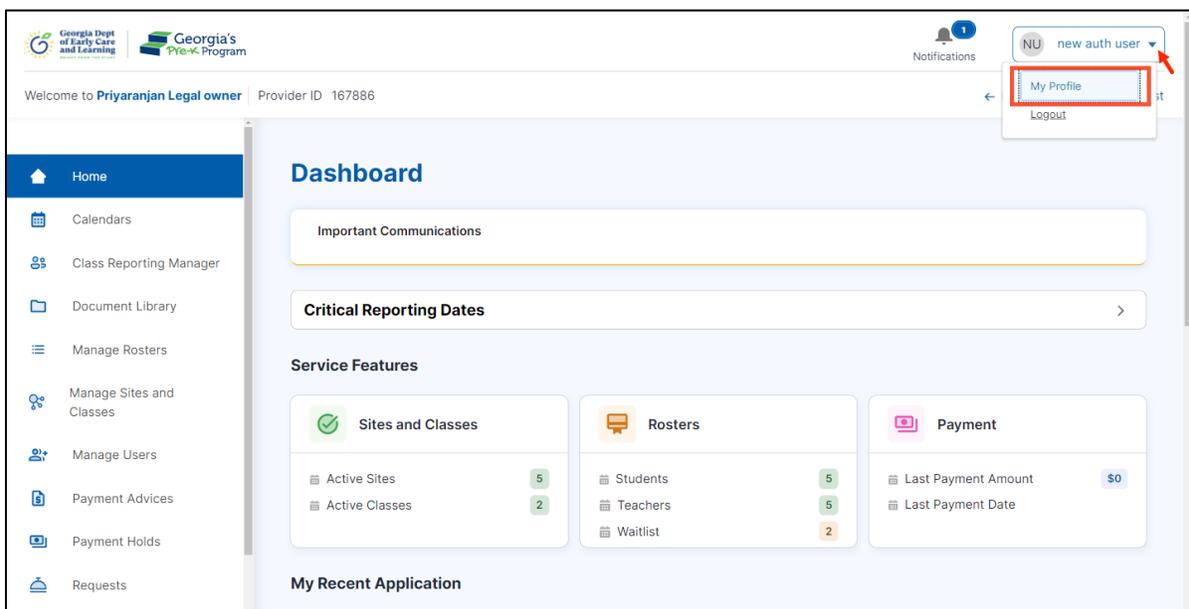
Primary Authorized User (PAU) Email Change Request

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 screenshot shows a 'My Profile' page with several sections. At the top, there are fields for County (Grant Approved at Full Request), State (AL), and Zip Code (34534). Below this is the 'User Information' section, which is highlighted with a red box. Inside this section, there is a link that says 'Click here to request for Email Change', with a red arrow pointing to it. The 'User Information' section also contains fields for First Name (new), Last Name (auth user), Email (sai.suggala+auth@mtxb2b.com), Phone Number (8374658736), and Role (Primary Authorized User). There is an 'Edit' button in the top right of this section. Below the 'User Information' section is the 'Financial Information' section, which has a link that says 'Click here to request a change of bank account information.'

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.

The screenshot shows a 'User Information' page with a dark header. A pop-up dialog titled 'Email Change Request' is displayed in the center. The dialog has a 'Current Email' field with the value 'sai.suggala+auth@mtxb2b.com'. To its right is a 'New Email' field with the placeholder text 'Enter New Email...'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box. The background page shows the 'User Information' section with the phone number '8374658736' and role 'Primary Authorized User' visible at the bottom.

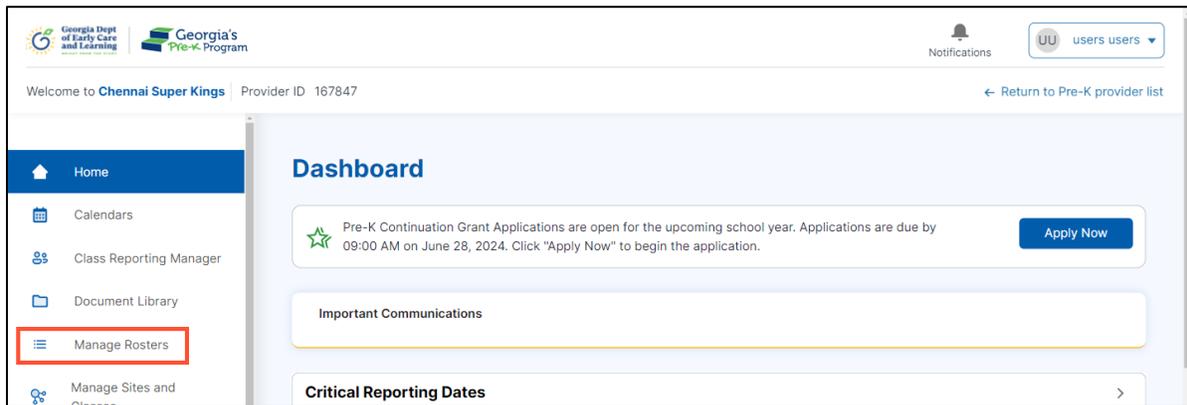
**After saving, a success message will be displayed on the page, and an email notification will be sent to the old email address to notify the change email submission request.*

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.

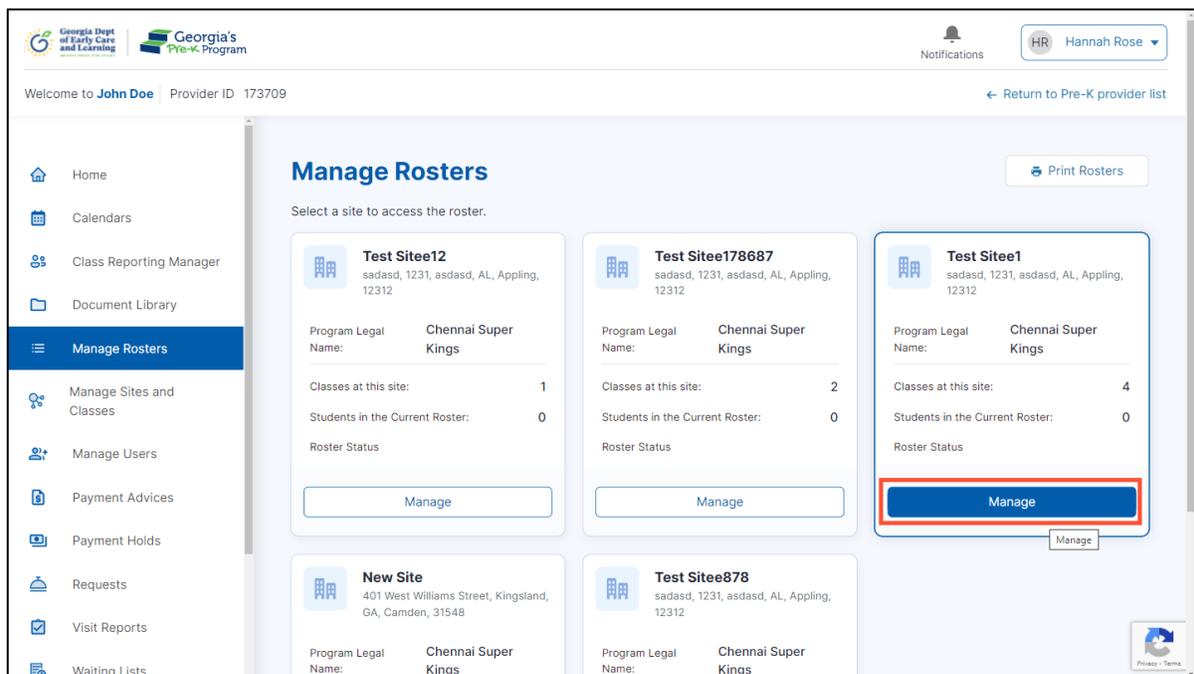
To create the Late Roster Submission Request, perform the following steps:

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



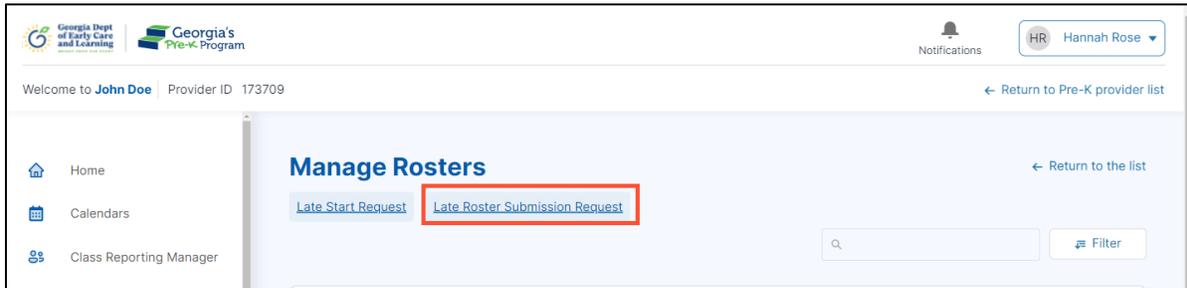
You will be directed to the Manage Rosters page.

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.



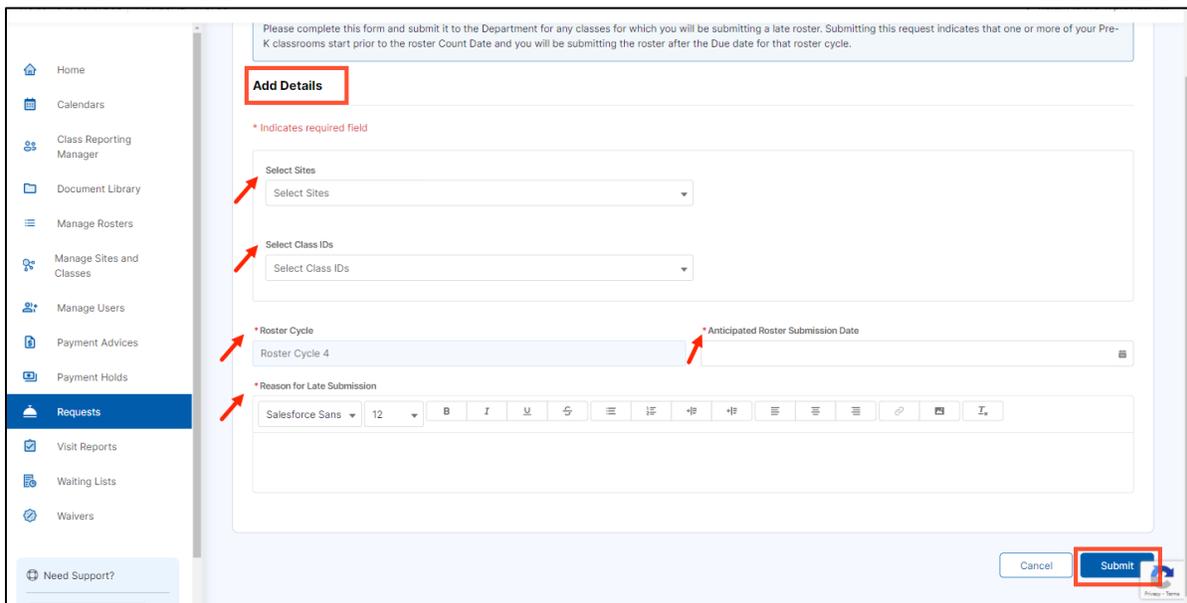
You will be directed to the Late Roster Submission Request page.

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.



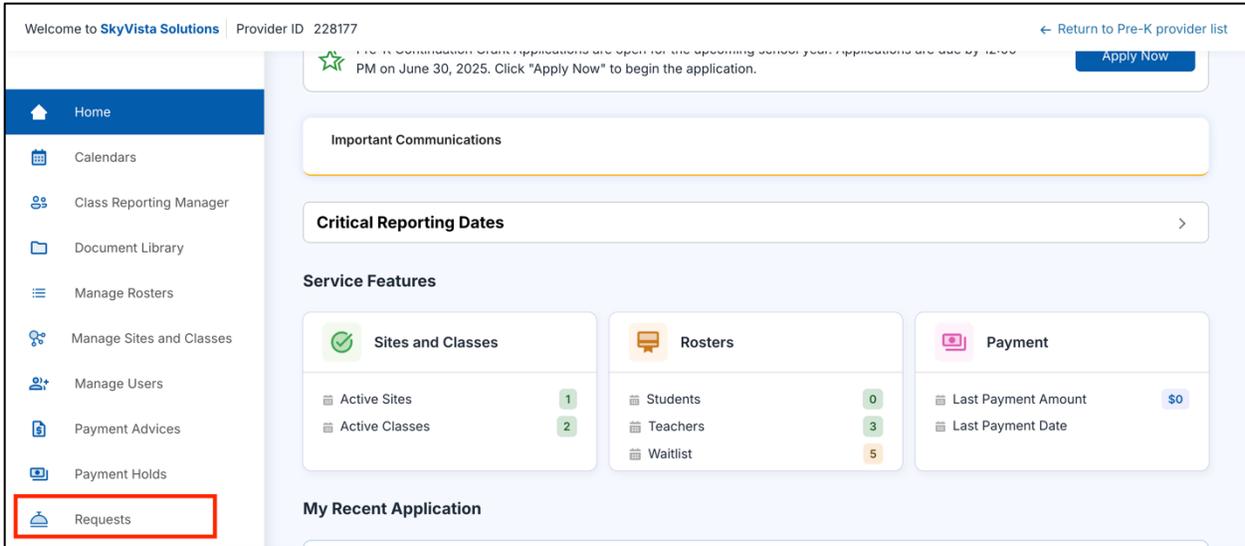
**After saving, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

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.

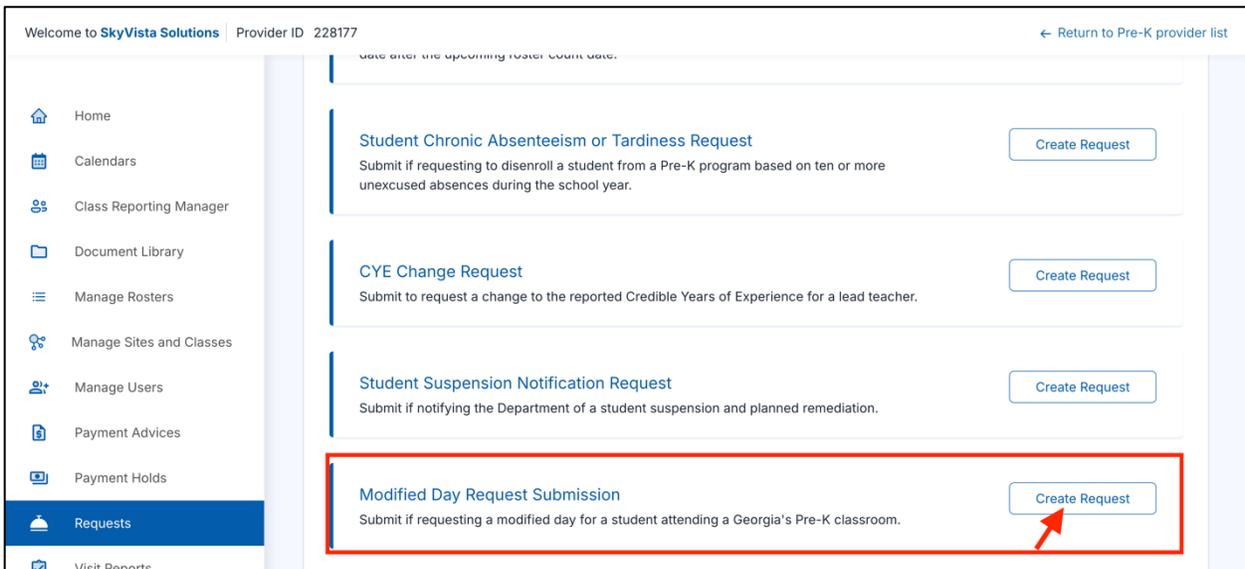
To submit a Modified Day Request, perform the following steps:

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



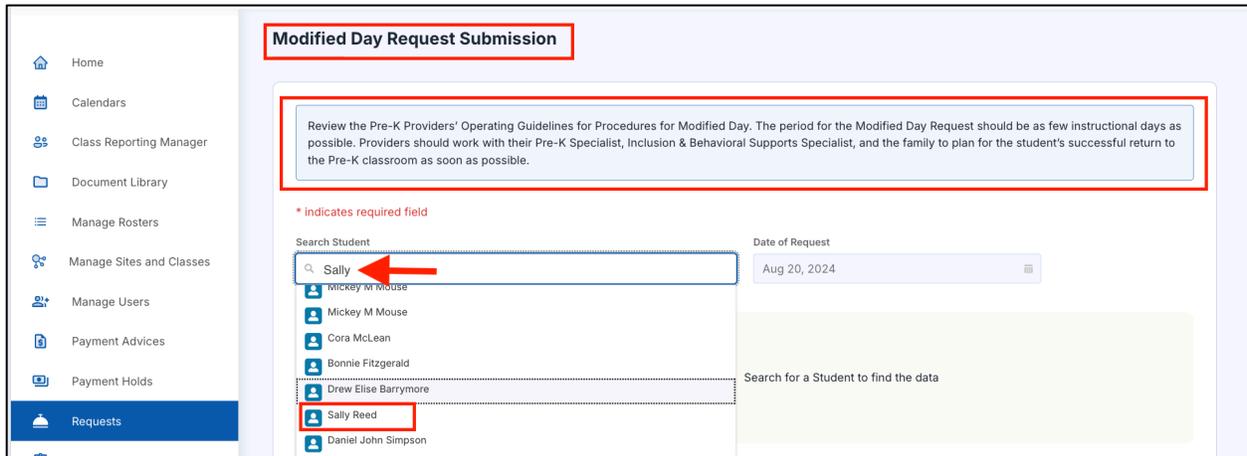
The Request page will be displayed.

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.

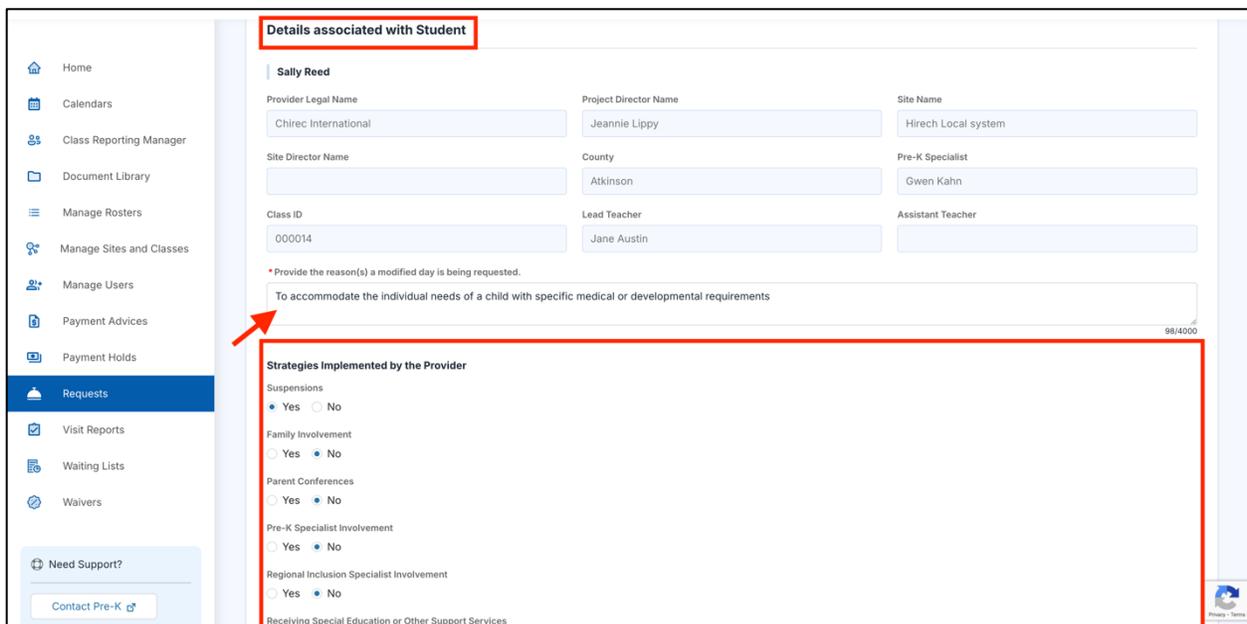
3. Read the instructions provided at the top of the page before applying for the request.
4. Enter the **Student ID** or **Student Name** in the Search Student bar, then select the *student name* from the search results.



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.



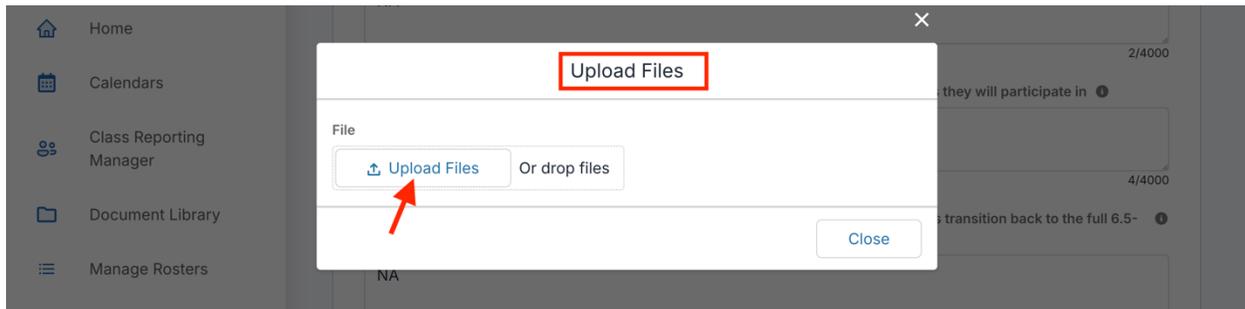
7. Provide details on any additional strategies implemented in the **Summary of Other Strategies Not Identified Above** field that were not covered in the Strategies Implemented by the Provider section.
8. **Describe the student’s proposed modified day schedule, including times and activities they will 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.

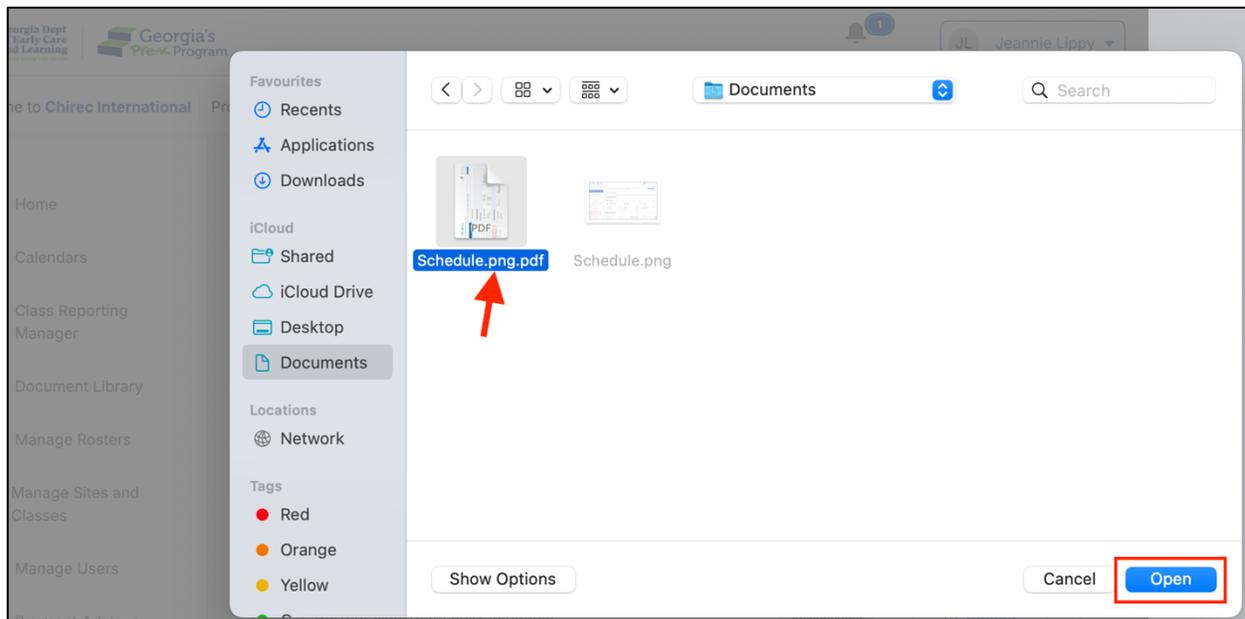
The **Upload Files** pop-up window will be displayed.

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

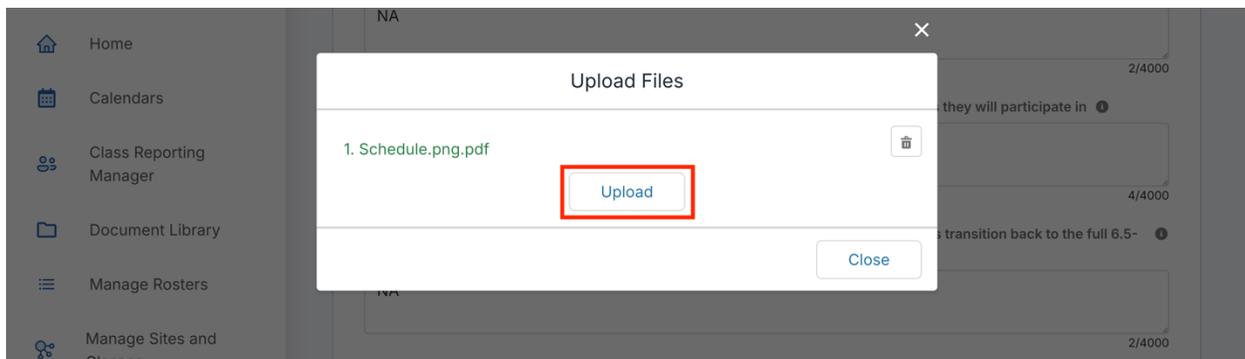


You will be navigated to the local system.

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

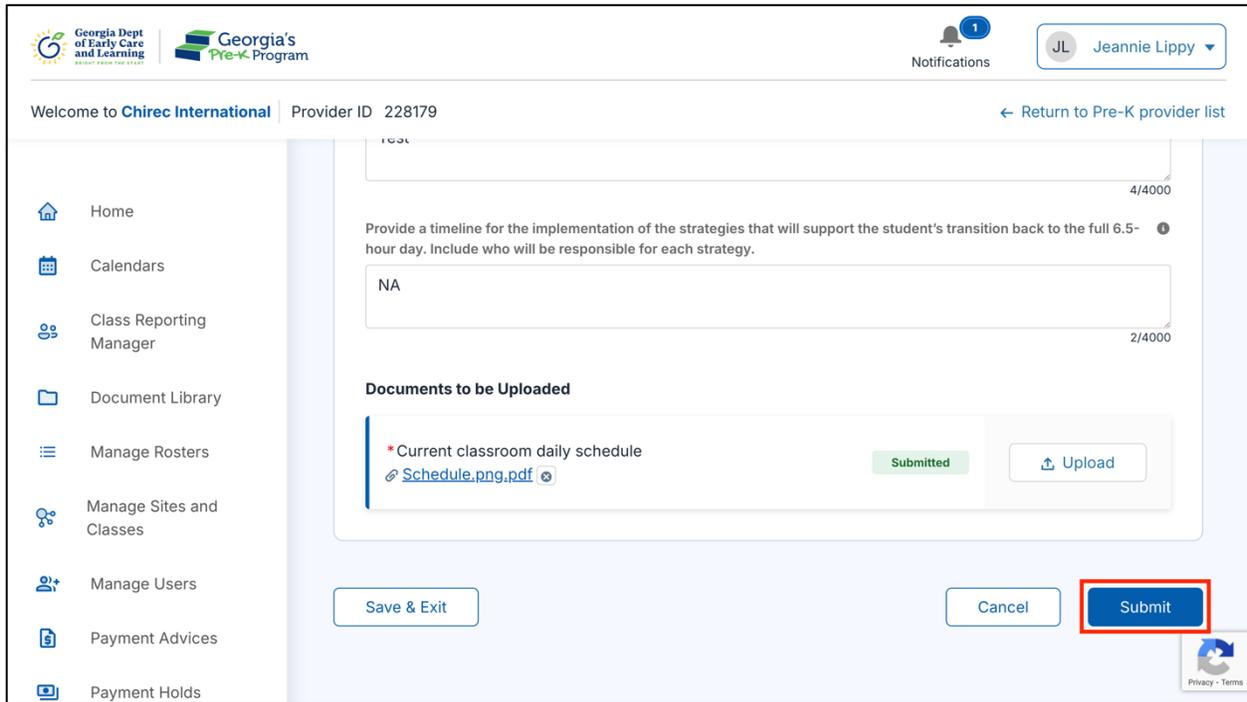


13. To complete the file upload, click the **Upload** button.



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

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



The screenshot shows the user interface for submitting a Modified Day request. On the left is a sidebar with navigation links: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, and Payment Holds. The main content area displays a form with a text input field containing 'NA' and a 'Documents to be Uploaded' section with a file upload button and a 'Submitted' status. At the bottom, there are three buttons: 'Save & Exit', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a red box.

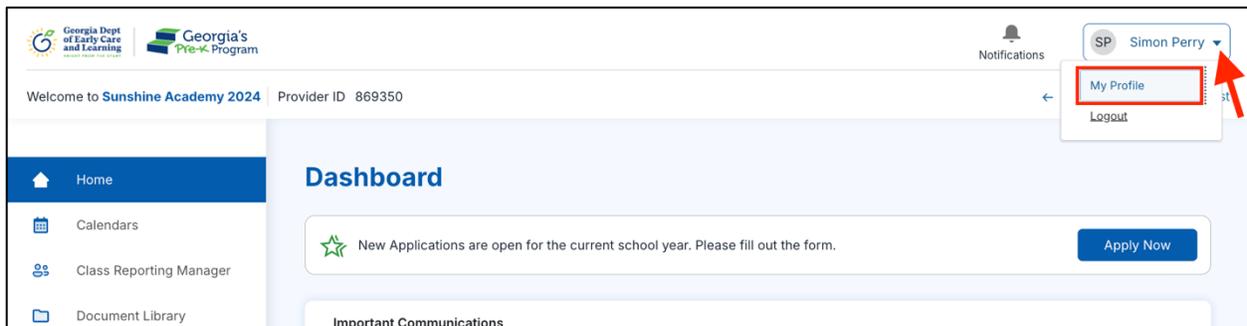
**After submitting, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

PAU Email Change Request

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

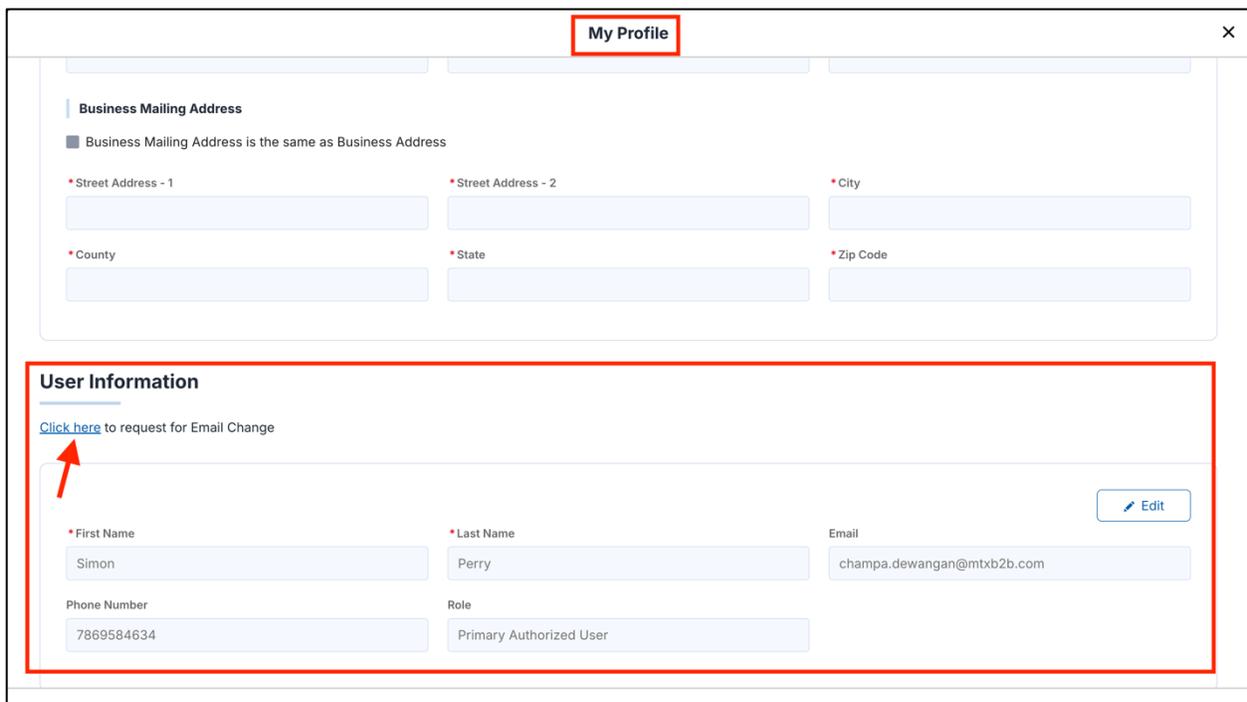
To submit an Email Change Request, perform the following steps:

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.

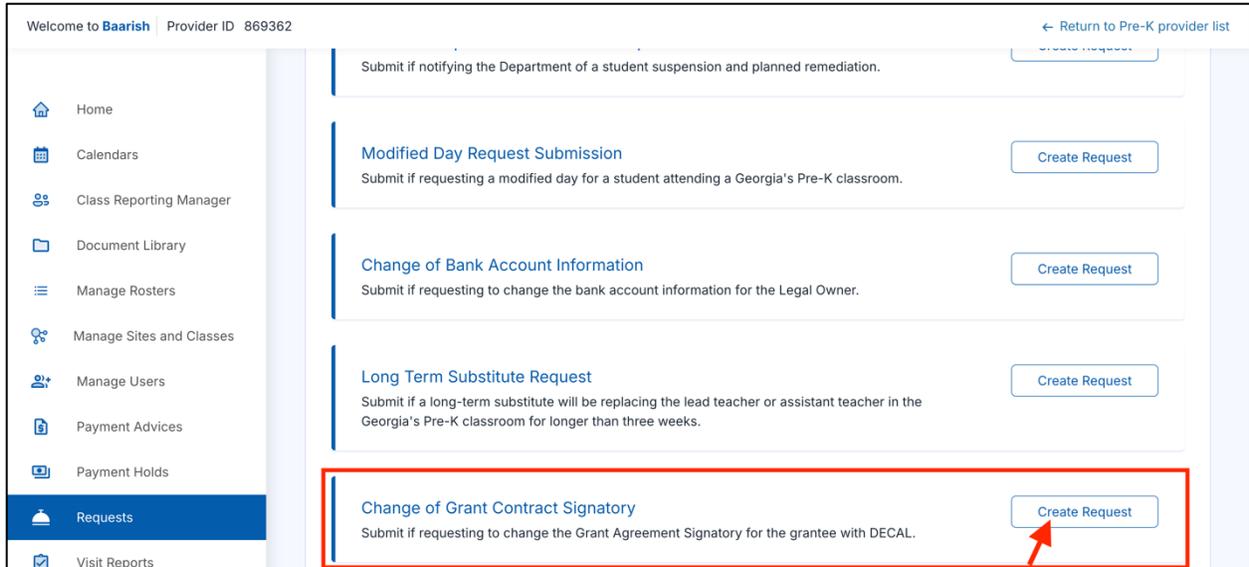
To submit a Grant Contract Signatory Change Request, perform the following steps:

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

APPLICATION NUMBER	TYPE	STATUS	PROGRAM
07202	Pre-K New Application	Grant Agreement Finalized	2025 Pre-K 10 Month Program
PROGRAM YEAR			

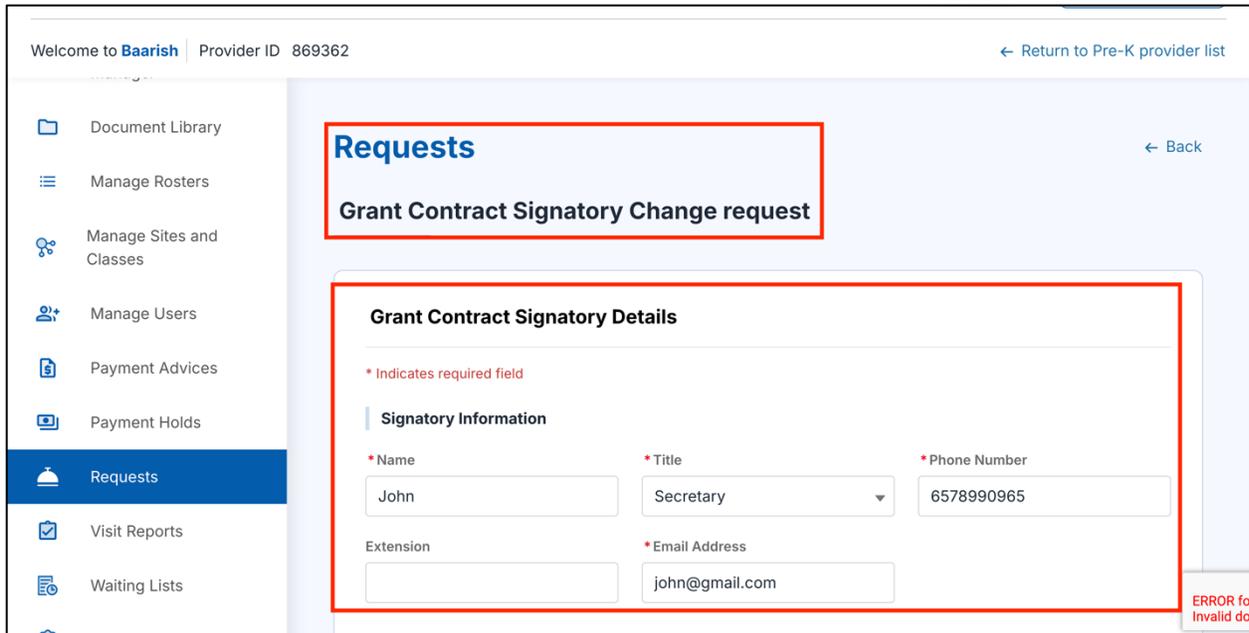
The Request page will be displayed.

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

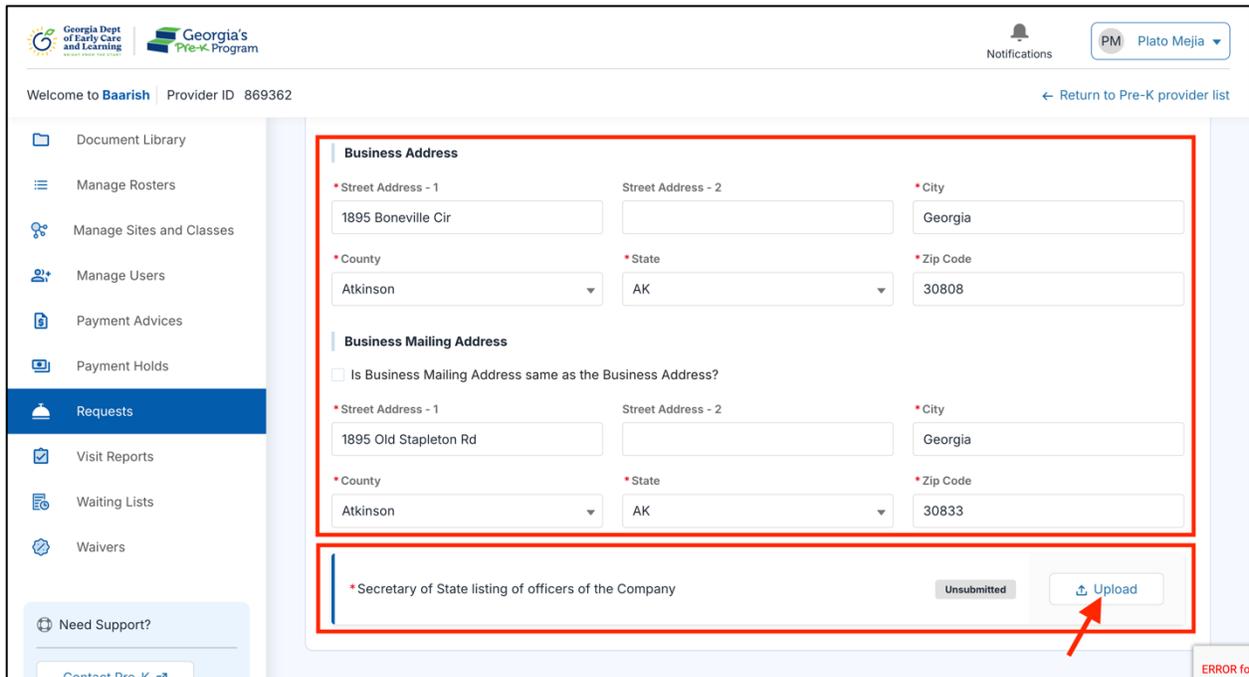


The **Request > Grant Contract Signatory Change Request** page will be displayed.

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

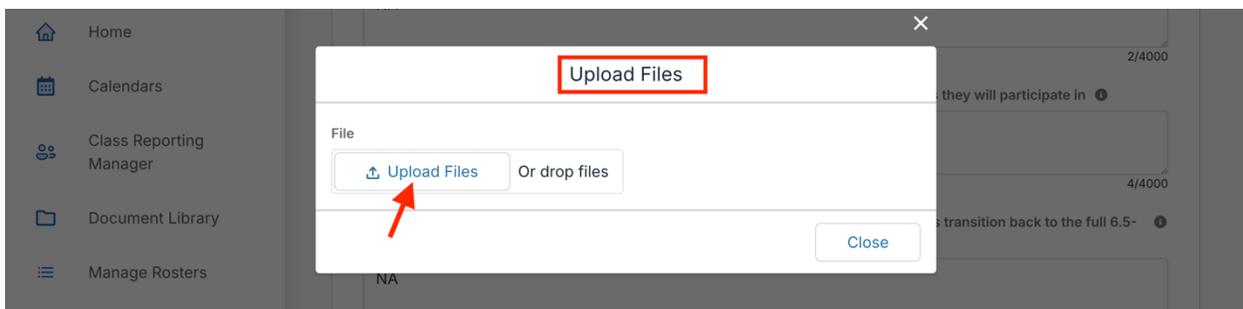


4. Enter the required information in the **Business Address** and **Business Mailing Address** section.
5. To submit the Secretary of State listing of officers of the Company document, click the **Upload** button.



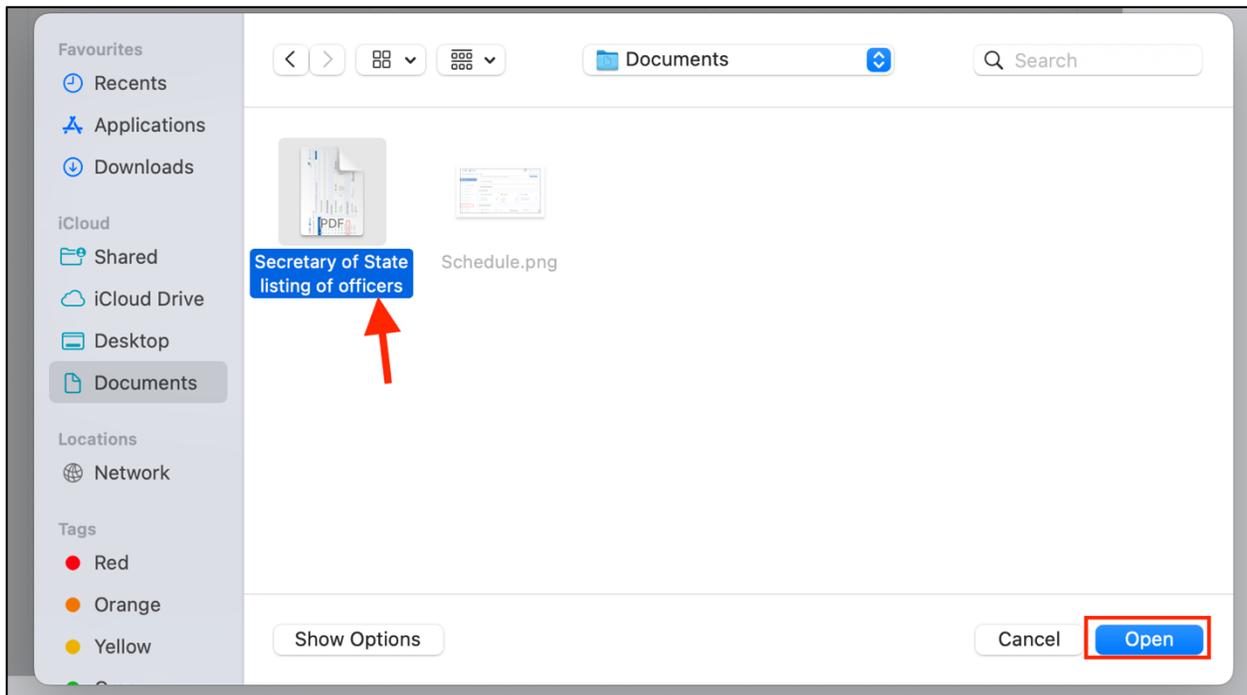
The **Upload Files** pop-up window will be displayed.

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

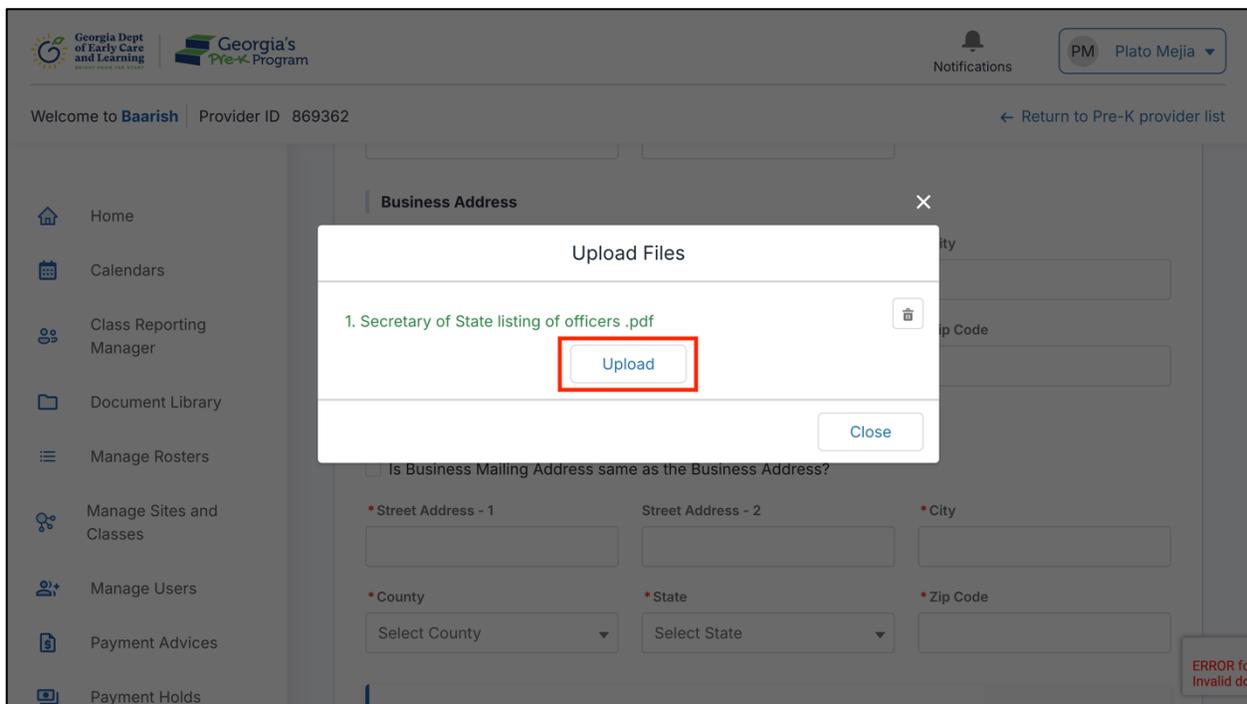


You will be navigated to the local system.

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.

The screenshot shows the user interface for submitting a request. On the left is a navigation menu with options like Document Library, Manage Rosters, and Requests (which is selected). The main area contains a form with two sections: a primary address and a business mailing address. Each section has fields for Street Address - 1, Street Address - 2, County, State, and Zip Code. A 'Submitted' button is visible in the form area. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box. A small error message 'ERROR for invalid do' is partially visible next to the Submit button.

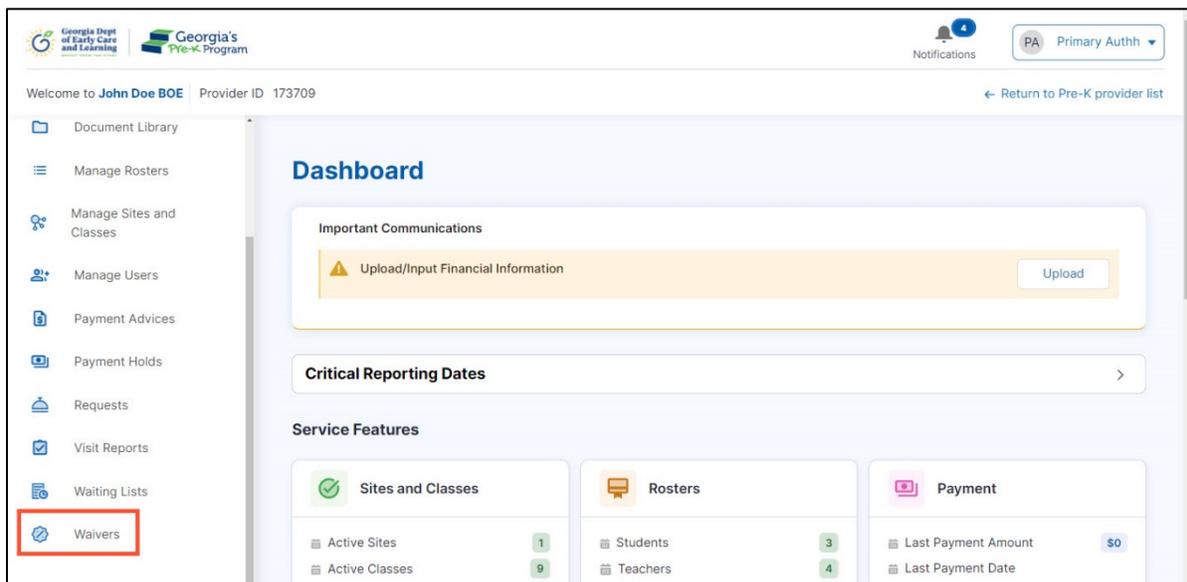
**After submitting, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

CREATING WAIVERS

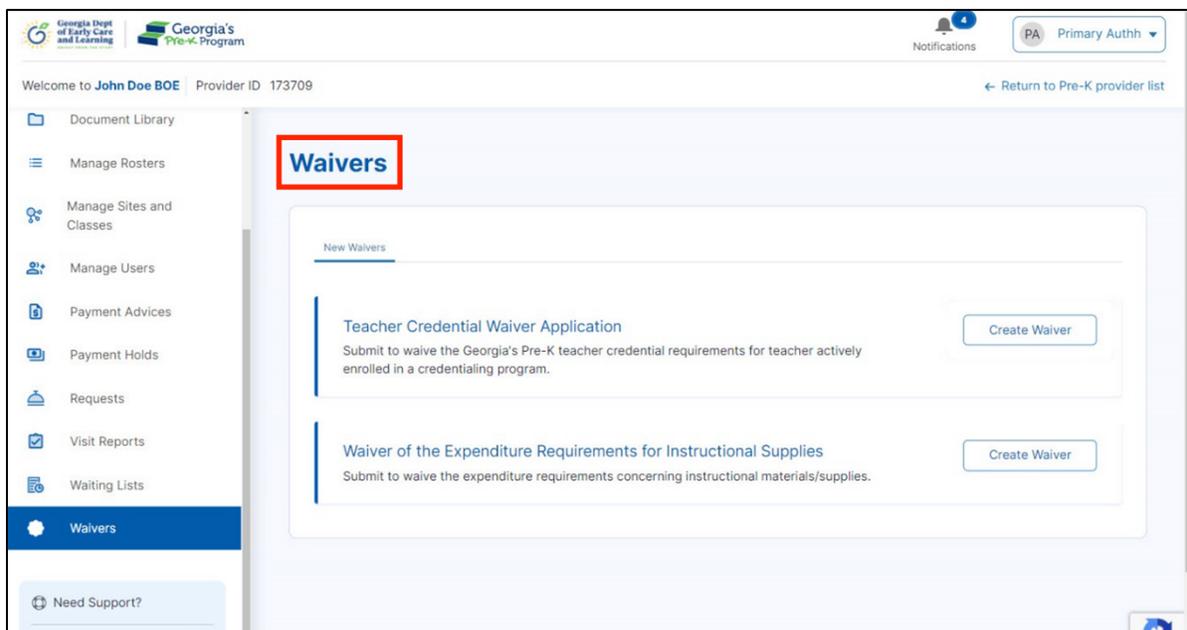
As a Primary Authorized User and Project Director, you can create the Teacher Credential Waiver, Teacher Credential Extension Waiver, and Waiver of the Expenditure for Instruction supplies.

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.

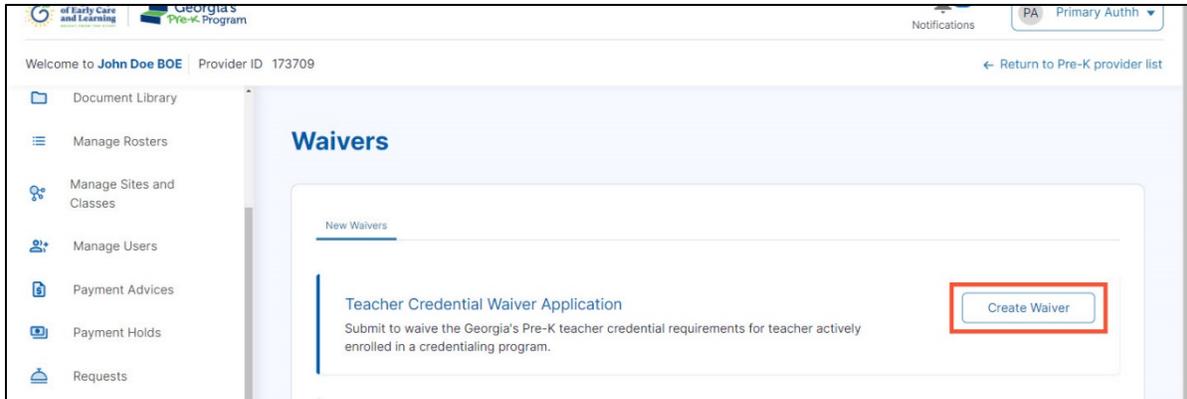


Teacher Credential Waiver Application

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

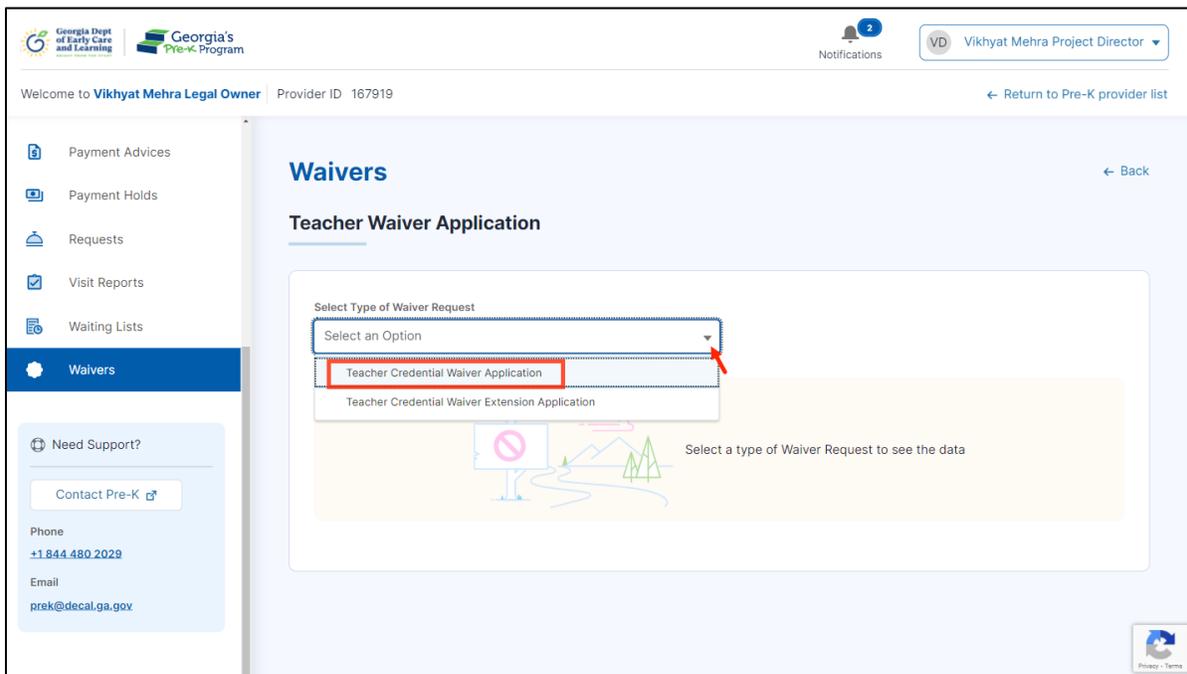
To create the Teacher Credential Waiver Application, perform the following steps:

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

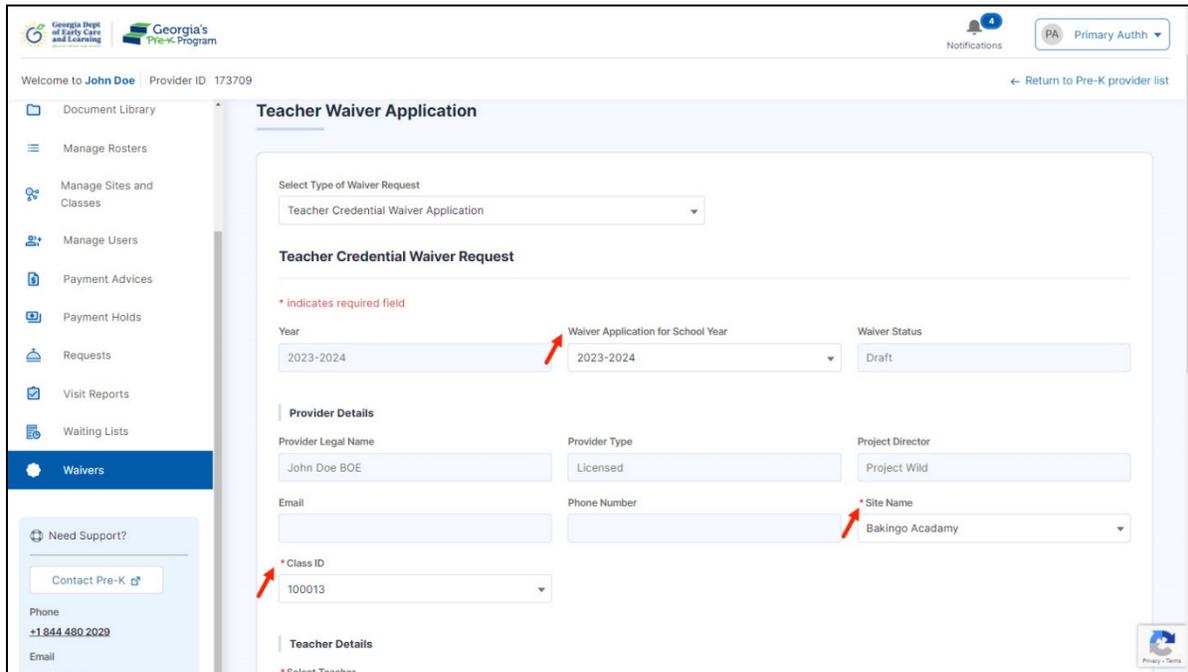


You will be directed to the Teacher Waiver Application page.

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.



The screenshot displays the 'Teacher Waiver Application' form. The 'Teacher Credential Waiver Request' section includes the following fields:

- Select Type of Waiver Request:** Teacher Credential Waiver Application
- Year:** 2023-2024
- Waiver Application for School Year:** 2023-2024
- Waiver Status:** Draft
- Provider Details:**
 - Provider Legal Name: John Doe BOE
 - Provider Type: Licensed
 - Project Director: Project Wild
 - Email: [Empty]
 - Phone Number: [Empty]
 - Site Name: Bakingo Academy
- Class ID:** 100013
- Teacher Details:** [Section partially visible]

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.

The screenshot shows the 'Teacher Details' form. The 'Submit' button is highlighted with a red box. Red arrows point to the 'Select Teacher' dropdown, the 'Yes' radio button, and the 'Projected Completion Date' field.

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.

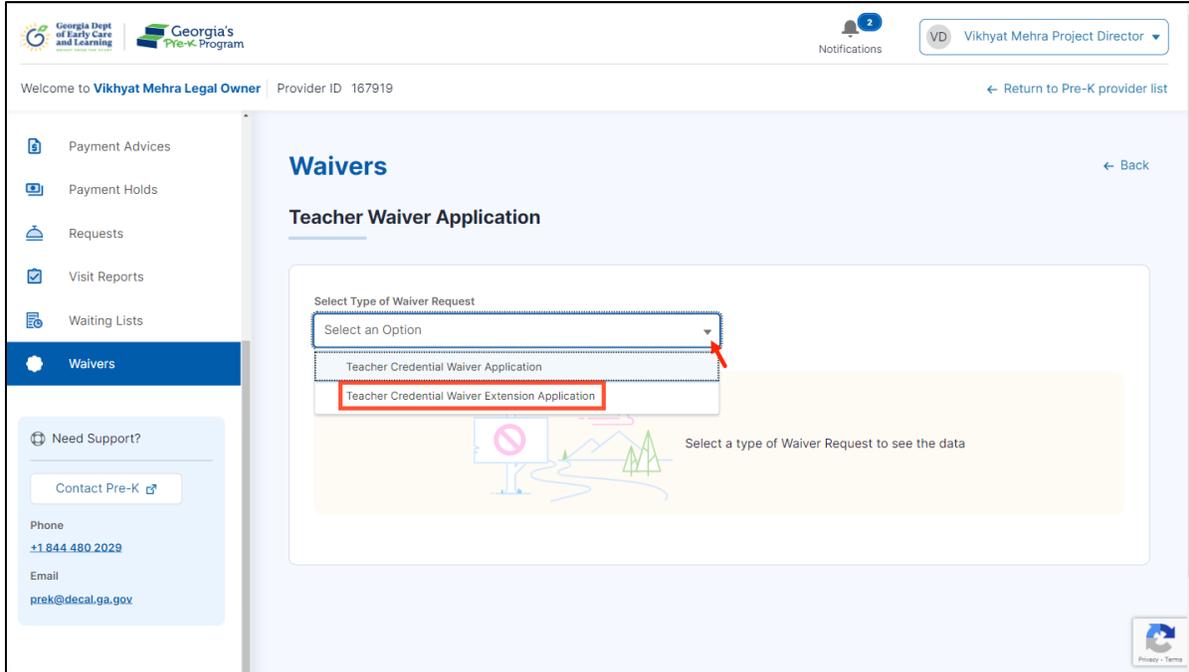
To create the Teacher Credential Waiver Extension Application, perform the following steps:

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

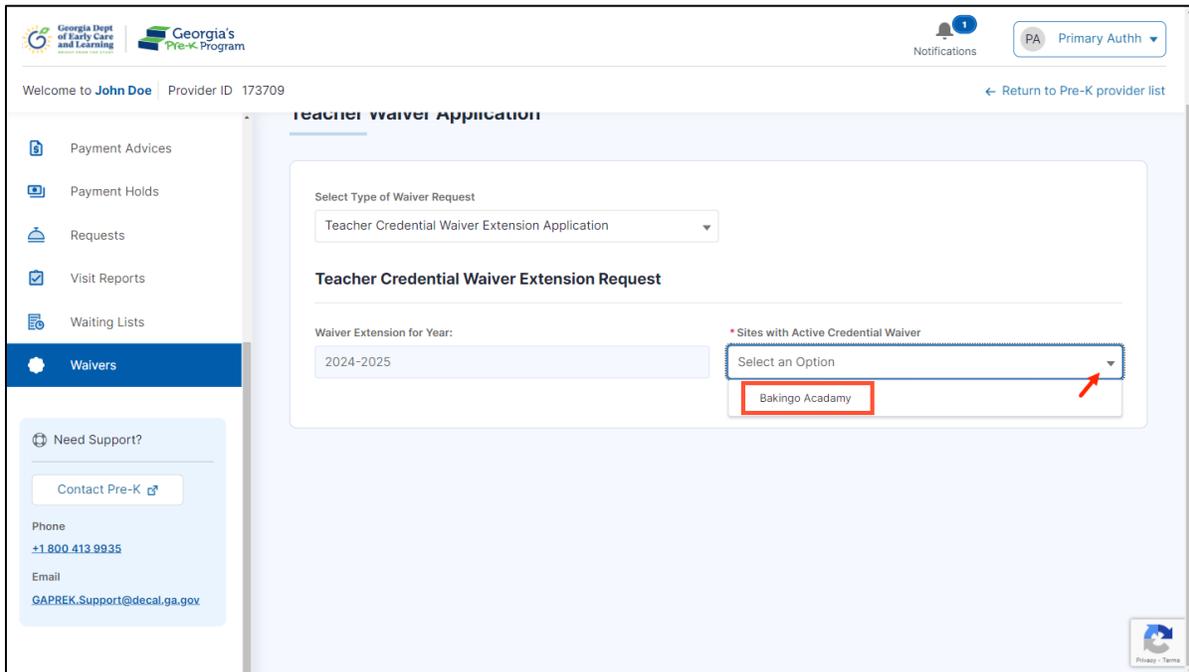
The screenshot shows the 'Waivers' page. The 'Create Waiver' button on the 'Teacher Credential Waiver Application' tile is highlighted with a red box.

You will be directed to the Teacher Waiver Application page.

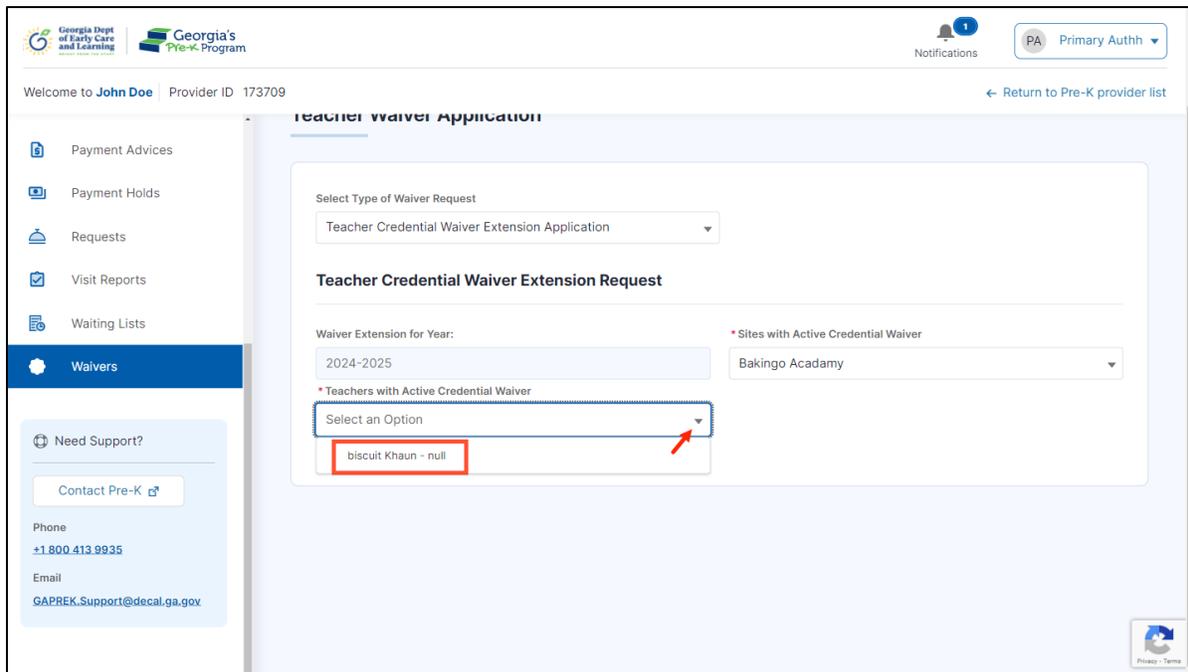
2. Select the *Teacher Credential Waiver Extension Application* from the **Select Type of Waiver Request** drop-down list.



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.



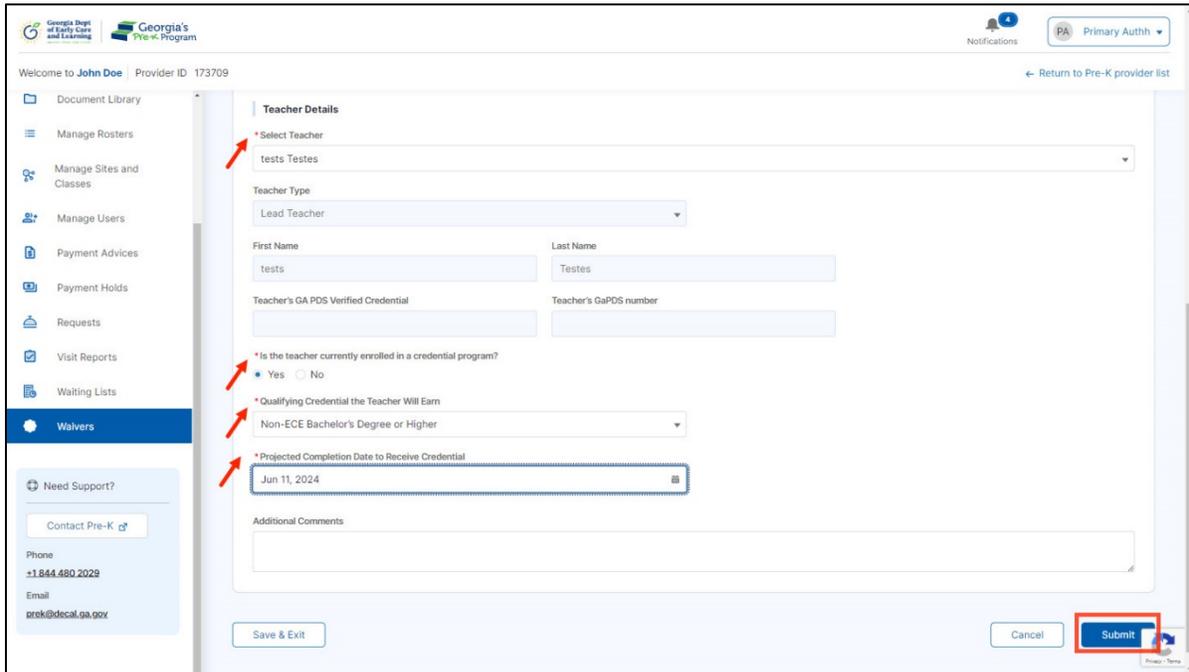
- b. Select the *teacher* from the **Teachers with Active Credential Waiver** drop-down list.



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.



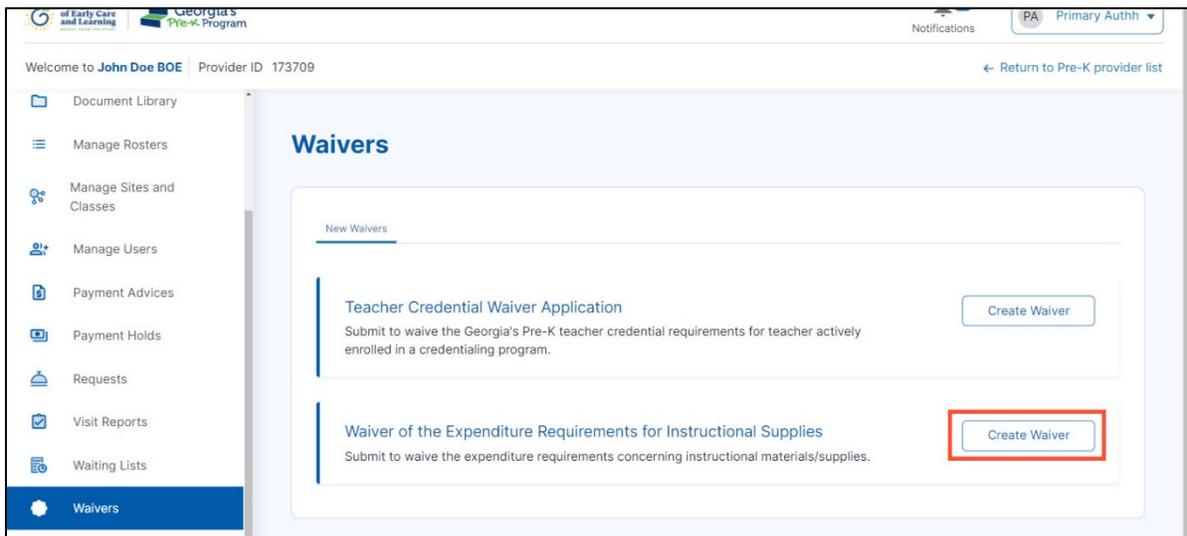
The screenshot displays the 'Teacher Details' form within the Georgia's Pre-K Program interface. The form is titled 'Teacher Details' and contains several required fields marked with an asterisk. The fields are: 'Select Teacher' (a dropdown menu with 'tests Testes' selected), 'Teacher Type' (a dropdown menu with 'Lead Teacher' selected), 'First Name' (text input with 'tests'), 'Last Name' (text input with 'Testes'), 'Teacher's GA PDS Verified Credential' (text input), and 'Teacher's GaPDS number' (text input). Below these are radio buttons for 'Is the teacher currently enrolled in a credential program?' with 'Yes' selected. There are also dropdown menus for 'Qualifying Credential the Teacher Will Earn' (set to 'Non-ECE Bachelor's Degree or Higher') and 'Projected Completion Date to Receive Credential' (set to 'Jun 11, 2024'). A text area for 'Additional Comments' is at the bottom. The form has 'Save & Exit', 'Cancel', and 'Submit' buttons. The 'Submit' button is highlighted with a red box. The left sidebar shows navigation options like 'Document Library', 'Manage Rosters', 'Manage Sites and Classes', 'Manage Users', 'Payment Advises', 'Payment Holds', 'Requests', 'Visit Reports', 'Waiting Lists', and 'Waivers'. The top right shows 'Notifications' and 'Primary Auth'.

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.

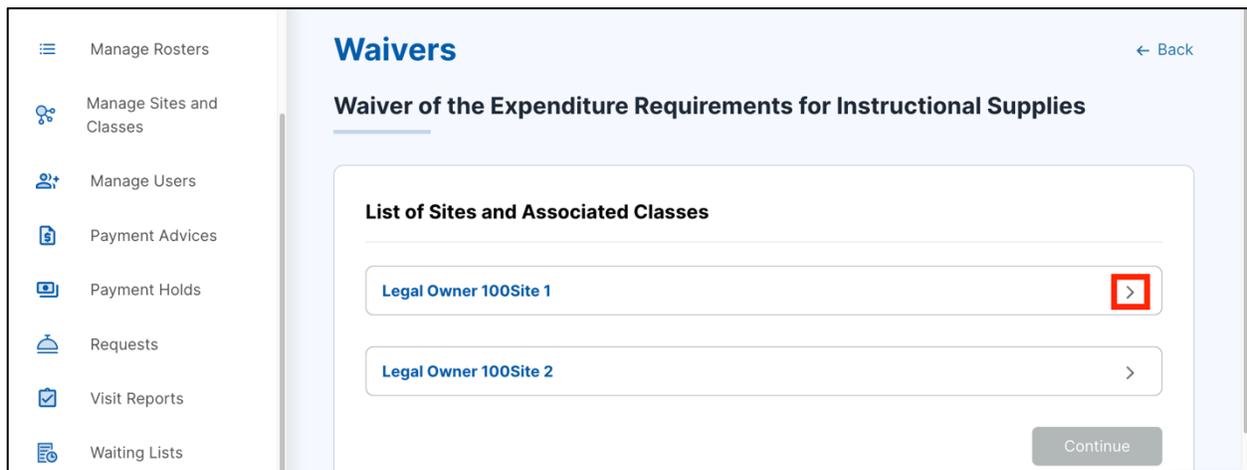
To create the Waiver of the Expenditure Requirements for Instructional Supplies, perform the following steps:

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

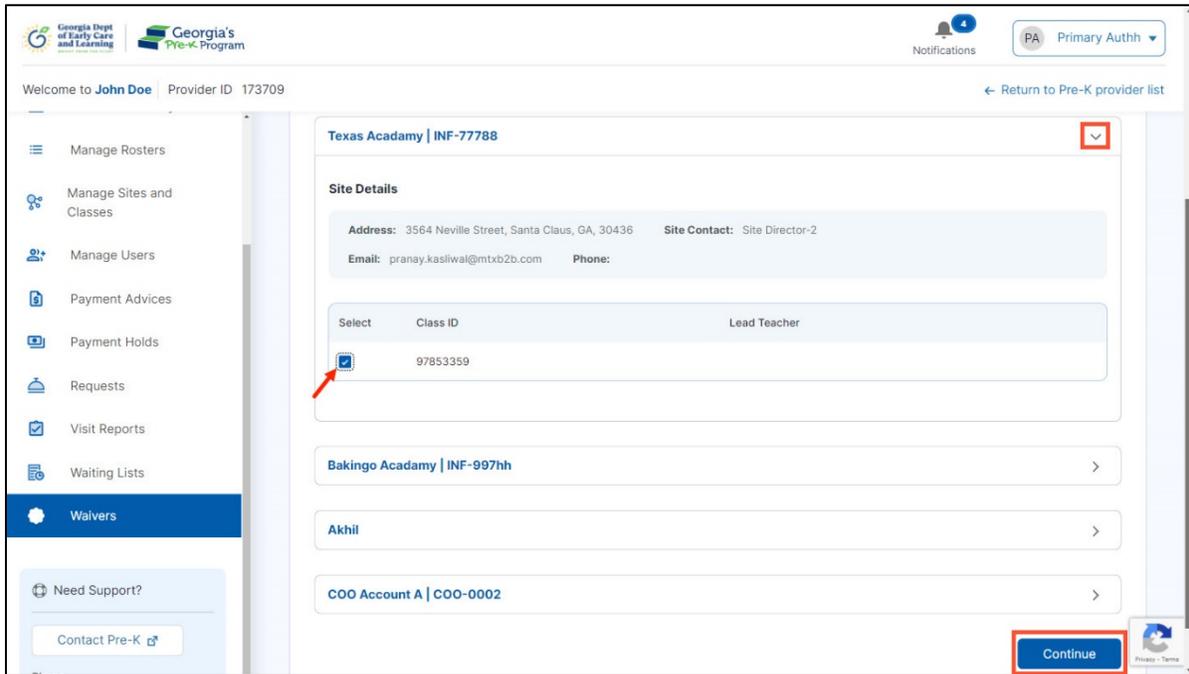


You will be directed to the Waivers page. The List of Sites and Associated Classes will be displayed.

2. Click the expand arrow to view the details.

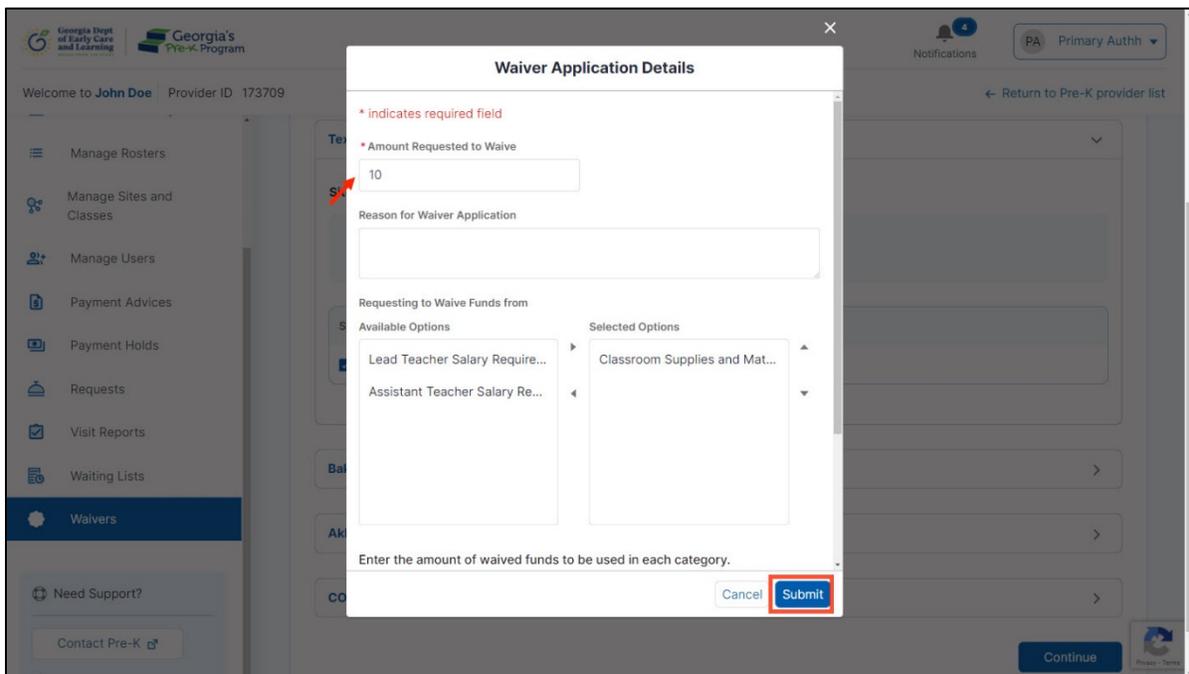


3. Click the down arrow and select the **Class ID**. Click the **Continue** button.



The Waiver Application Details pop-up will be displayed.

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



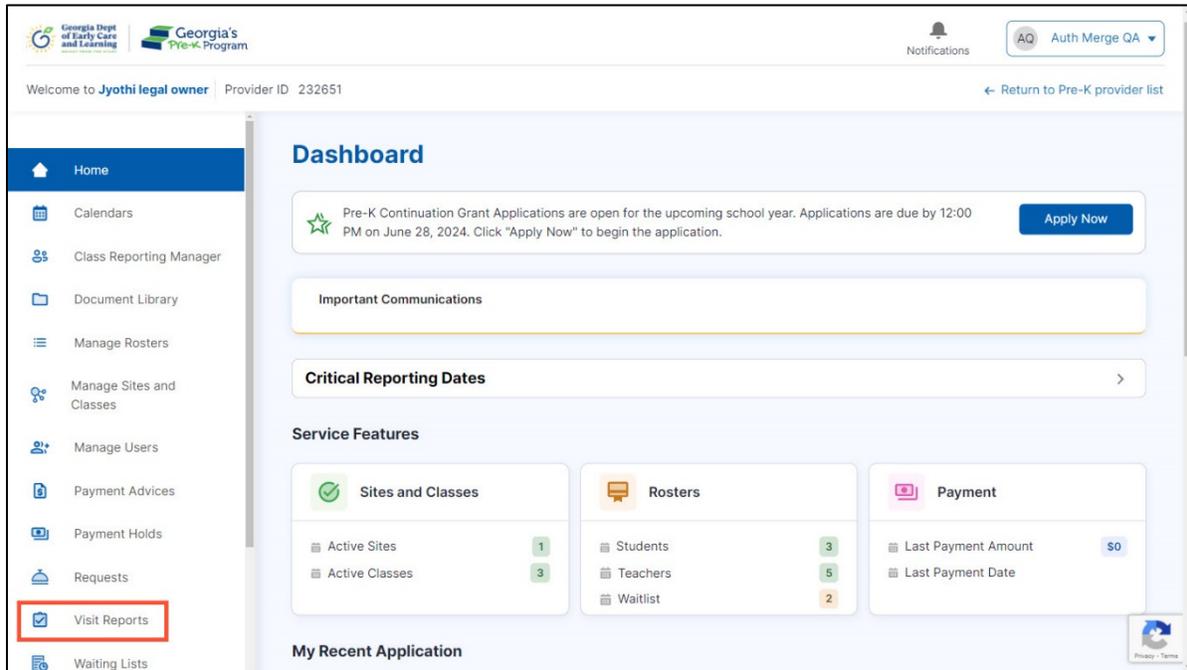
**After saving, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

MANAGING VISITS

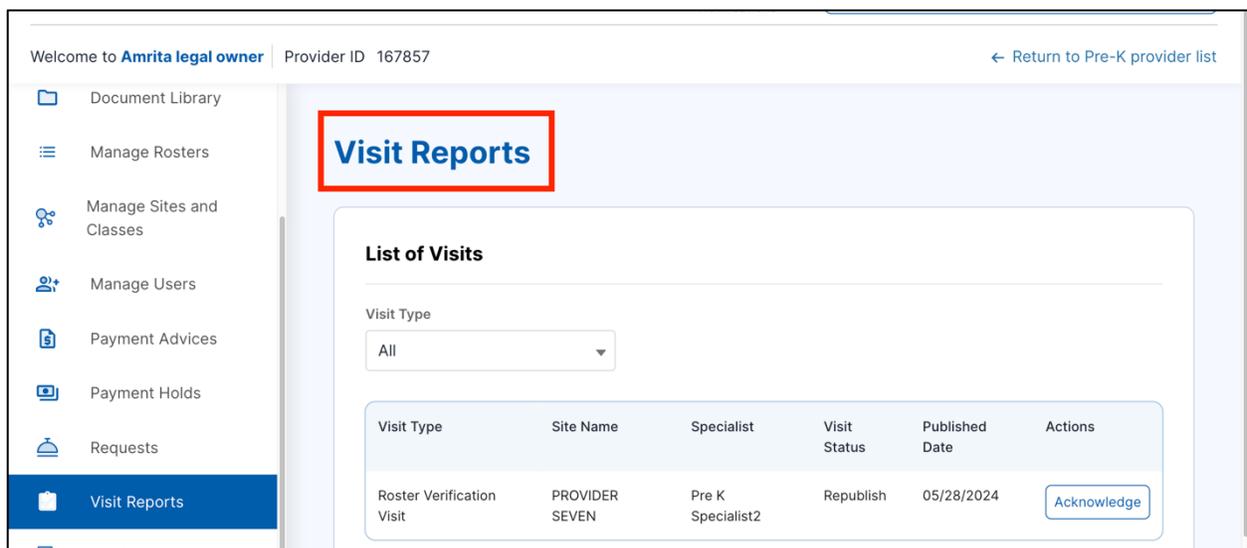
As a Primary Authorized User and Project Director for Pre-K programs, managing visits is a key responsibility. This includes acknowledging visit reports and uploading visit reports.

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.

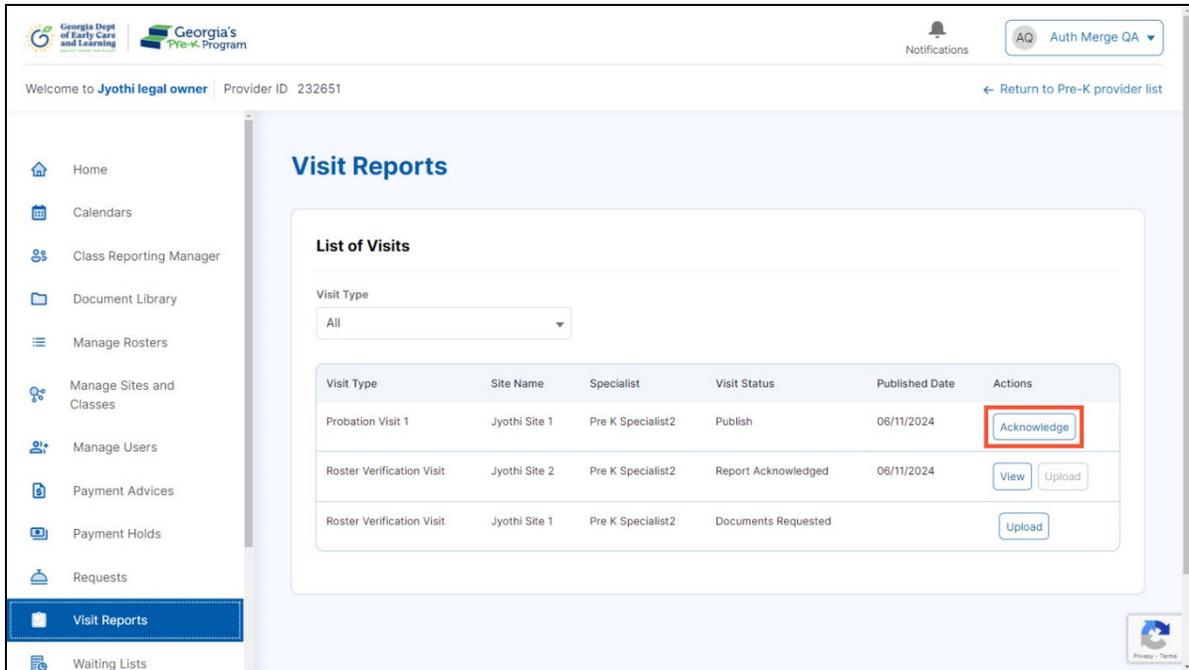


Acknowledging the Visit Reports

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.



Welcome to **Jyothi legal owner** | Provider ID 232651

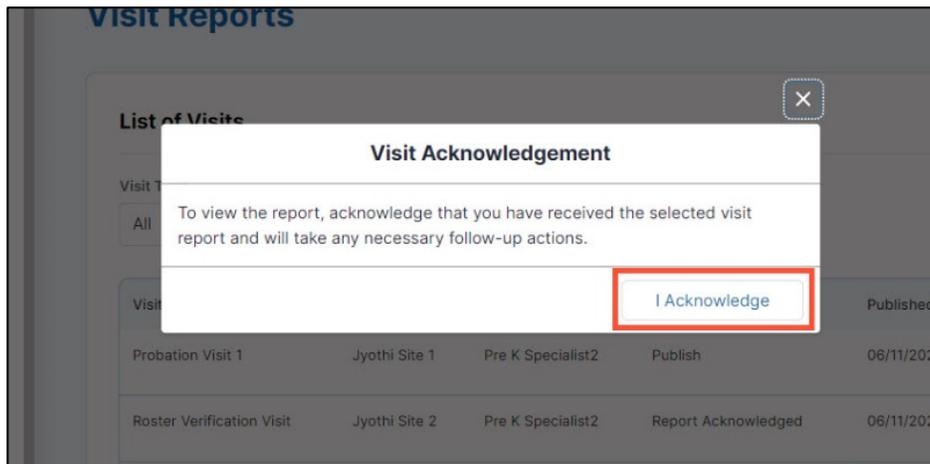
Visit Reports

Visit Type: All

Visit Type	Site Name	Specialist	Visit Status	Published Date	Actions
Probation Visit 1	Jyothi Site 1	Pre K Specialist2	Publish	06/11/2024	Acknowledge
Roster Verification Visit	Jyothi Site 2	Pre K Specialist2	Report Acknowledged	06/11/2024	View Upload
Roster Verification Visit	Jyothi Site 1	Pre K Specialist2	Documents Requested		Upload

The View Acknowledgement pop-up window will be displayed.

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



Visit Acknowledgement

To view the report, acknowledge that you have received the selected visit report and will take any necessary follow-up actions.

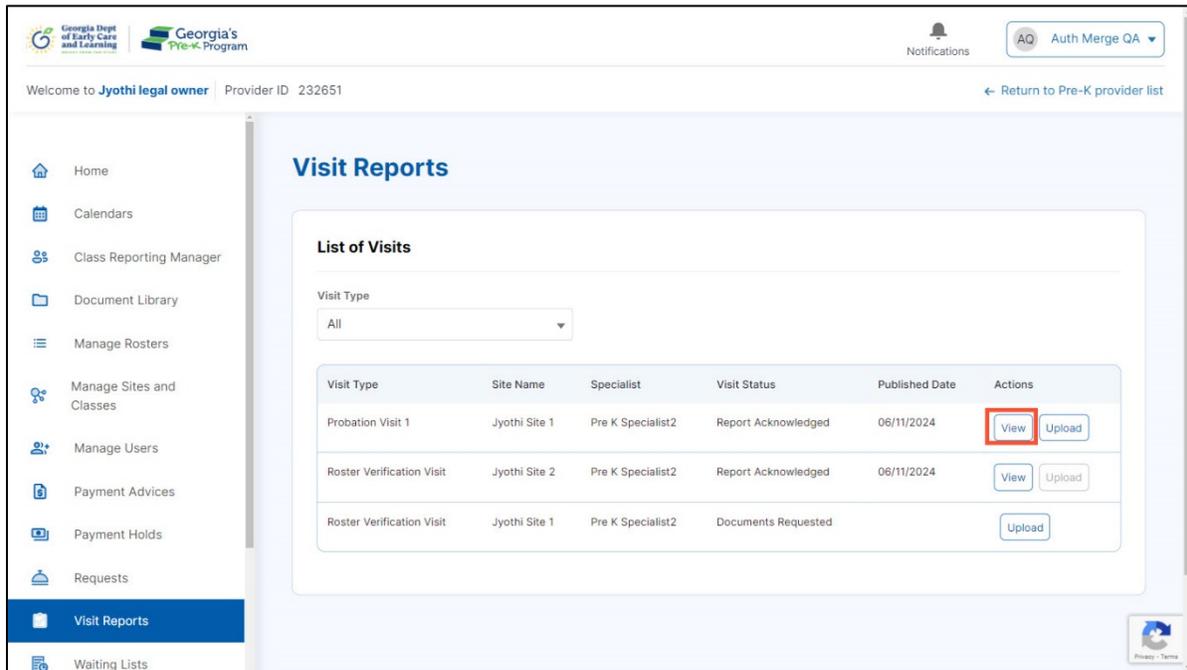
I Acknowledge

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

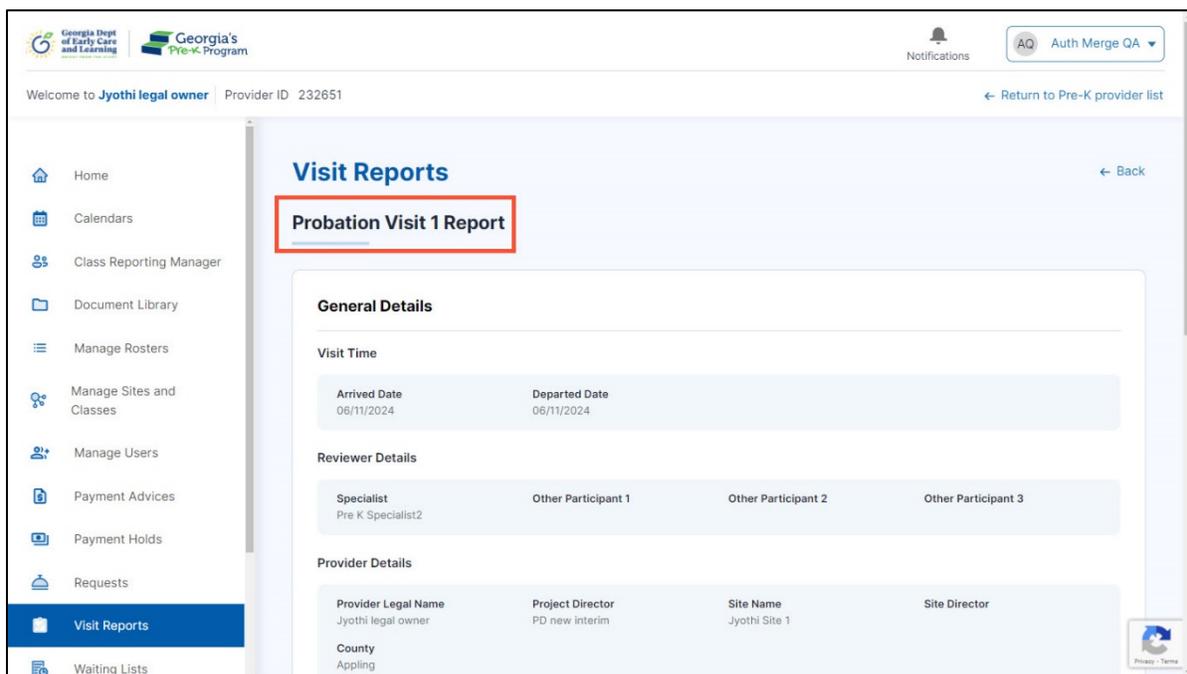
Viewing the Visit Reports

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.

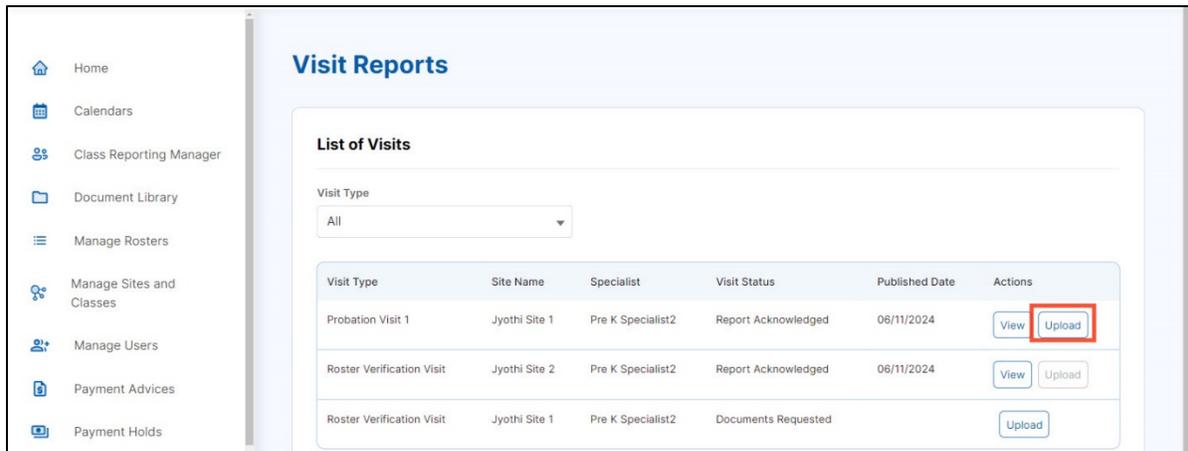


Uploading the Visit Reports

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

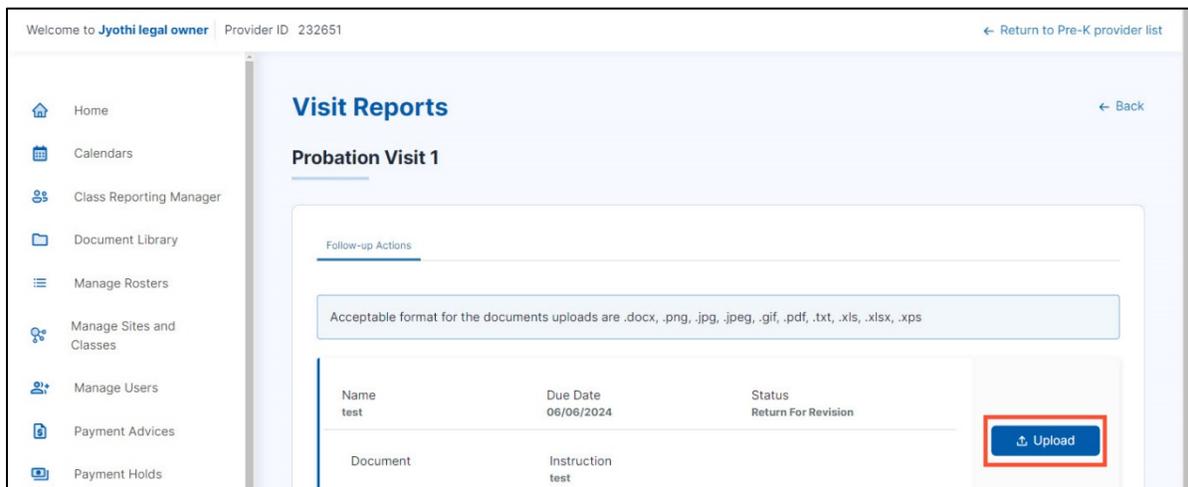
To upload the Visit Reports, perform the following steps:

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.*

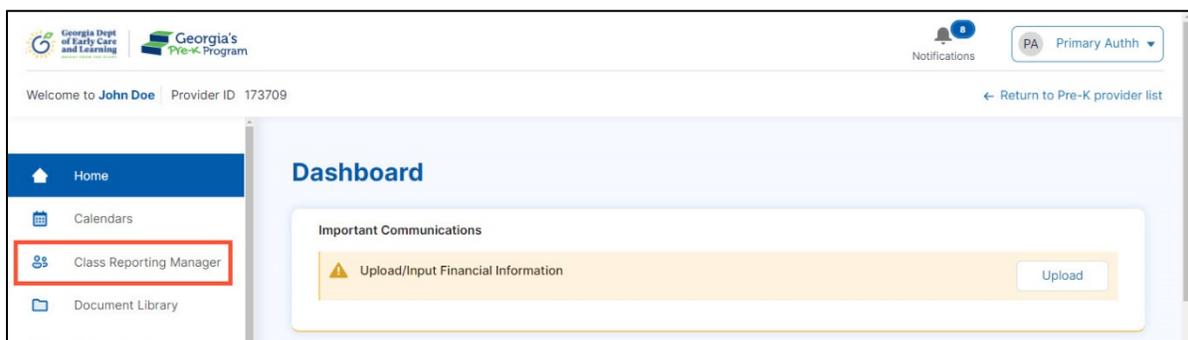
MANAGING CLASS REPORTING MANAGER

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

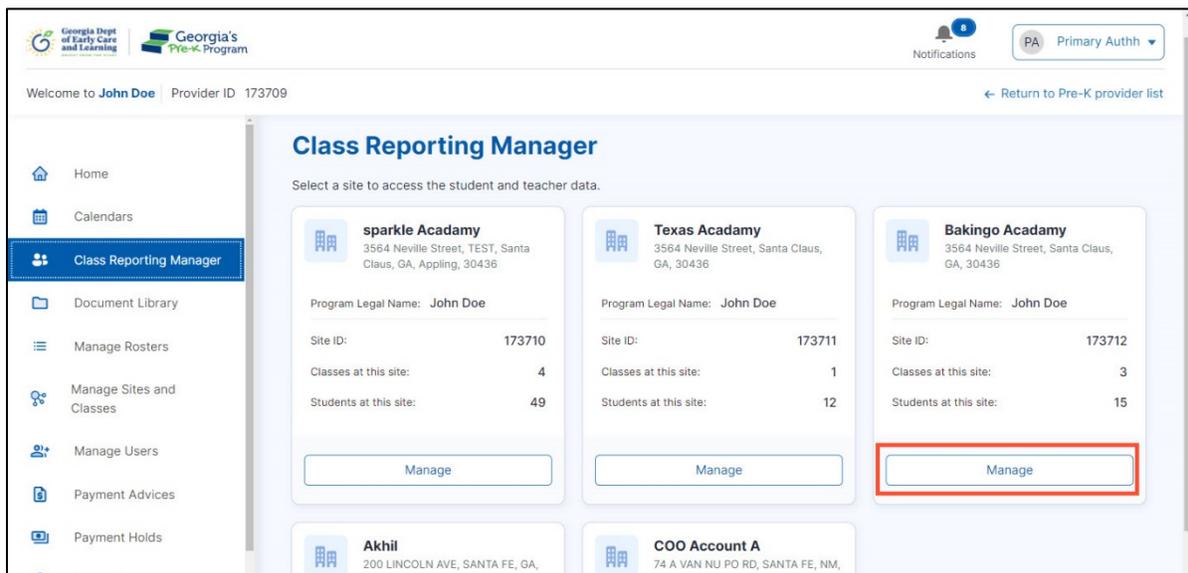
To manage the students, perform the following steps:

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.

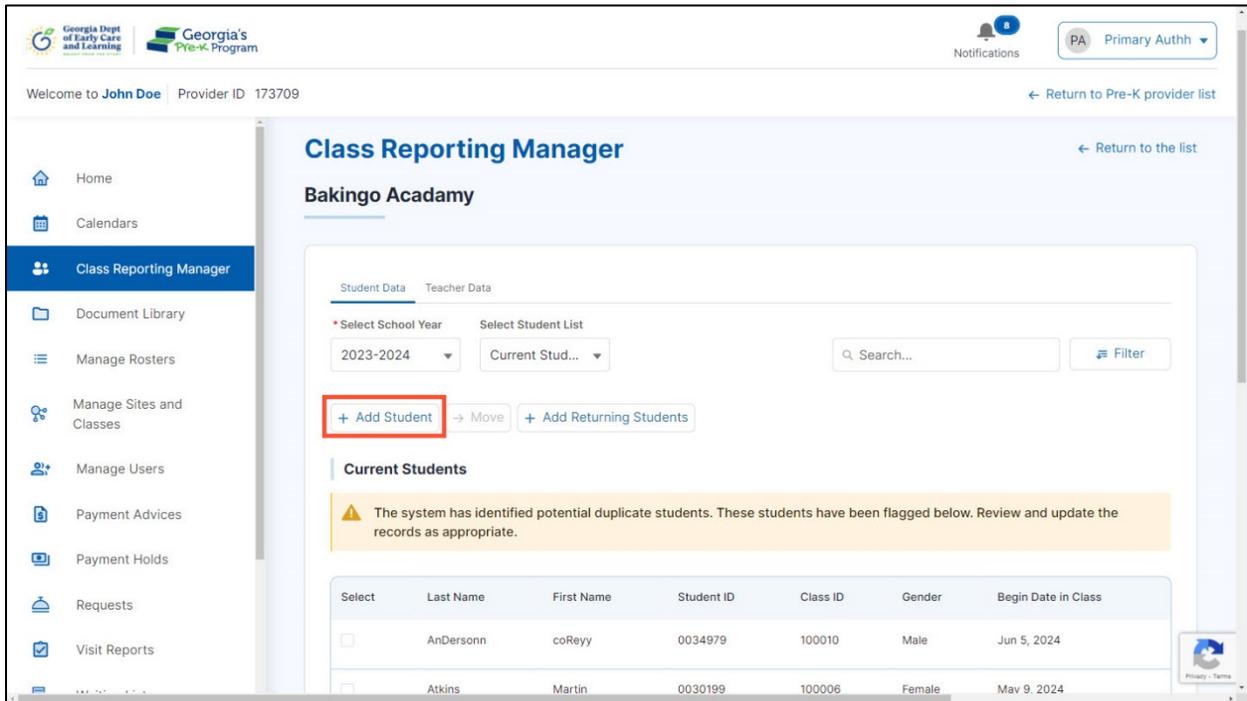


You will be directed to the selected Site page.

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.



The screenshot shows the 'Class Reporting Manager' interface for 'Bakingo Academy'. The 'Student Data' tab is active. The 'Add Student' button is highlighted with a red box. Below the button, there is a table of 'Current Students' with a warning message above it.

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class
<input type="checkbox"/>	AnDersonn	coReyy	0034979	100010	Male	Jun 5, 2024
<input type="checkbox"/>	Atkins	Martin	0030199	100006	Female	May 9, 2024

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.*

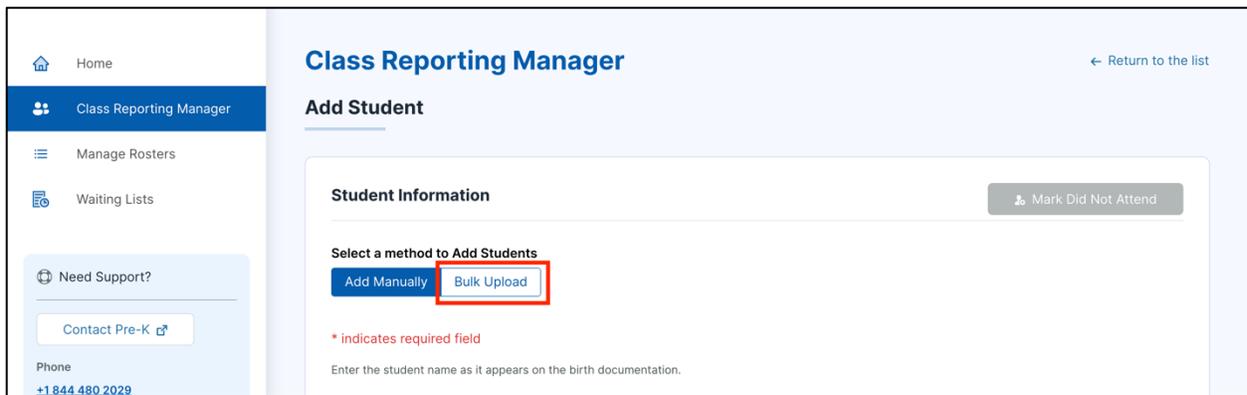
Student Bulk Upload

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.

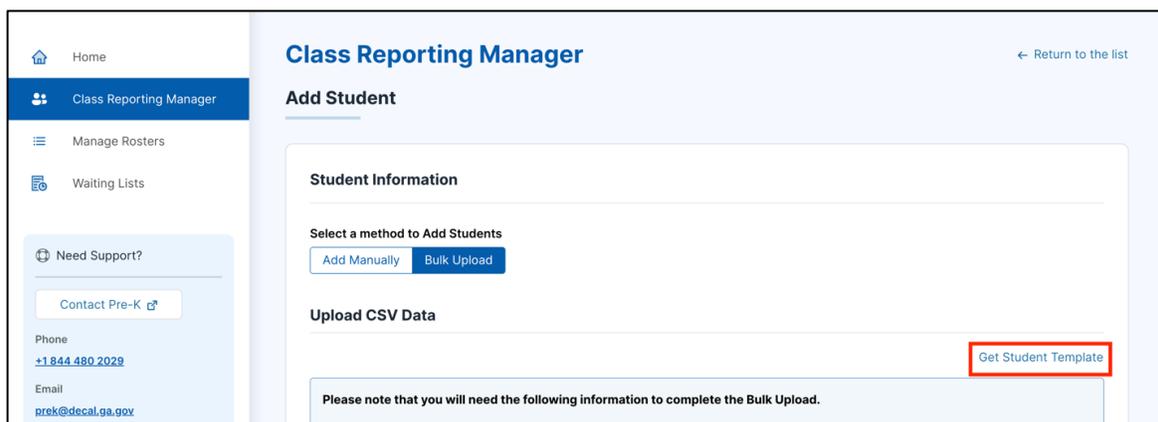


The screenshot shows the 'Class Reporting Manager' interface. On the left is a navigation menu with 'Class Reporting Manager' selected. The main content area is titled 'Add Student' and includes a 'Student Information' section. Under 'Select a method to Add Students', the 'Bulk Upload' button is highlighted with a red box. A 'Mark Did Not Attend' button is visible in the top right of the Student Information section. A note below the buttons states '* indicates required field' and 'Enter the student name as it appears on the birth documentation.'

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

Notes:

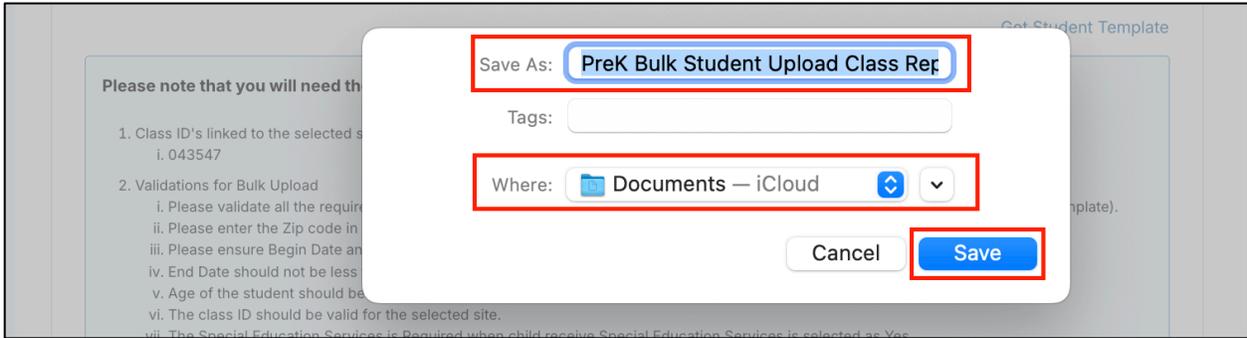
- The **Select School Year** field will be the current year and the **Class Site** will be populated, by default. You cannot edit these fields.
- If you are uploading the designated bulk upload extract from your student management system, you can move to step 5.



The screenshot shows the 'Class Reporting Manager' interface. The 'Bulk Upload' button is selected. Below the 'Student Information' section is the 'Upload CSV Data' section, where the 'Get Student Template' button is highlighted with a red box. A note at the bottom of the page states 'Please note that you will need the following information to complete the Bulk Upload.'

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.

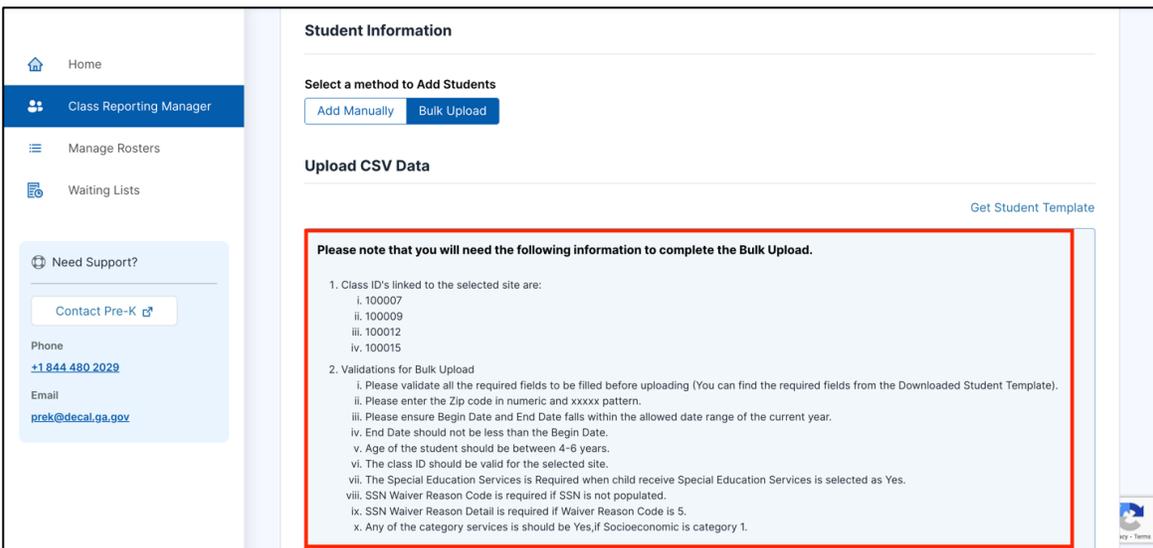
Instructions to create a Student upload file:

- 1) Enter your roster records below beginning on line 1.
- 2) Delete all header rows highlighted in red (rows 1-5).
- 3) Delete the two example rows highlighted in yellow (rows 6,7).
- 4) Do a 'Save As' to both an .xls format and to a .csv format

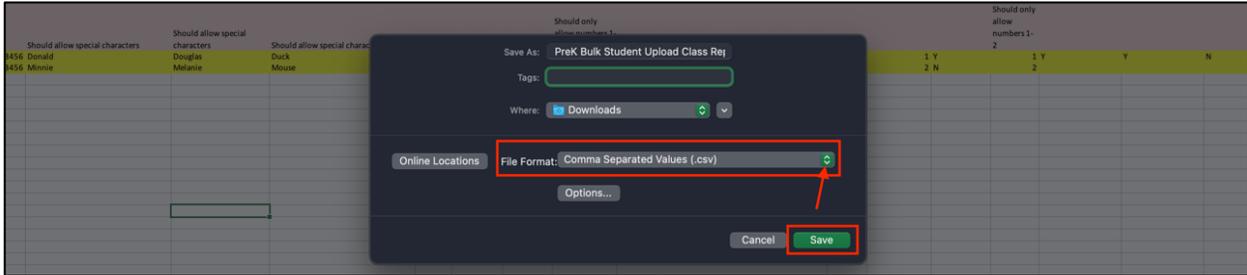
SSN	Class ID	Student First Name	Middle Name	Student Last Name	Suffix	Birth Date	Gender	Race	Waiver Reason Code	Waiver Reason Detail	Student Category	Multi Birth	Subsidies	Category 1 Services	Category 2 Services	Category 3 Services	Category 4 Services
123456	123456	Daniel		Daniel	Jr	12/10/17	M	1	1	Y	1	Y	Y	Y	N	N	N
123456	123456	Minnie		Minnie		15/09/17	F	2	N		2	2					

Notes:

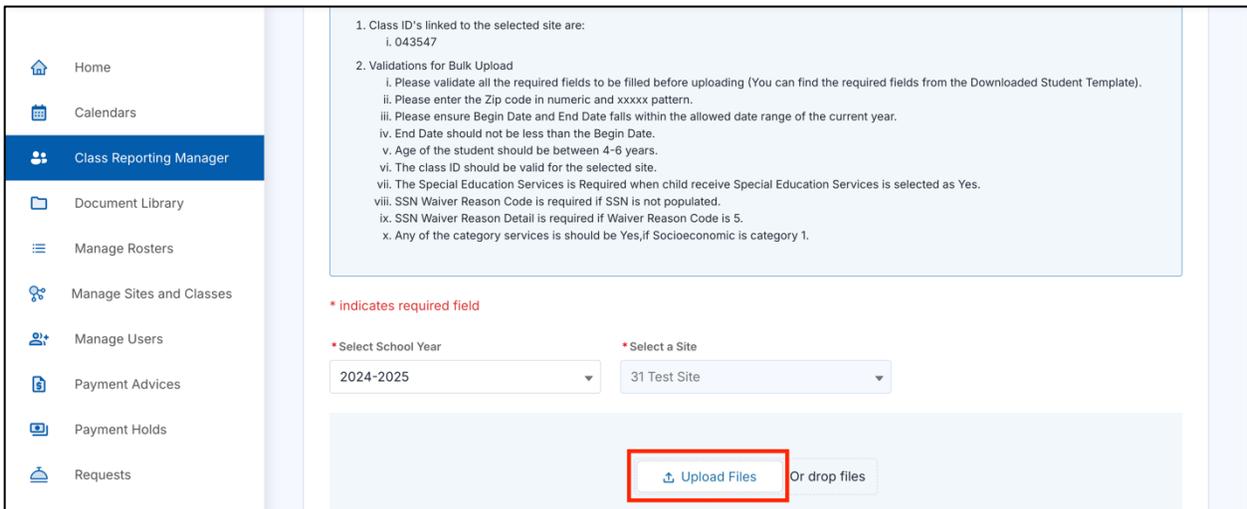
- Read the information in the Student Information section before filling out the information in the Template.



- 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.

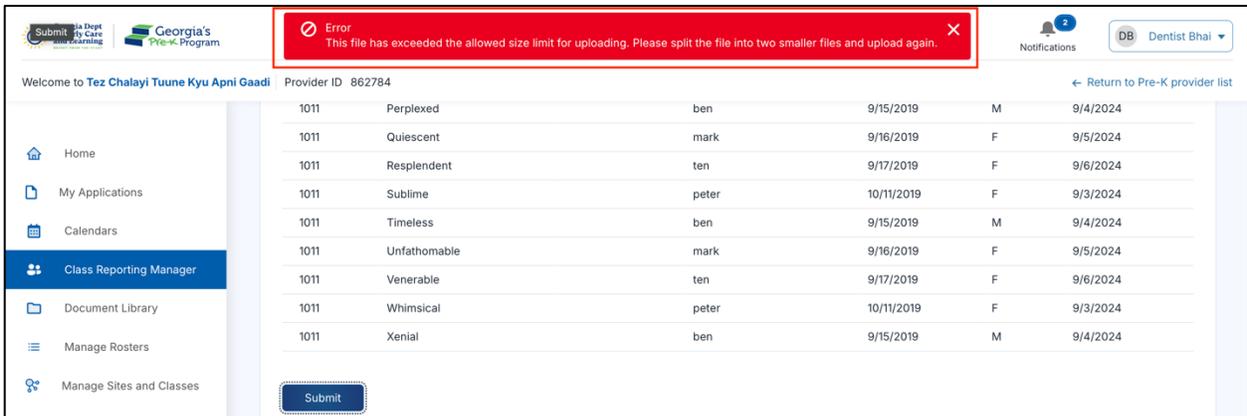


5. To upload the template, click the **Upload Files** button.

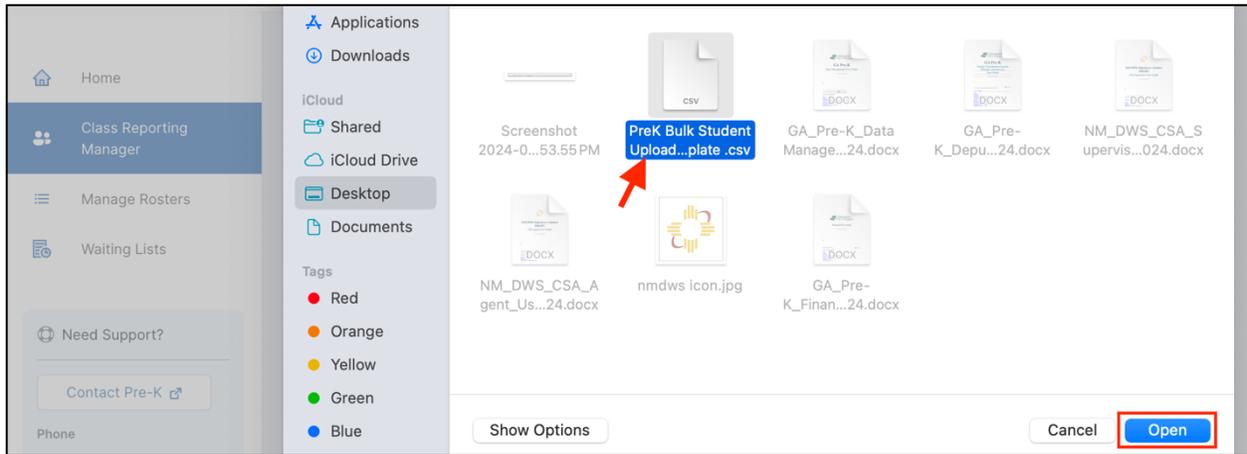


You will be directed to your local system to upload the template.

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.

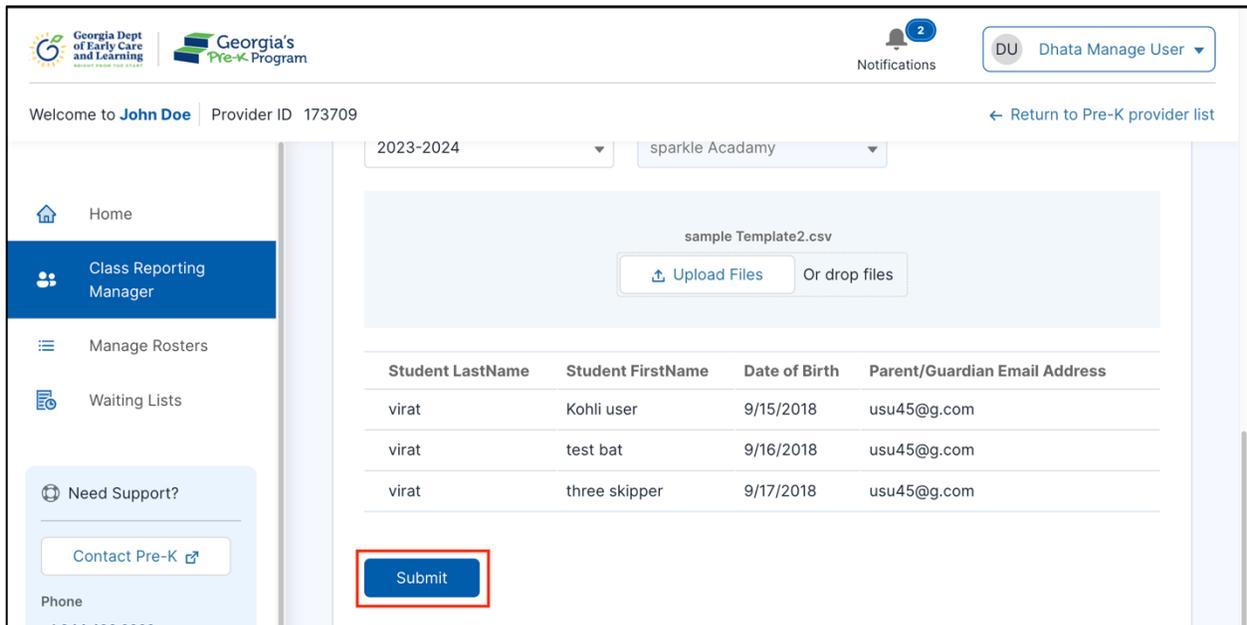


6. Now, select the **CSV File** and click the **Open** button.



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

7. Click the **Submit** button.

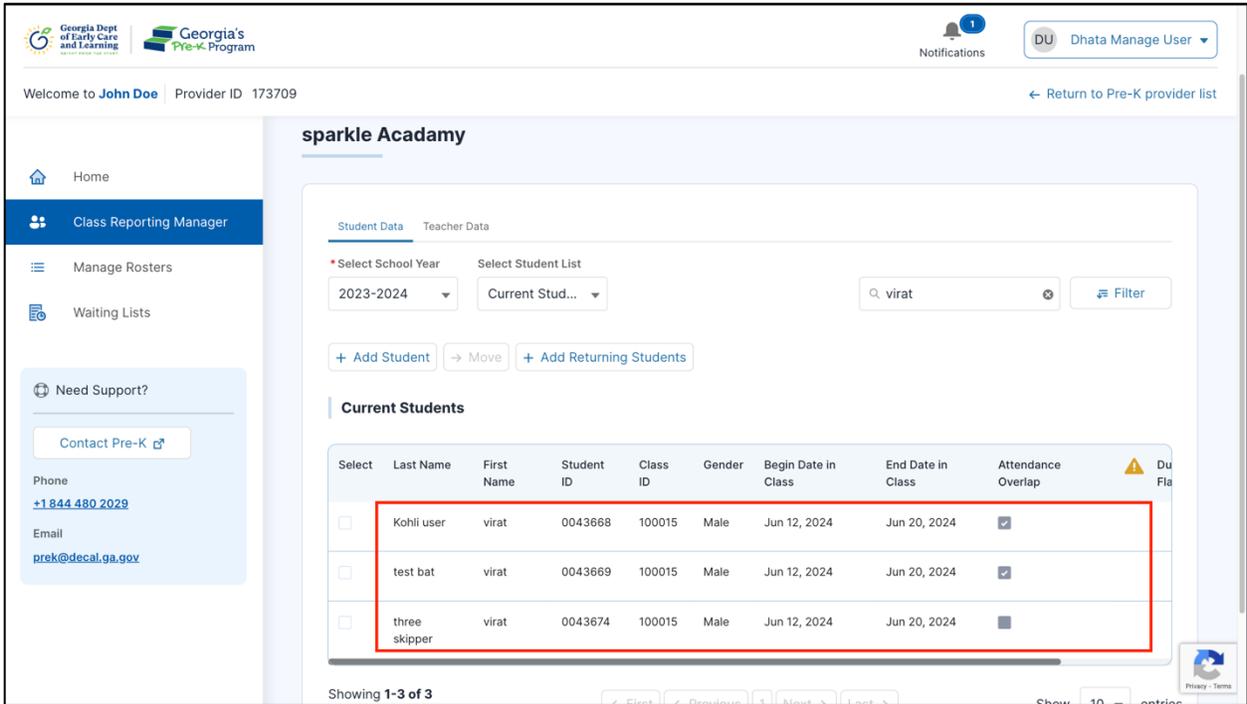


After submitting, you will receive a notification that data will take up to 24 hours to process and the Project Director will receive an email confirmation when the processing is complete.

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.



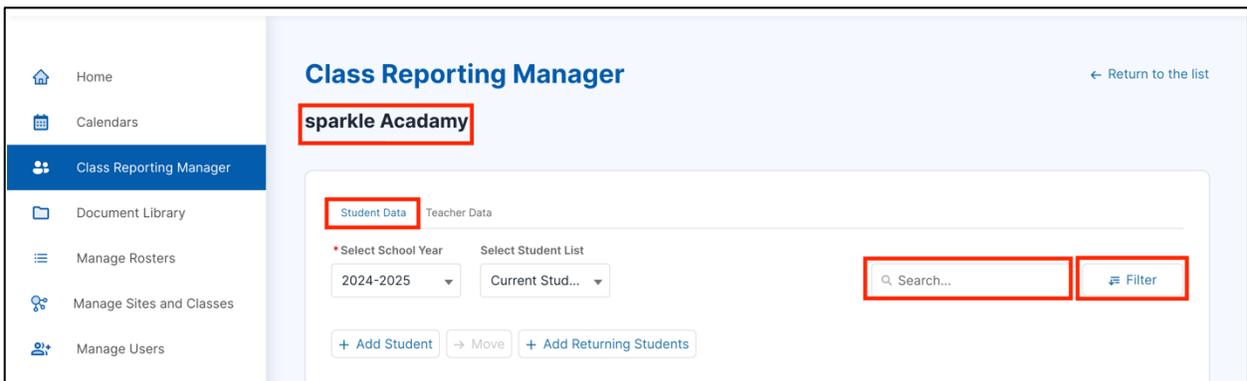
Filtering a Student

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.

The screenshot shows the 'Class Reporting Manager' interface for 'sparkle Academy'. The 'Current Students' table is visible with columns: Select, Last Name, First Name, Student ID, Class ID, Gender, Begin Date in Class, End Date in Class, Attendance Overlap, and Duplicate. A search filter dropdown is open on the right, showing options for Class ID (100007), Socioeconomic (Category 1), Transportation (No), Multilingual Learner (Select), and Special Education Services (Select). Red arrows point from the filter options down to the 'Show Results' button, which is highlighted with a red box.

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

The screenshot shows the 'Class Reporting Manager' interface after applying the search filters. The 'Current Students' table is now filtered to show only two entries, highlighted with a red box:

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
<input type="checkbox"/>	David	Michael	0043741	100007	Male	Jul 23, 2024		■		
<input type="checkbox"/>	Disouza	Maria	0043740	100009	Female	Jul 10, 2024		■		

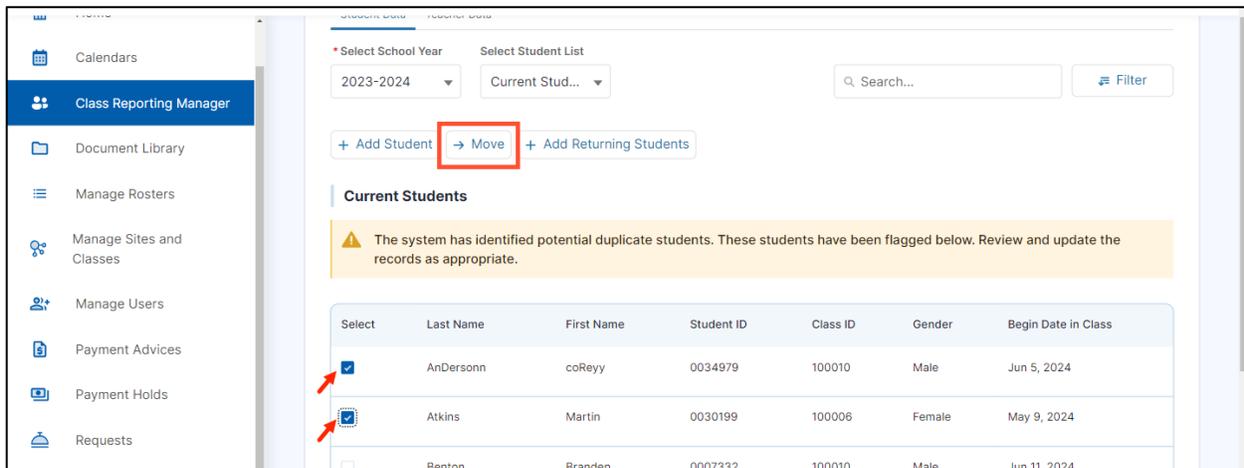
The interface also shows 'Showing 1-2 of 2 Page 1 of 1' and a 'Show 10 entries' dropdown.

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.

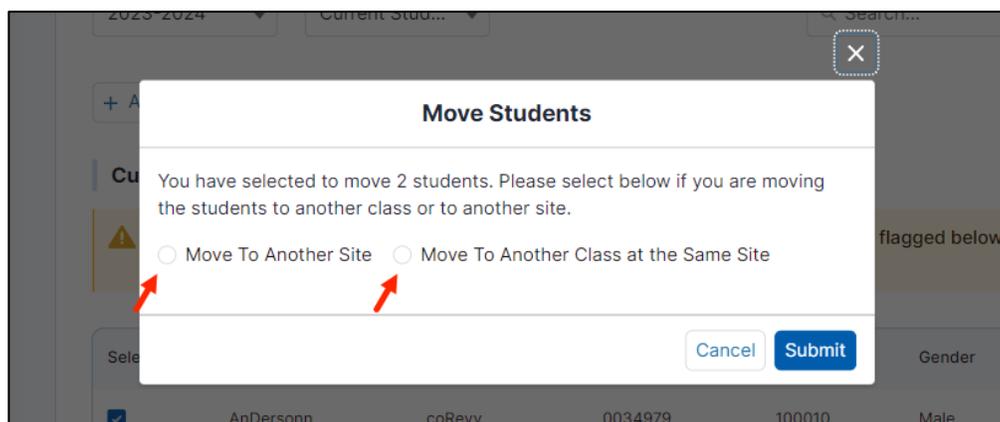
To move a student, perform the following steps:

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.

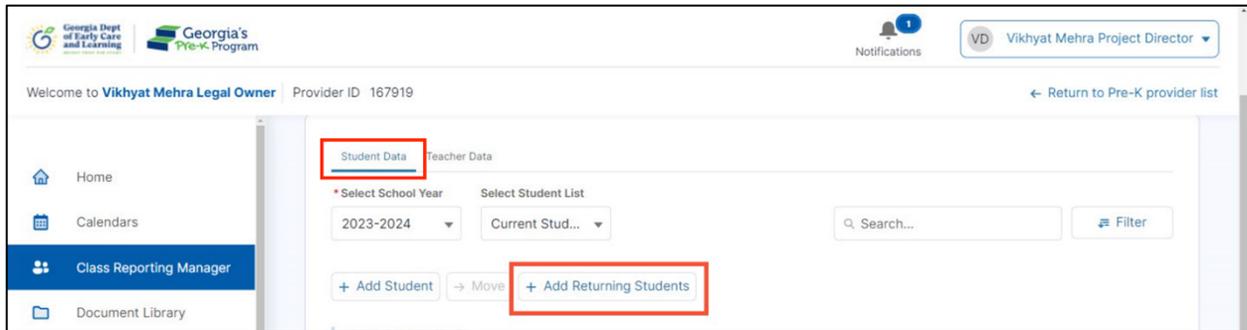
After saving, a success message will be displayed on the page and the class changes of the selected students will be reflected under the current students' section.

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.

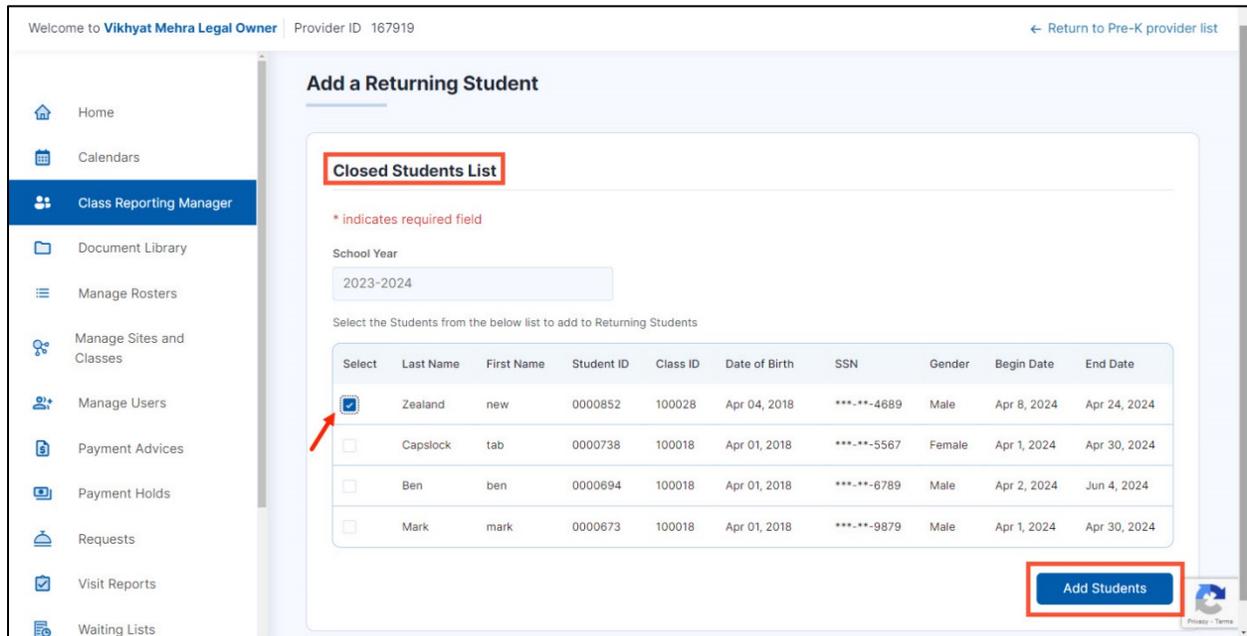
To add a Returning Student, perform the following steps:

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



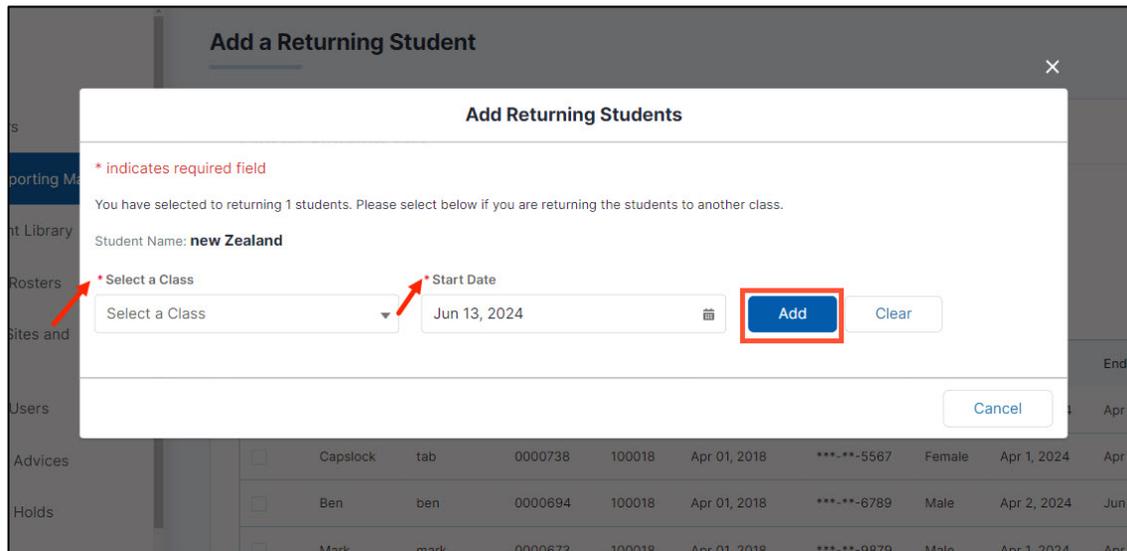
You will be directed to the Closed Students List page.

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

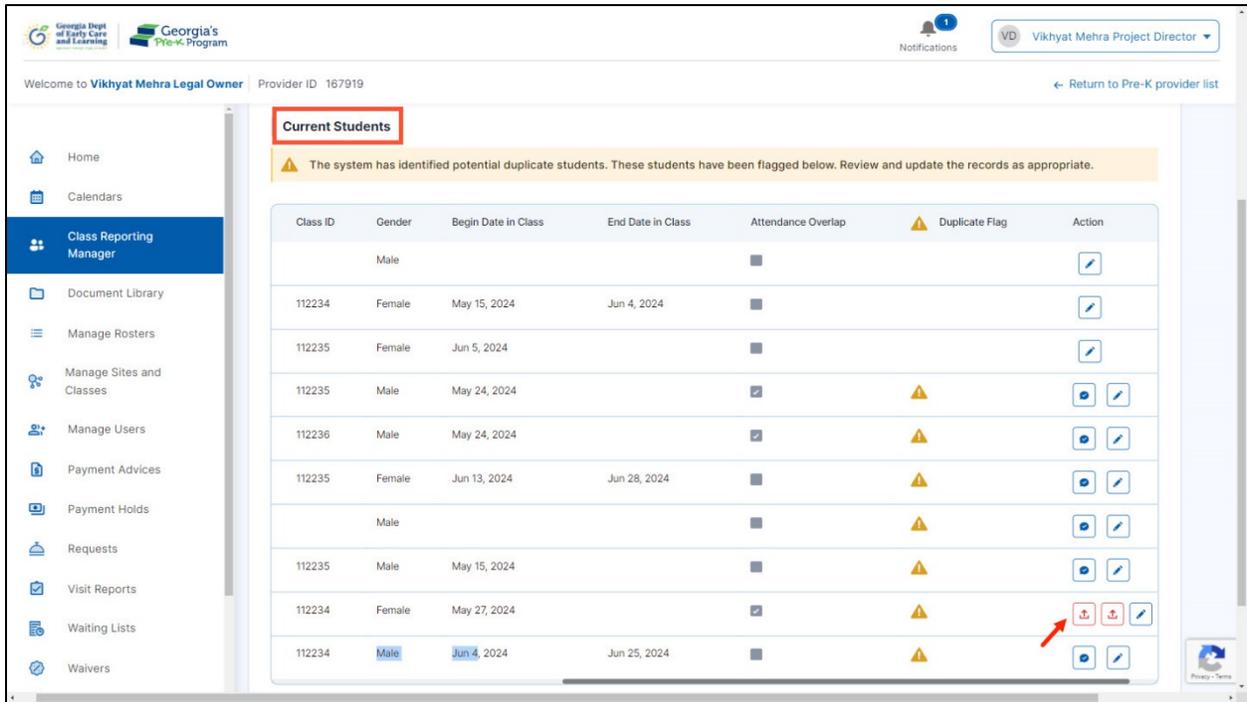
The Provider is required to upload documents in the following scenarios:

- **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:

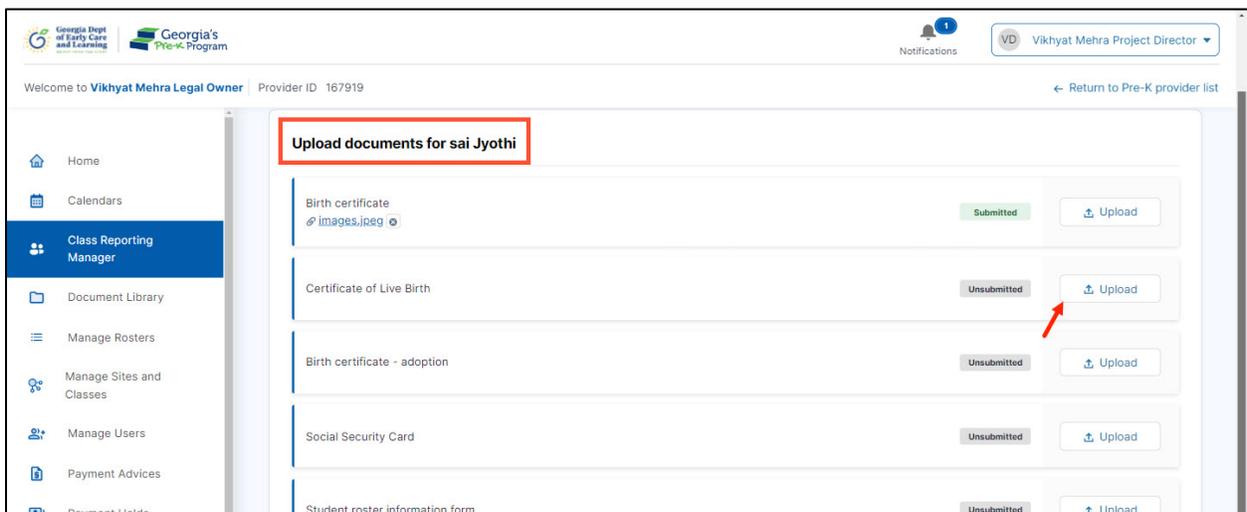
1. To upload the document, scroll right in the **Current Student** section using the scroll bar. Then, click the **Upload Student Identity Documents** icon.



You will be directed to the Upload Documents page.

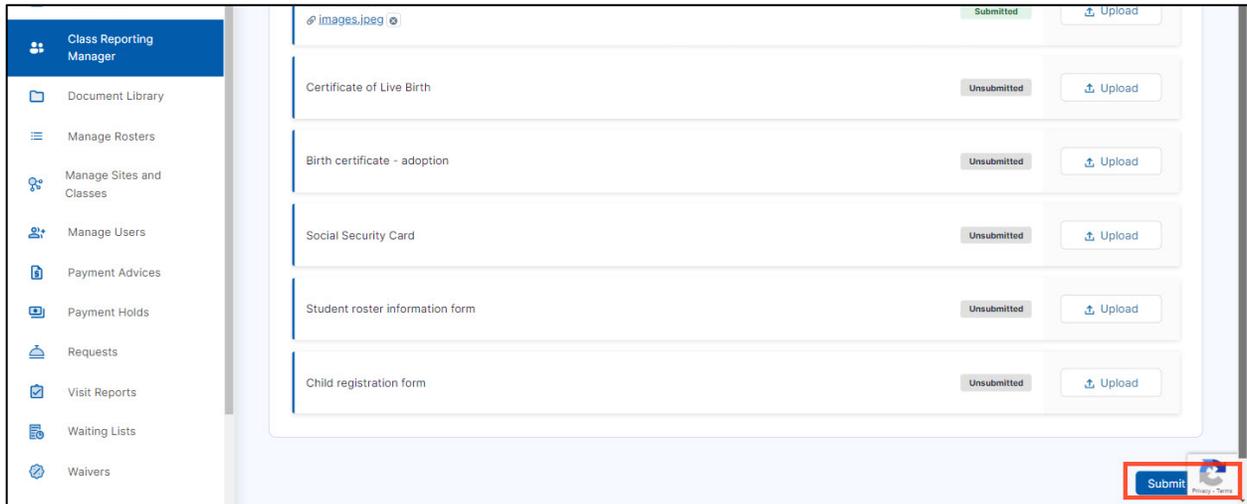
2. On the **Upload documents for student** section (The student's name is Sai Jyothi in this scenario), to upload the documents, click the **Upload** button.

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.

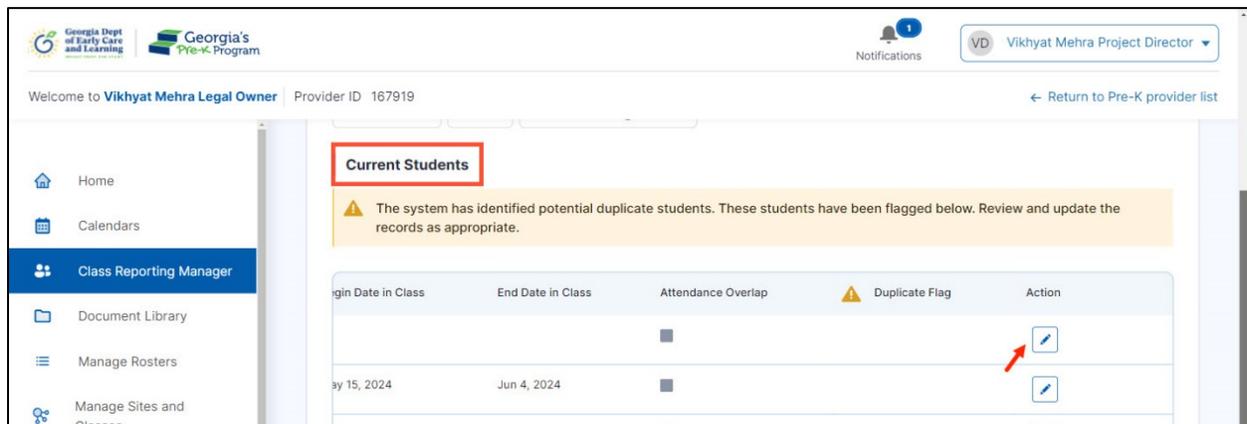
3. Click the **Submit** button.



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 screenshot shows the 'Class Reporting Manager' interface. The 'Additional Information' section is highlighted with a red box. It contains the following fields:

- Parent / Guardian Information:**
 - Parent / Guardian First Name: pOneTwo
 - Parent / Guardian Last Name: lOneTwo
 - Relationship: Mother
 - Parent/Guardian Email: testtest321@gmail.com
 - Parent/Guardian Zip Code: 12323
- Additional Information:**
 - Class: Select an Option
 - Begin Date in Class: [Empty]
 - End Date in Class: Jun 13, 2024

The 'Update' button is located at the bottom right of the form and is highlighted with a red box. A red arrow points to the 'End Date in Class' field.

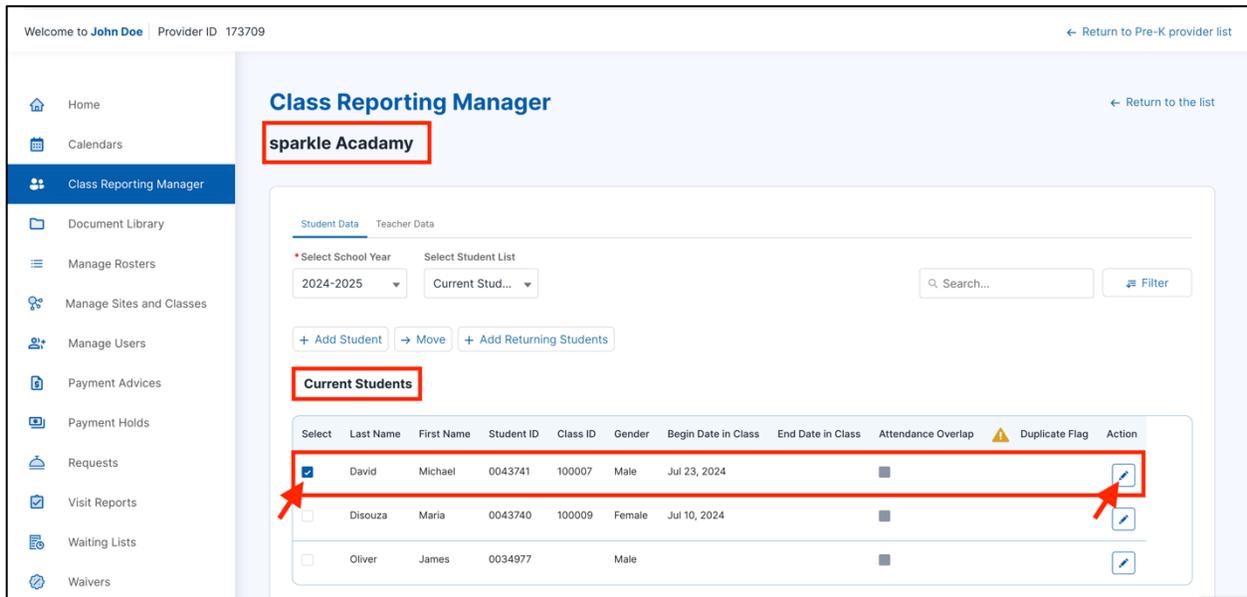
**The End Date of the Class will be reflected on the page for the selected student in the Current Student section.*

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.

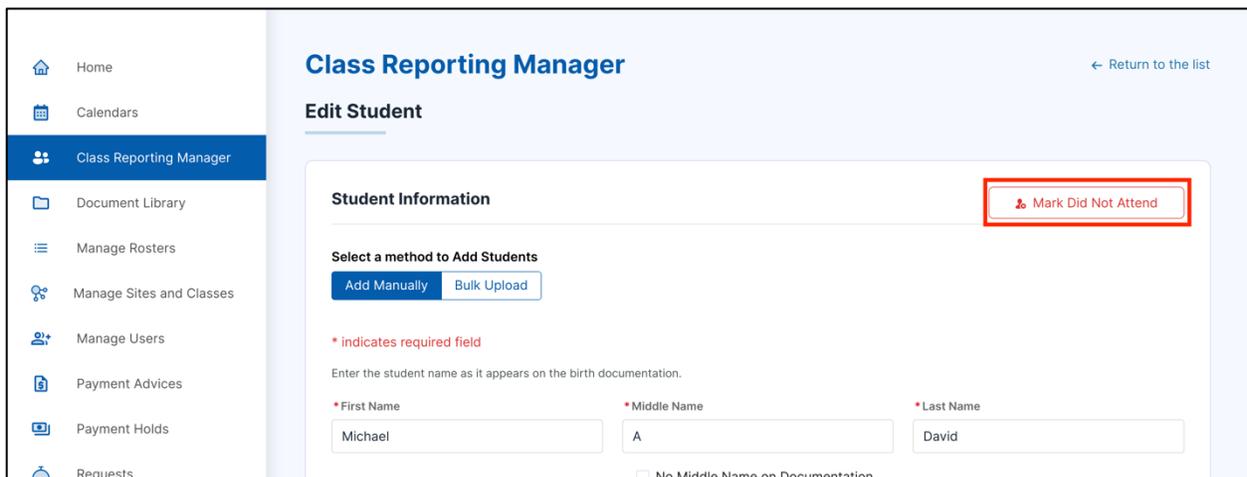
To mark a child as Did Not Attend, perform the following steps:

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.



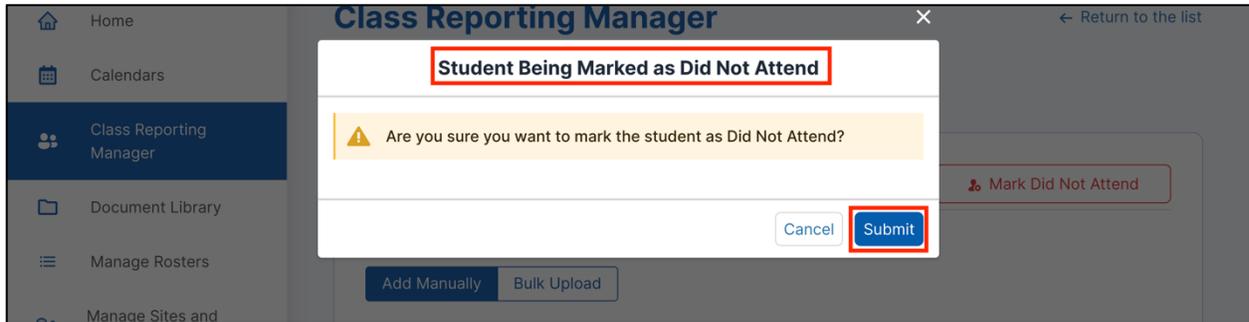
The **Edit Student > Student Information** page will be displayed.

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.*

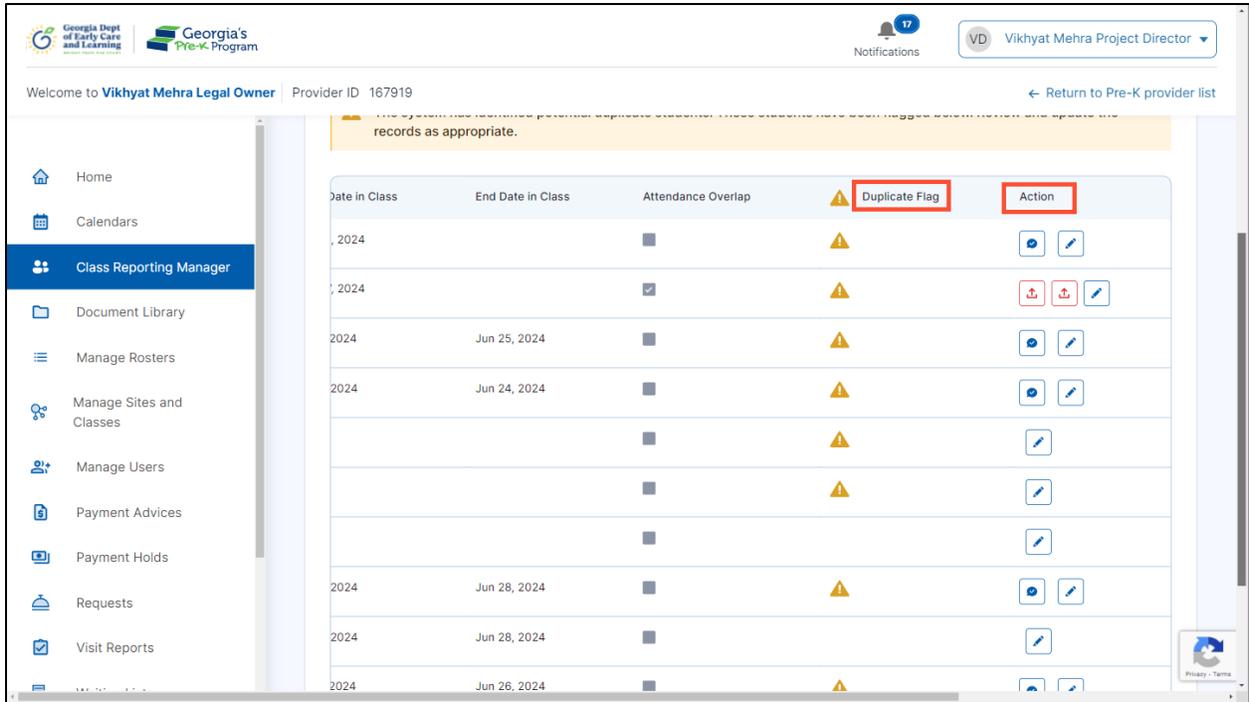
Resolving Duplicate Student

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.



The screenshot shows the Georgia's Pre-K Program system interface. The user is logged in as Vikhyat Mehra, Project Director. The interface displays a table of student records. The table has columns for Date in Class, End Date in Class, Attendance Overlap, Duplicate Flag, and Action. The 'Duplicate Flag' column is highlighted in red, and the 'Action' column is also highlighted in red. The table contains several rows of student records, each with a yellow warning icon in the Duplicate Flag column.

Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
, 2024		■	⚠	🗨️ ✎
, 2024		☑	⚠	🗑️ 🗑️ ✎
2024	Jun 25, 2024	■	⚠	🗨️ ✎
2024	Jun 24, 2024	■	⚠	🗨️ ✎
		■	⚠	✎
		■	⚠	✎
		■	⚠	✎
2024	Jun 28, 2024	■	⚠	🗨️ ✎
2024	Jun 28, 2024	■	⚠	✎
2024	Jun 26, 2024	■	⚠	🗨️ ✎

You will see the duplicate flag against the student record.

The duplicate student resolution steps vary based on the criteria.

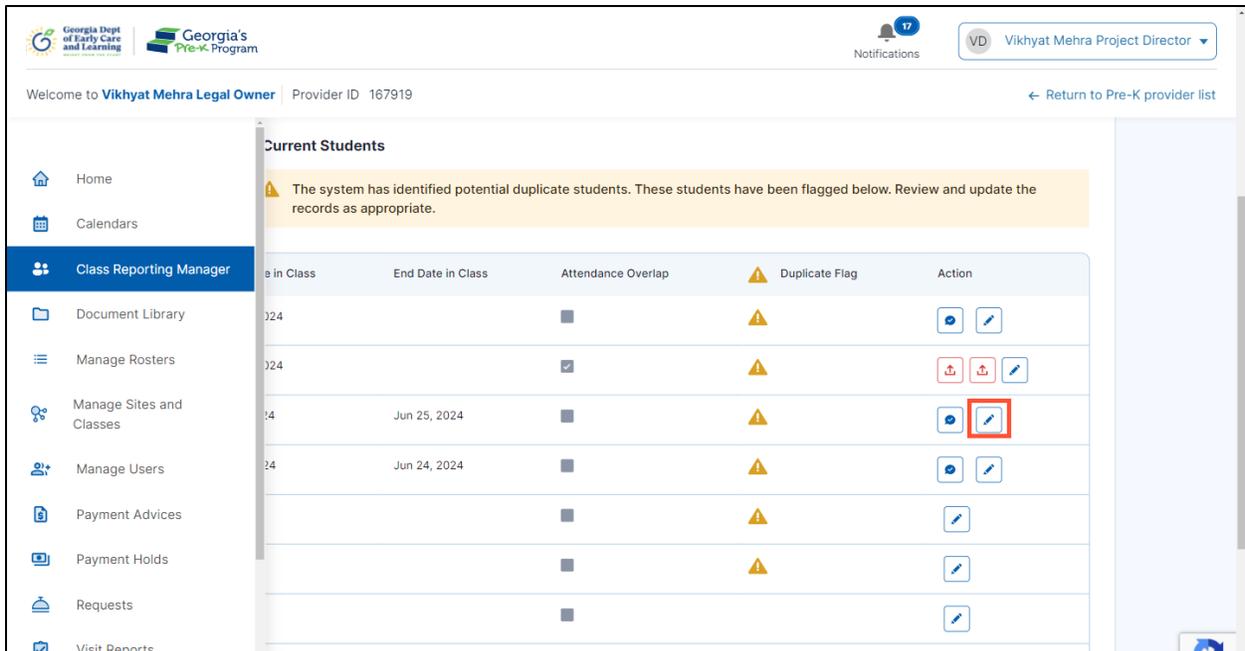
1. **Criteria 1 - Same Last Four of SSN Different Demographics and Name Reversal**

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.

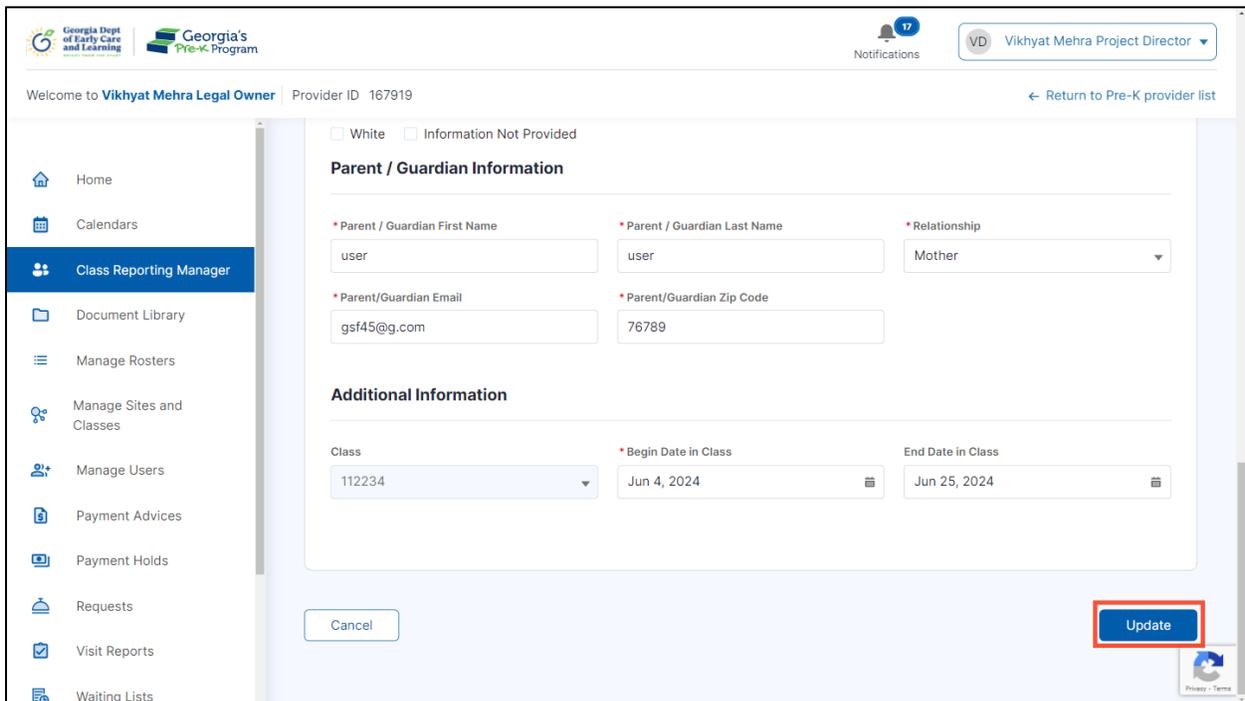
To edit the student information, perform the following steps:

- 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.

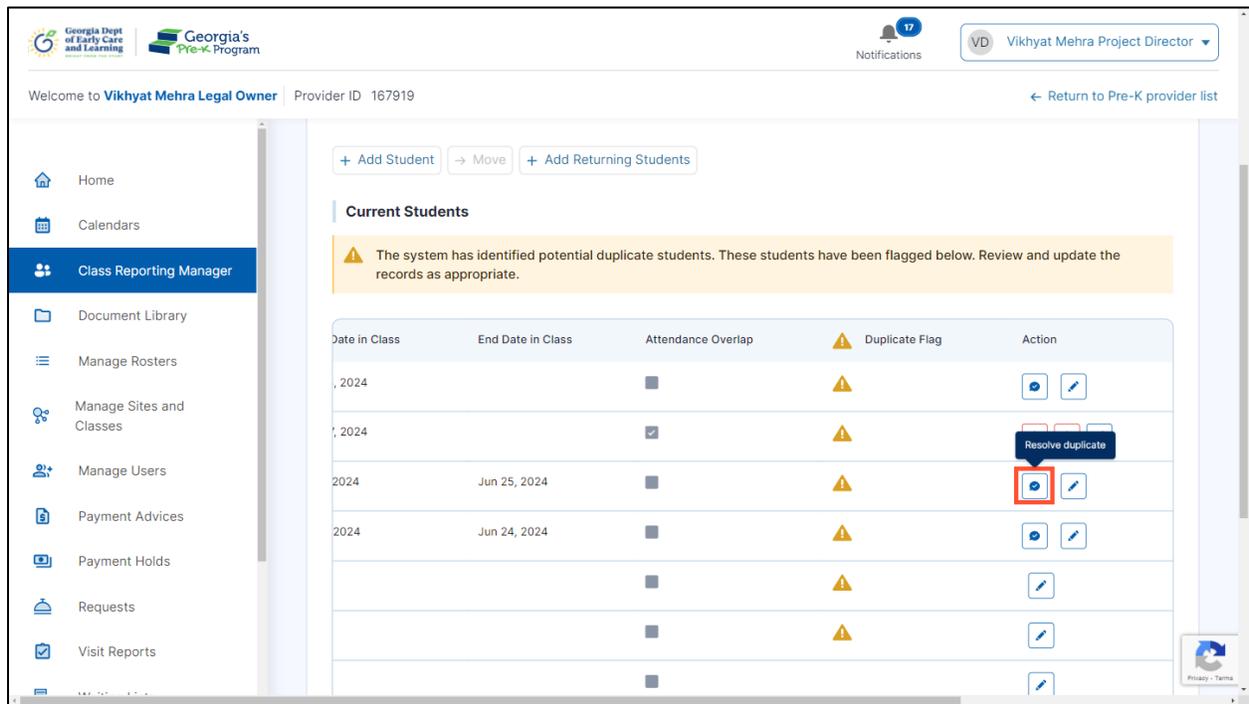


*A success message will be displayed on the page.

- Resolution by not editing the student’s record.

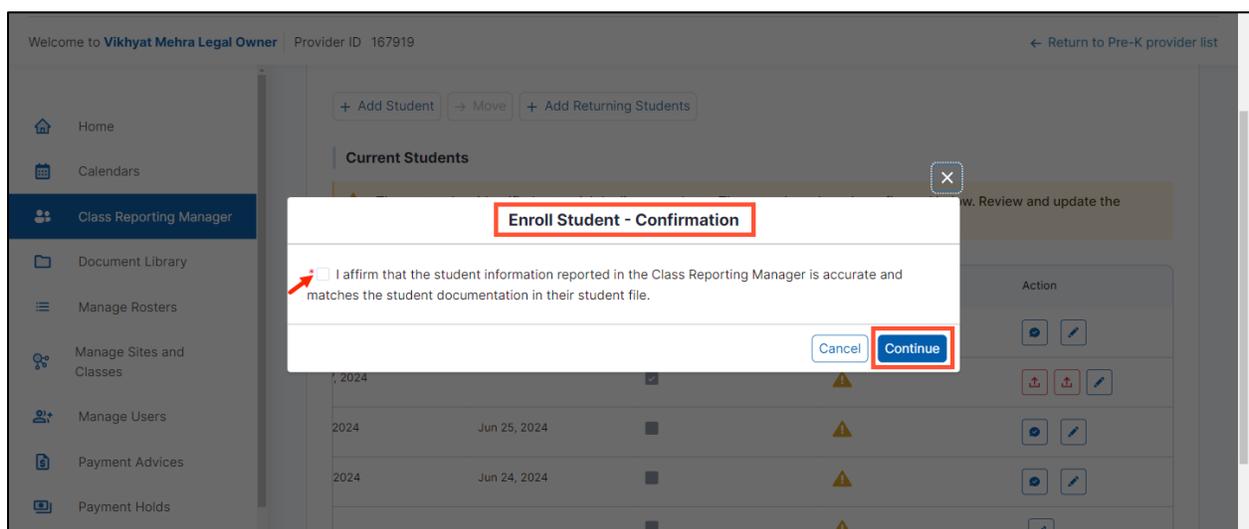
To resolve the duplicate student information without editing the student data, perform the following steps:

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



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

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



*A success message will be displayed on the page.

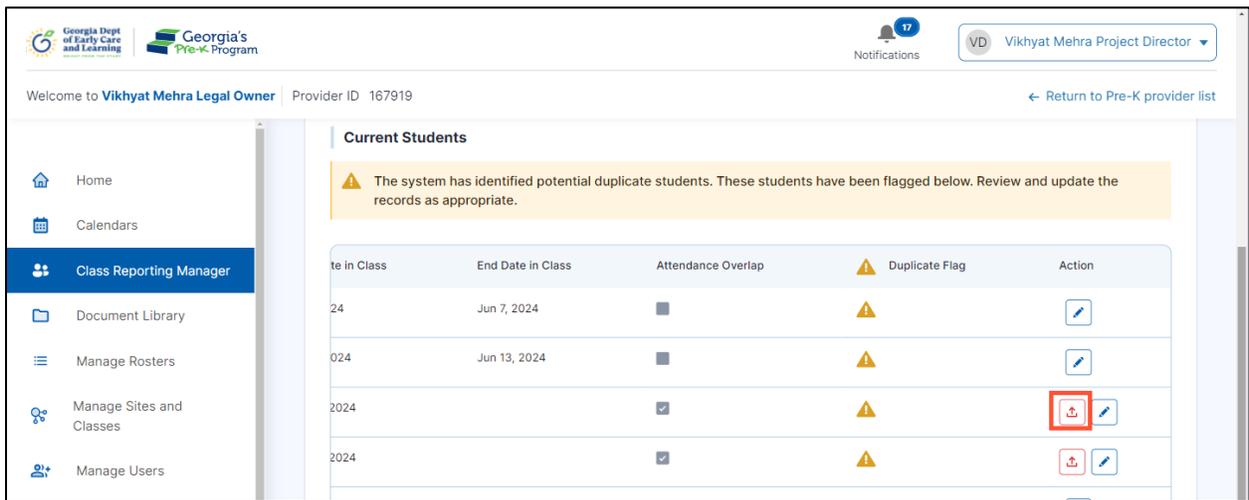
2. **Criteria 2 - Same Demographics Different Last Four of SSN, Same Demographics Different Gender and Same Demographics Blank SSN.**

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.

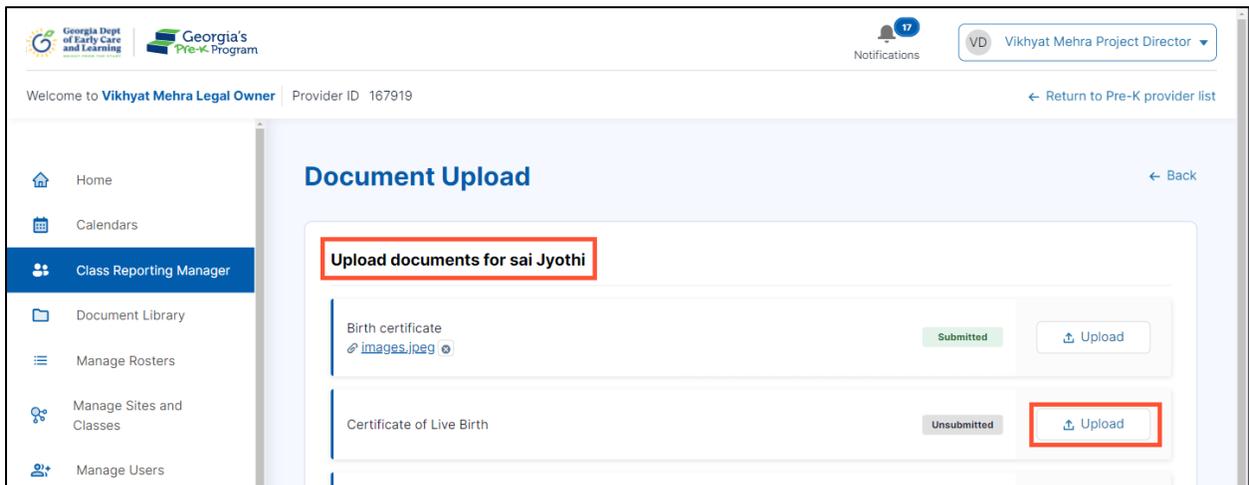
To upload the document, perform the following steps:

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



You will be directed to the Document Upload page.

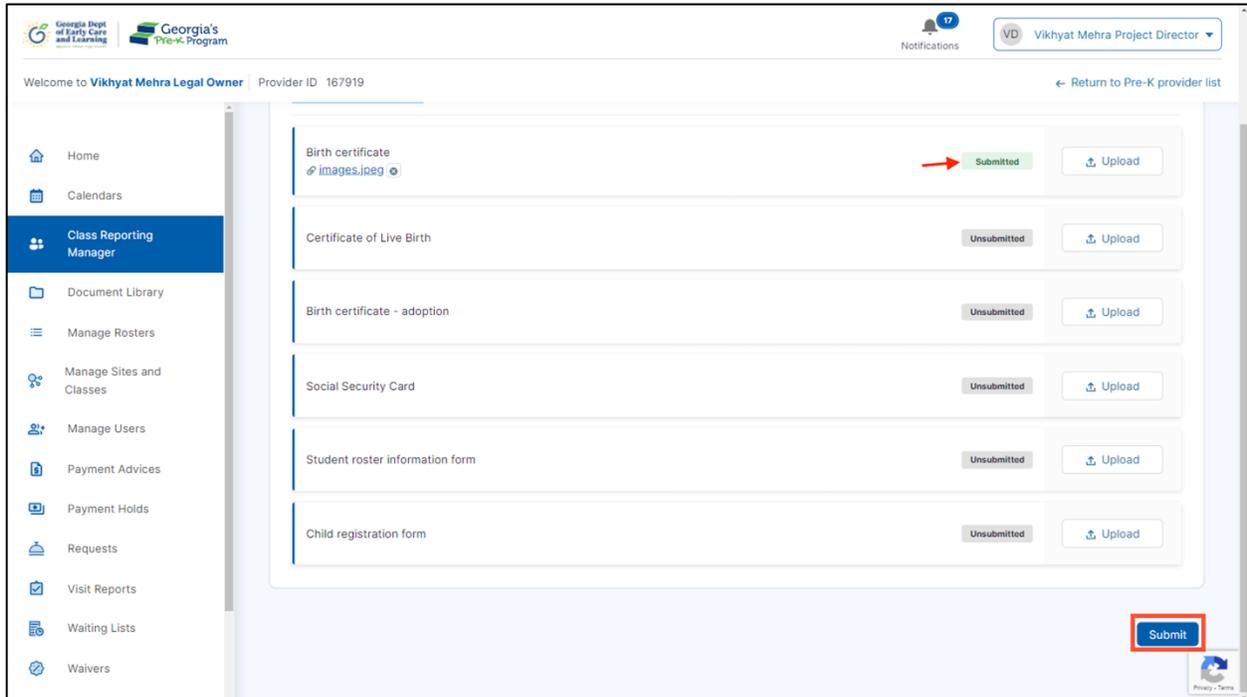
- ii. On the Upload Documents student section, to upload documents click the **Update** button.



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.

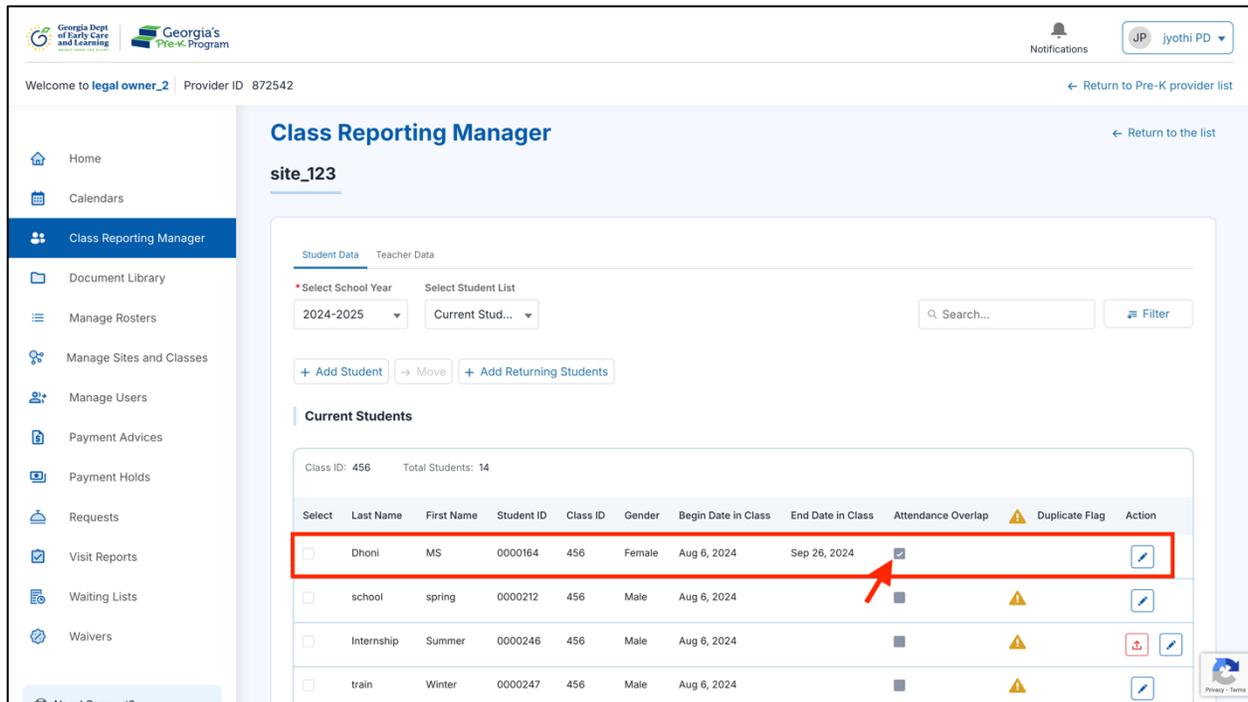
iii. Click the **Submit** button.



**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.



The screenshot shows the 'Class Reporting Manager' interface for 'site_123'. The 'Current Students' section displays a table with the following data:

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
<input type="checkbox"/>	Dhoni	MS	0000164	456	Female	Aug 6, 2024	Sep 26, 2024	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	school	spring	0000212	456	Male	Aug 6, 2024		<input type="checkbox"/>		
<input type="checkbox"/>	Internship	Summer	0000246	456	Male	Aug 6, 2024		<input type="checkbox"/>		
<input type="checkbox"/>	train	Winter	0000247	456	Male	Aug 6, 2024		<input type="checkbox"/>		

A red box highlights the first row, and a red arrow points to the 'Attendance Overlap' checkbox, which is checked.

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 screenshot shows the 'Class Reporting Manager' interface for 'site_123'. It features a sidebar with navigation options like Home, Calendars, and Class Reporting Manager. The main content area displays 'Current Students' for Class ID: 456, with a total of 14 students. A table lists student details including Last Name, First Name, Student ID, Class ID, Gender, Begin Date in Class, End Date in Class, Attendance Overlap, Duplicate Flag, and Action. The first student, Dhoni MS (Student ID: 0000164), has an edit icon (pencil) in the Action column, which is highlighted with a red box and a red arrow.

**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.

The screenshot shows the 'Student Information' page for the selected student. It includes sections for Race, Parent/Guardian Information, and Additional Information. The 'Additional Information' section is highlighted with a red box and contains fields for Class (456), Begin Date in Class (Aug 6, 2024), and End Date in Class (Sep 6, 2024). A red box also highlights the 'Update' button at the bottom right of the page.

A success message will be displayed in the page.

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

The screenshot shows a table of student records. The student 'Dhoni' is highlighted with a red box. The 'Edit' pencil icon in the Action column for this student is also highlighted with a red box and an arrow.

Class	Site	SSN	Age	Gender	Begin Date	End Date	Action
seven	zone	0000353	123	Female	Sep 3, 2024		
eight	zone	0000354	123	Female	Sep 4, 2024		
zone	ONEa	0000356	123	Female	Sep 9, 2024		
zonetwo	TWOa	0000357	123	Female	Sep 10, 2024		
zonethree	THREEc	0000358	123	Female	Sep 11, 2024		
zonefour	FOURd	0000359	123	Male	Sep 12, 2024		
one1	one	0000451	123	Male	Sep 18, 2024		
two1	two	0000453	123	Male	Sep 18, 2024		
three1	three	0000455	123	Female	Sep 18, 2024		
Lang	Sandra	0000467	123	Female	Sep 16, 2024	Sep 18, 2024	
Dhoni	MS	0002054	123	Female	Aug 8, 2024		

**The Student Information page will be displayed.*

- 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.

The screenshot shows the 'Student Information' page. The 'Additional Information' section is highlighted with a red box. The 'Class' dropdown is set to '123' and the 'Begin Date in Class' is set to 'Sep 9, 2024'. The 'Update' button is also highlighted with a red box.

Parent / Guardian Information

* Race
 American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White
 Information Not Provided

* Parent / Guardian First Name: Andria
 * Parent / Guardian Last Name: Robert
 * Relationship: Father

Parent/Guardian Email:
 * Parent/Guardian Zip Code: 67890

Additional Information

Class: 123
 * Begin Date in Class: Sep 9, 2024
 End Date in Class:

Buttons: Cancel, Update

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

Georgia Dept of Early Care and Learning | Georgia's Pre-K Program

Welcome to legal owner_2 | Provider ID 872542

Notifications | JP | jyothei PD

← Return to Pre-K provider list

<input type="checkbox"/>	seven	zone	0000353	123	Female	Sep 3, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	eight	zone	0000354	123	Female	Sep 4, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	zone	ONEa	0000356	123	Female	Sep 9, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	zonetwo	TWOb	0000357	123	Female	Sep 10, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	zonethree	THREEc	0000358	123	Female	Sep 11, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	zonefour	FOURd	0000359	123	Male	Sep 12, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	one1	one	0000451	123	Male	Sep 18, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	two1	two	0000453	123	Male	Sep 18, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	three1	three	0000455	123	Female	Sep 18, 2024	<input type="checkbox"/>		
<input type="checkbox"/>	Lang	Sandra	0000467	123	Female	Sep 16, 2024	Sep 18, 2024	<input type="checkbox"/>	
<input type="checkbox"/>	Dhoni	MS	0002054	123	Female	Sep 9, 2024	<input type="checkbox"/>		

Showing 1-10

< First < Previous 1 2 3 4 Next > Last >

Show 10 entries

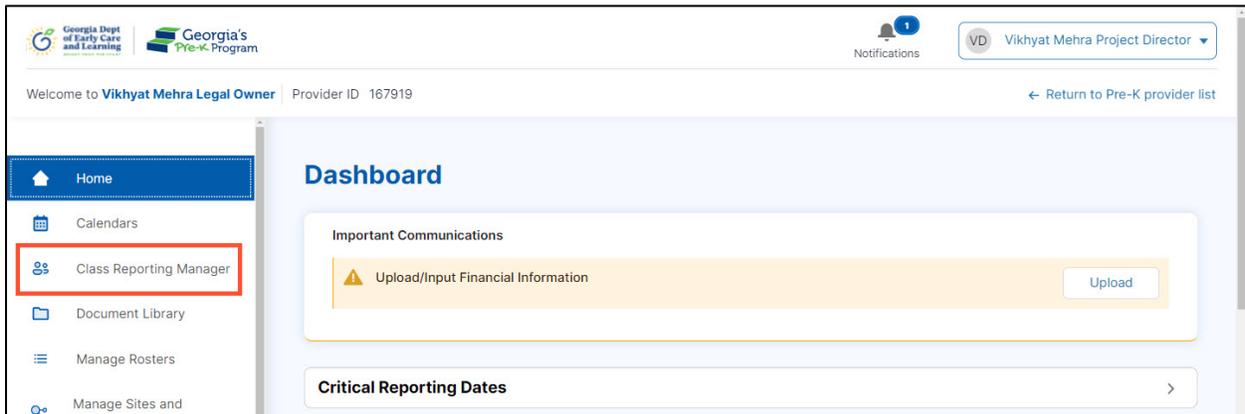
Need Support?

Privacy - Terms

Managing Teachers

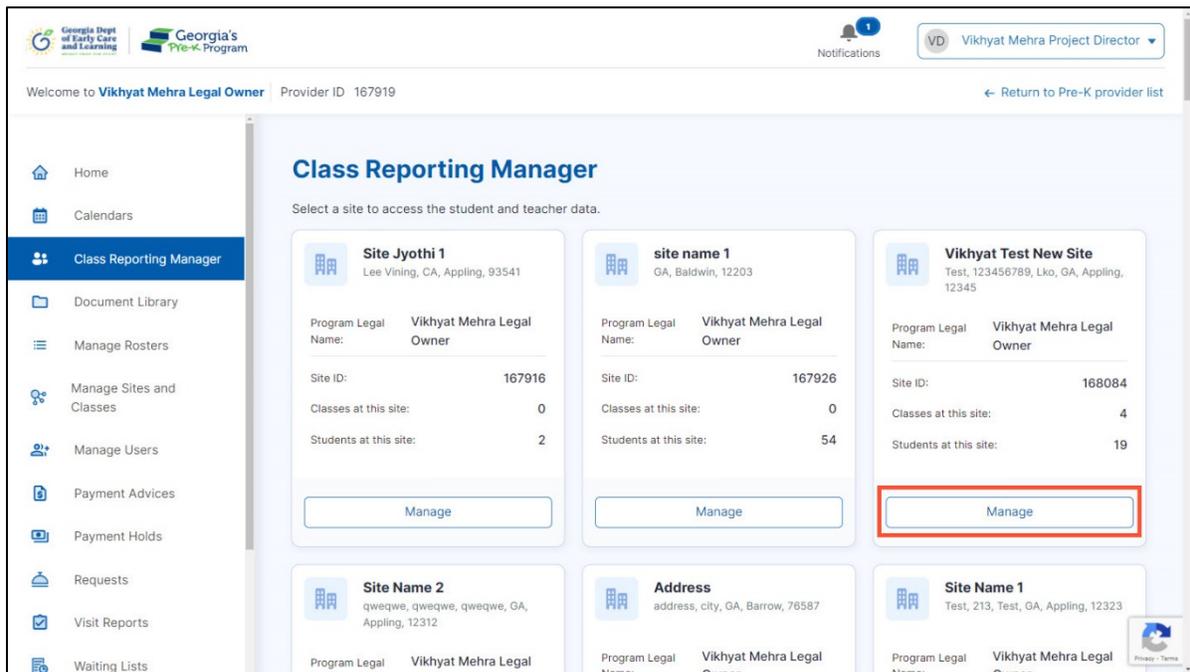
To manage the Teachers, perform the following steps:

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



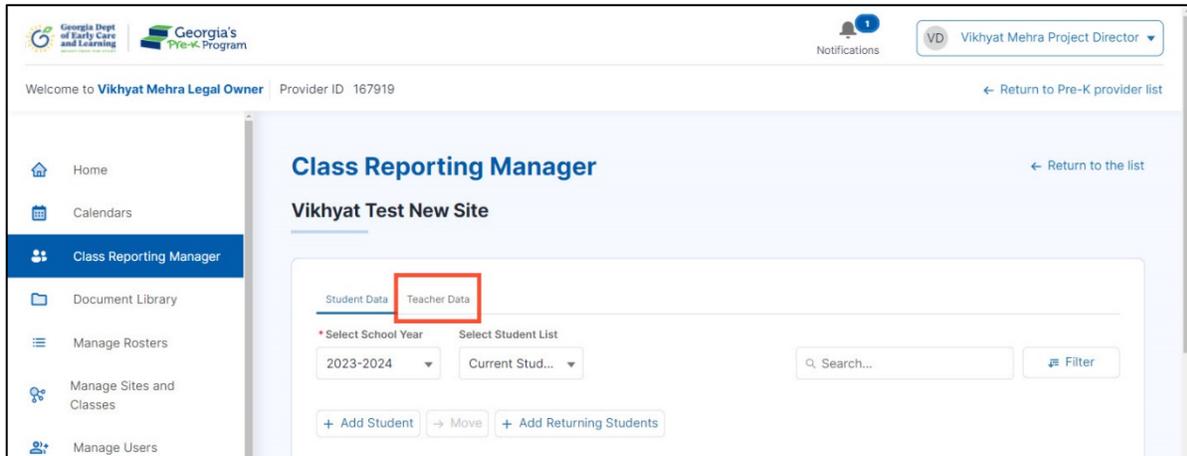
You will be directed to the Class Reporting Manager page.

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.

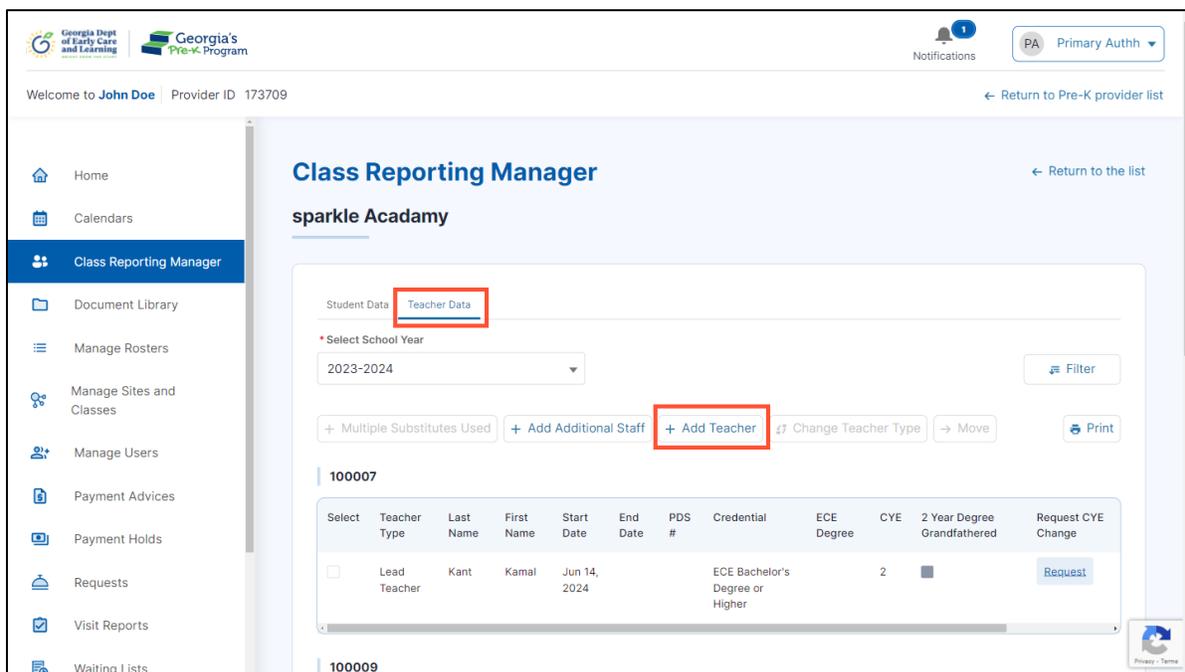


You will be directed to the Teacher Data page.

Adding a Teacher

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

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

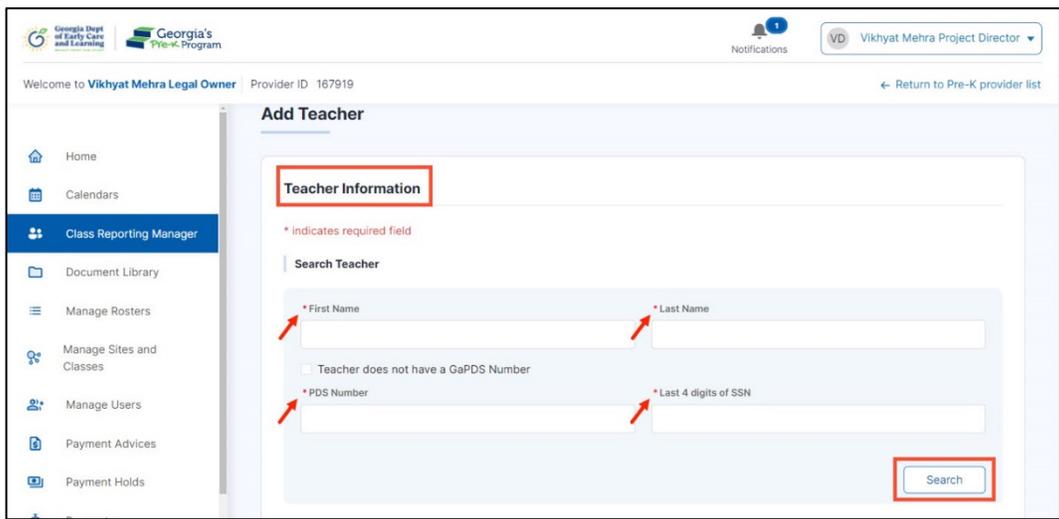


You will be directed to the Add Teacher page.

2. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:

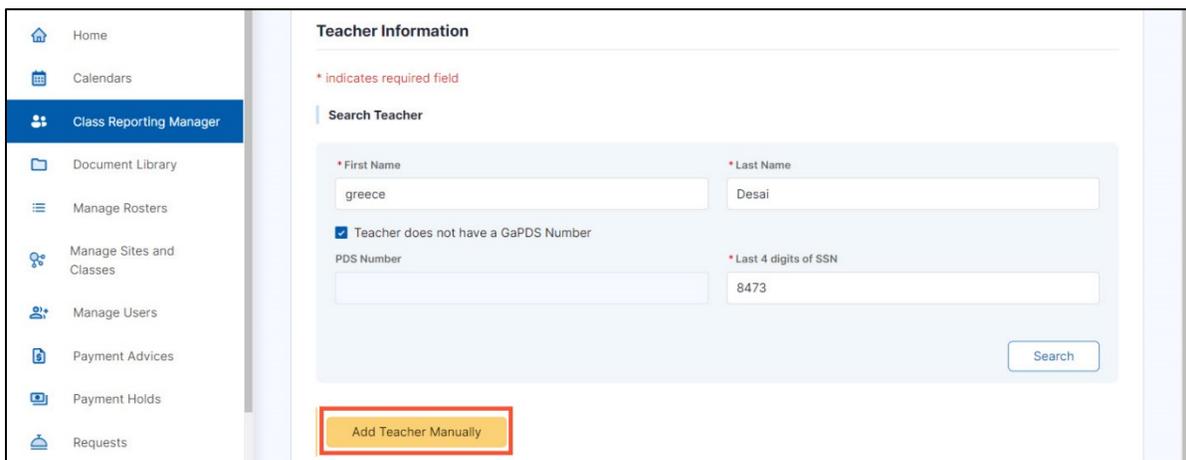
- a. Enter the *First Name* in the **First Name** textbox.
- b. Enter the *Last Name* in the **Last Name** textbox.
- c. Enter the *value* in the **PDS Number** field.

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.



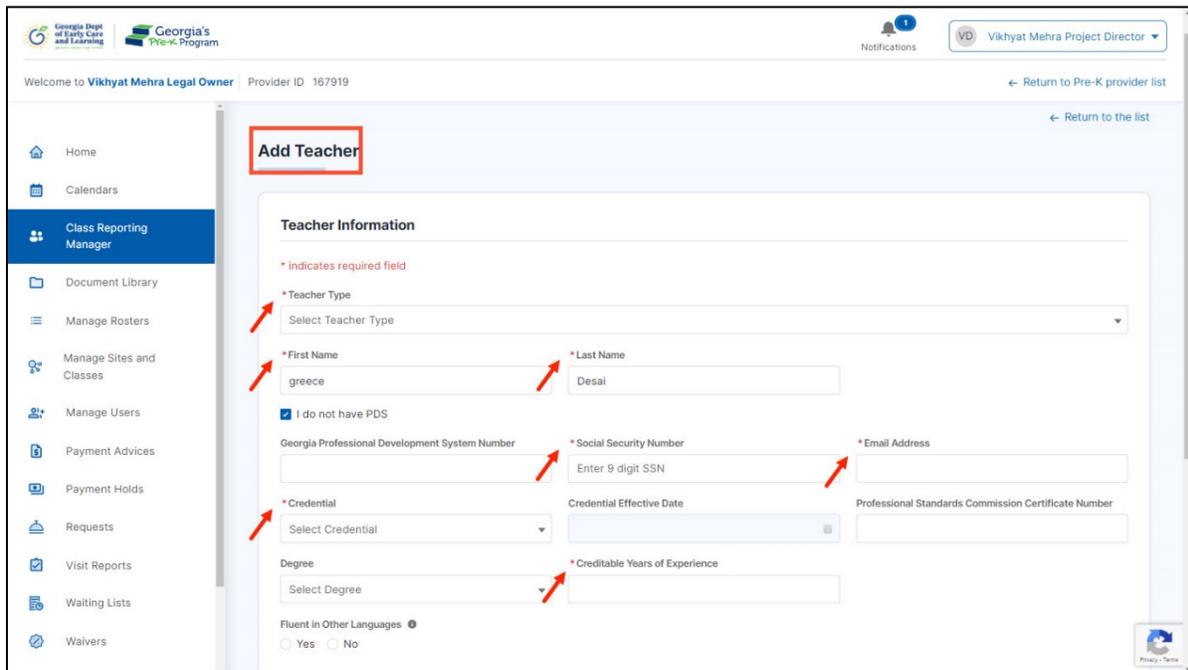
If the entered information does not match the existing Teacher information, then click the **Add Teacher Manually** button will be displayed.

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.

The screenshot shows a web application interface for a Georgia's Pre-K Program provider. The user is logged in as 'Vikhyat Mehra Project Director'. The page title is 'Welcome to Vikhyat Mehra Legal Owner' with a provider ID of 167919. A sidebar on the left contains navigation options: Home, Calendars, Class Reporting Manager (highlighted), Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main content area is titled 'Assign Teacher to a Class' and contains the following fields:

- Credential:** A dropdown menu with 'Select Credential'.
- Credential effective date:** A date input field.
- number:** A text input field.
- Degree:** A dropdown menu with 'Select Degree'.
- Creditable Years of Experience:** A text input field.
- Fluent in Other Languages:** Radio buttons for 'Yes' and 'No'.
- Provider Legal Name:** A text input field containing 'Vikhyat Mehra Legal Owner'.
- Site Name:** A text input field containing 'Vikhyat Test New Site'.
- Class ID:** A dropdown menu with 'Select Class ID'.
- Begin Date:** A date input field.
- End Date:** A date input field.

At the bottom of the form, there are 'Cancel' and 'Save' buttons. A red box highlights the 'Assign Teacher to a Class' button at the top of the form, and another red box highlights the 'Save' button at the bottom right. A red arrow points to the 'Class ID' dropdown menu.

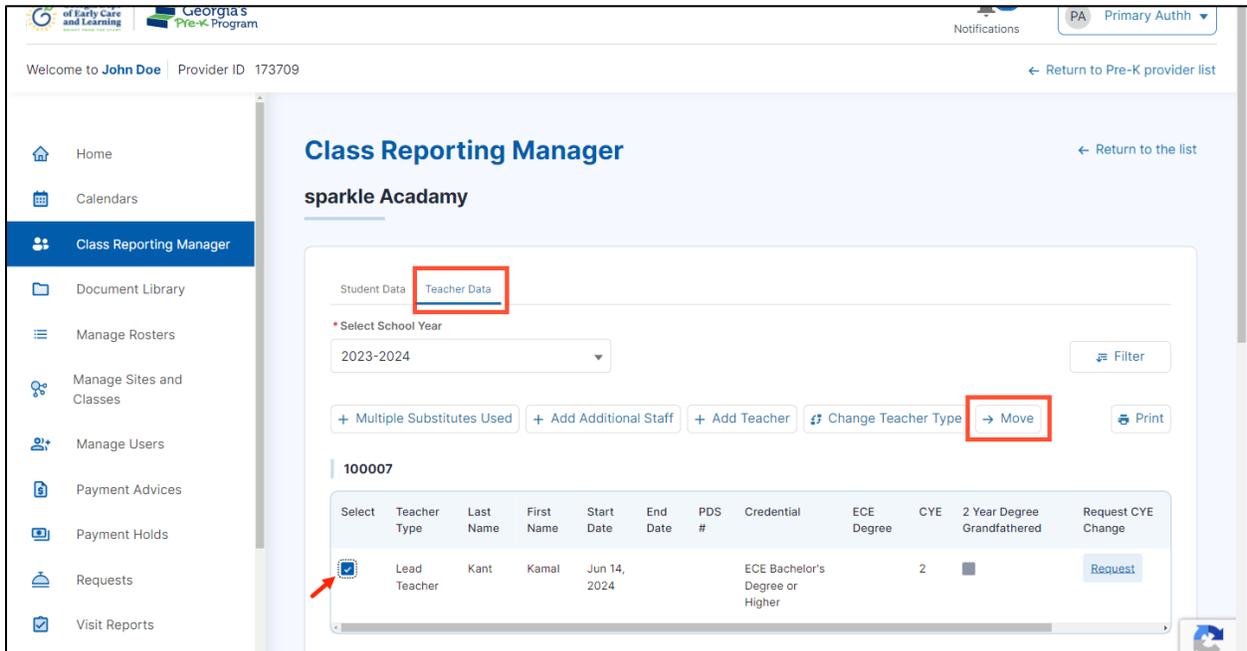
**After saving, a success message will be displayed on the page.*

Moving a Teacher

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

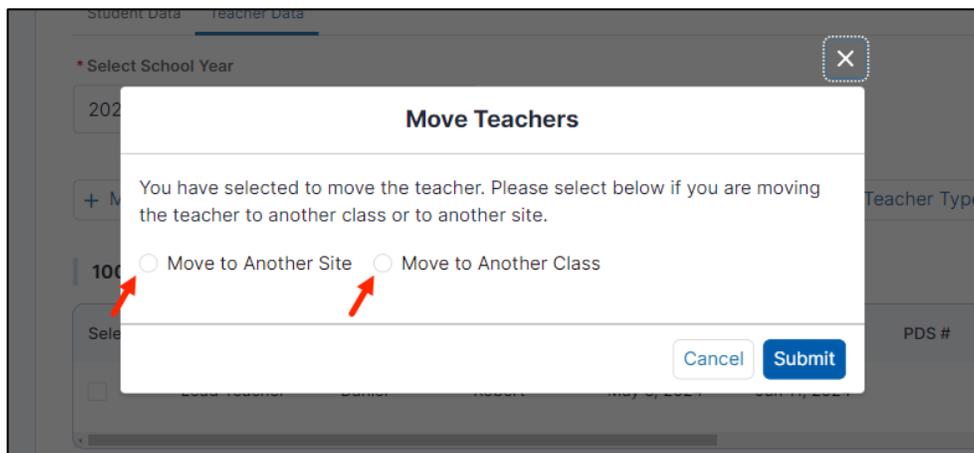
To move a teacher, perform the following steps:

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

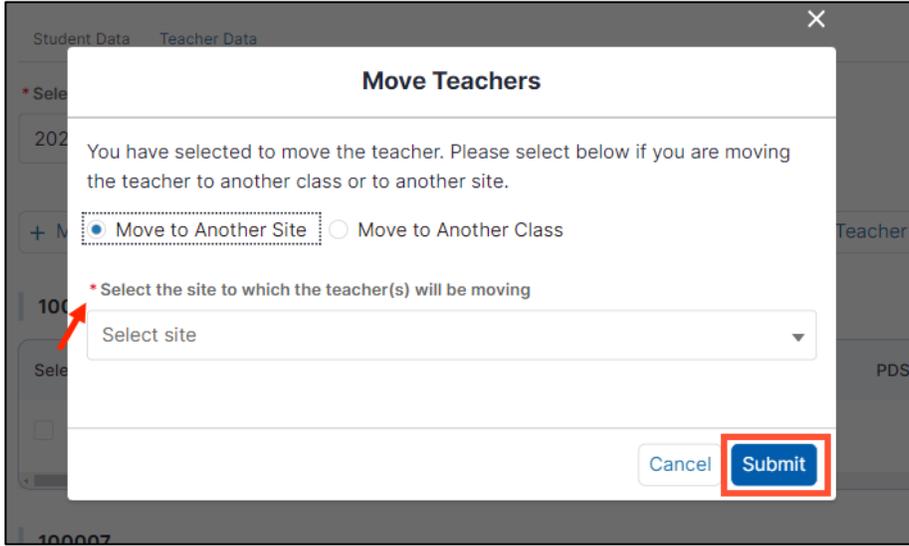


The Move Teachers pop-up window will be displayed.

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



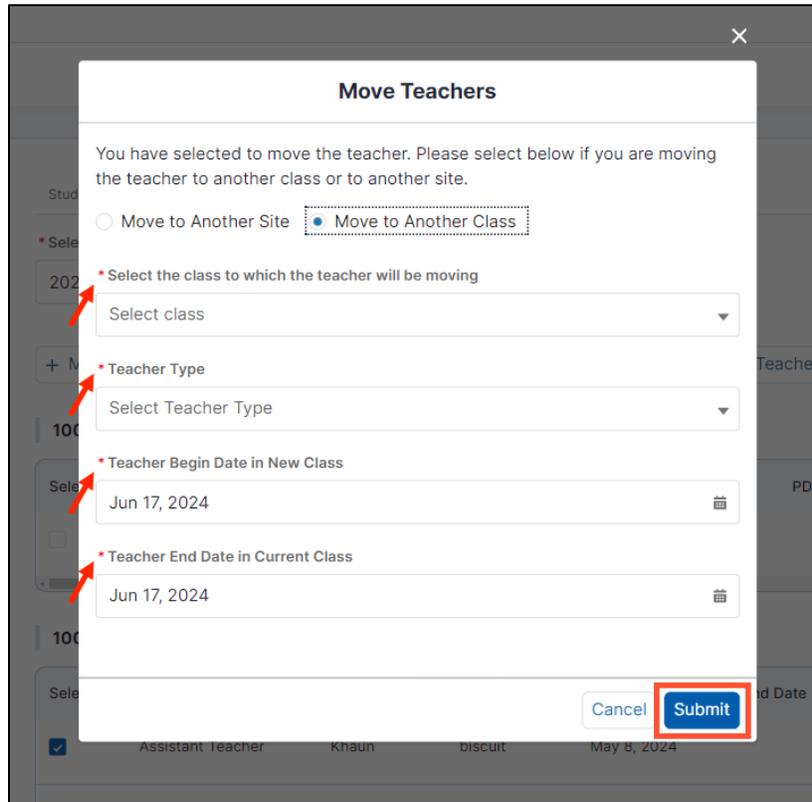
- a. If you select the **Move to Another Site** radio button:
 - i. Select the *site* from the Select the site to which the teacher(s) will be moving drop-down list.
 - ii. Click the **Submit** button.



**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.



Move Teachers

You have selected to move the teacher. Please select below if you are moving the teacher to another class or to another site.

Move to Another Site Move to Another Class

* Select the class to which the teacher will be moving

Select class

* Teacher Type

Select Teacher Type

* Teacher Begin Date in New Class

Jun 17, 2024

* Teacher End Date in Current Class

Jun 17, 2024

Cancel **Submit**

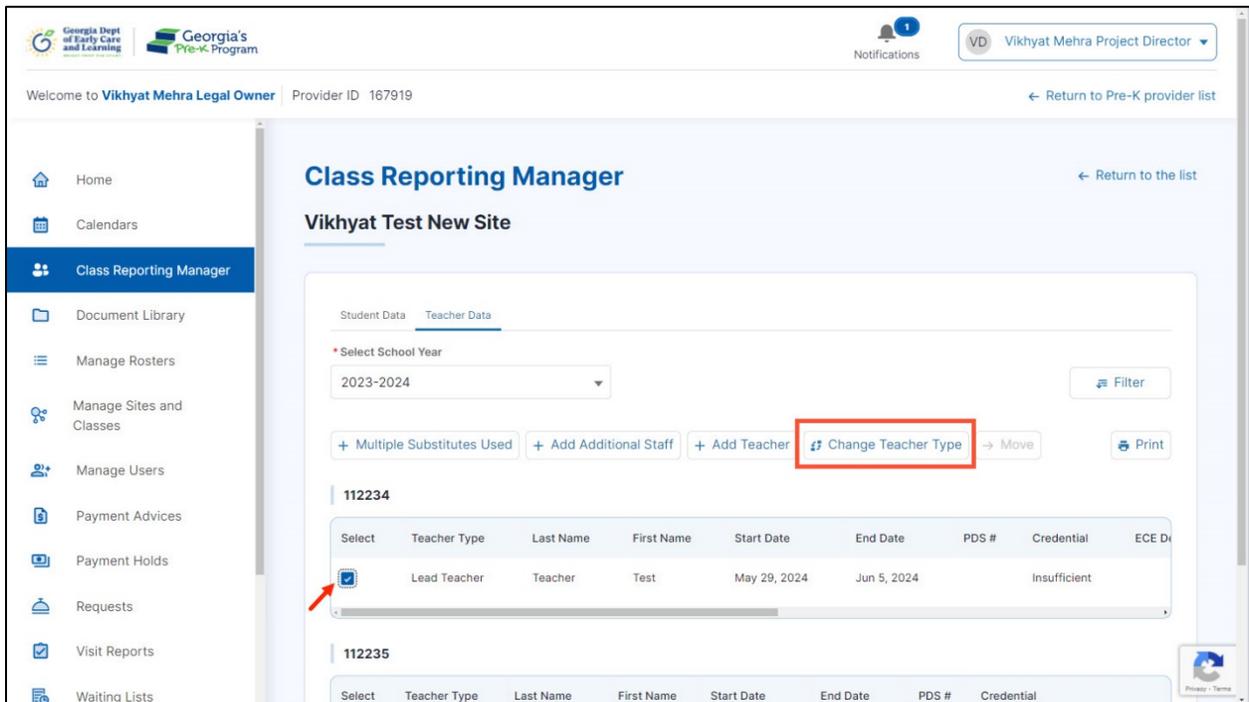
**After saving, a success message will be displayed on the page and the class changes of the selected teachers will be reflected under the Teacher Data tab.*

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.



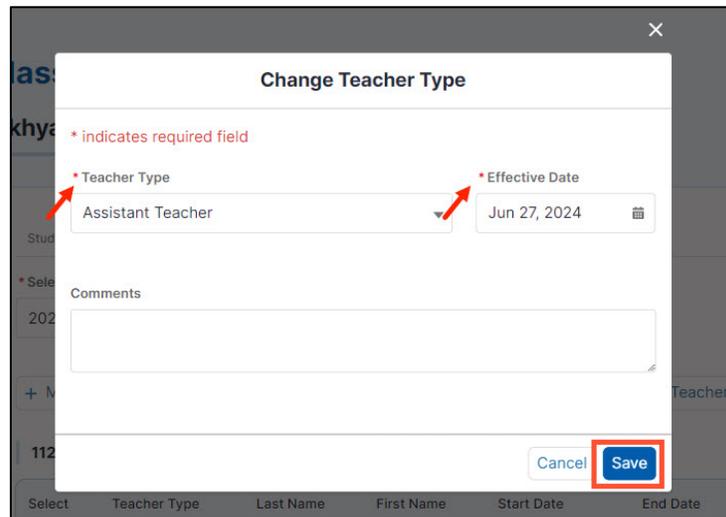
The screenshot shows the 'Class Reporting Manager' interface for 'Vikhyat Test New Site'. The 'Teacher Data' tab is active. A dropdown menu for 'Select School Year' is set to '2023-2024'. Below this are buttons for '+ Multiple Substitutes Used', '+ Add Additional Staff', '+ Add Teacher', and a highlighted 'Change Teacher Type' button. A table lists teachers with columns: Select, Teacher Type, Last Name, First Name, Start Date, End Date, PDS #, Credential, and ECE D. The first row is for ID 112234, with Teacher Type 'Lead Teacher', Last Name 'Teacher', First Name 'Test', Start Date 'May 29, 2024', End Date 'Jun 5, 2024', and Credential 'Insufficient'. A red arrow points to the checked checkbox in the 'Select' column for this row. Below it is another row for ID 112235.

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE D
<input checked="" type="checkbox"/>	Lead Teacher	Teacher	Test	May 29, 2024	Jun 5, 2024		Insufficient	
<input type="checkbox"/>								

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.



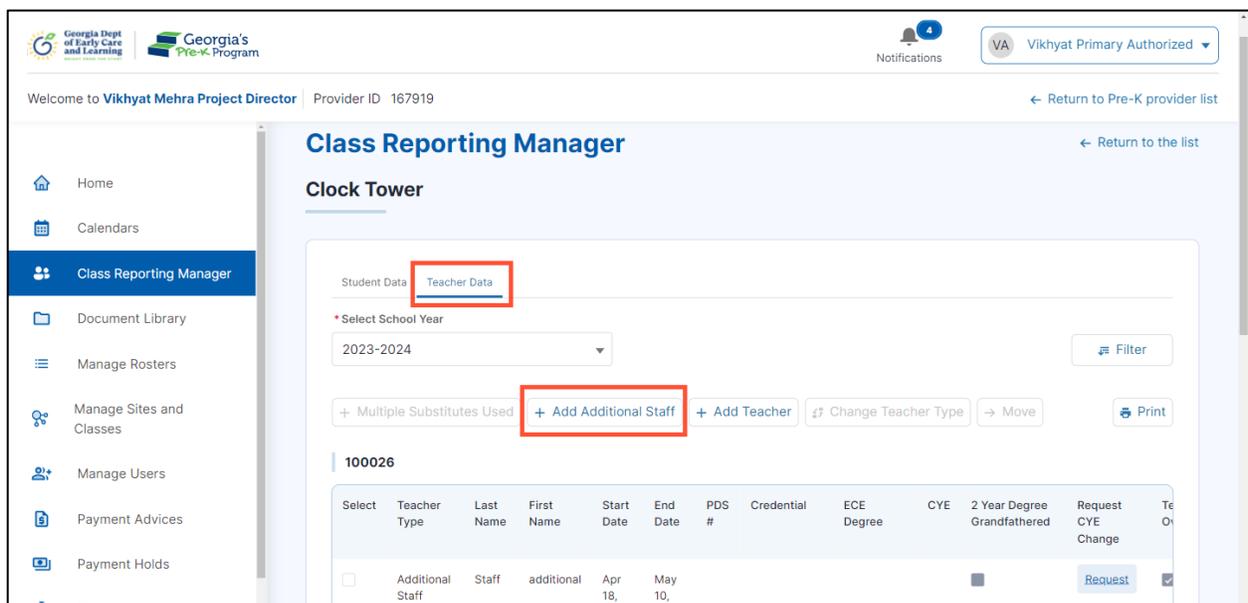
**A success message will be displayed on the page, and the Teacher Type along with the Effective Date of the change will be shown in the Teacher Data section.*

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.

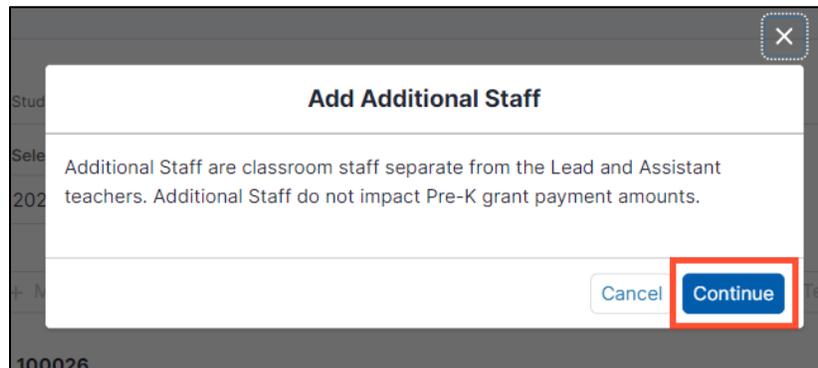
To add the additional staff to the site, perform the following steps:

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



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

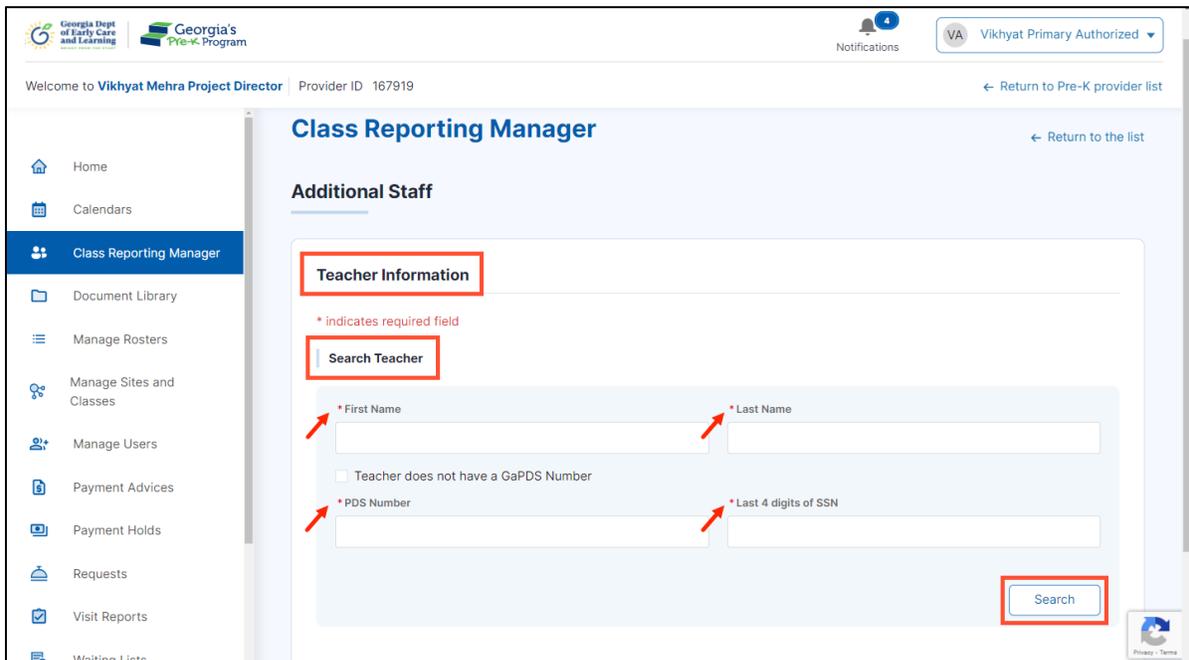
- Click the **Continue** button.



You will be directed to the Additional Staff page.

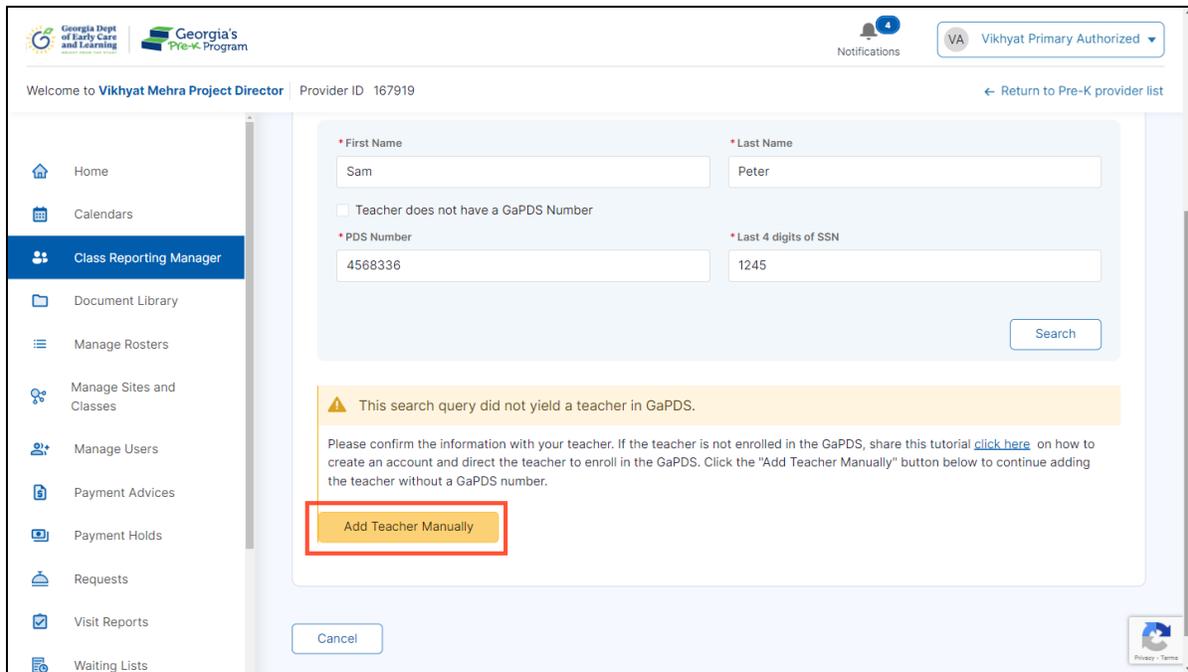
- On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
 - Enter the *First Name* in the **First Name** textbox.
 - Enter the *Last Name* in the **Last Name** textbox.
 - Enter the *value* in the **PDS Number** field.

Note: Select the **Teacher does not have a GaPDS Number** checkbox if you do not have a PDS number.
 - Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
 - 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.



Welcome to **Vikhyat Mehra Project Director** Provider ID 167919

Notifications VA Vikhyat Primary Authorized

← Return to Pre-K provider list

Home
Calendars
Class Reporting Manager
Document Library
Manage Rosters
Manage Sites and Classes
Manage Users
Payment Advices
Payment Holds
Requests
Visit Reports
Waiting Lists

*First Name: Sam
*Last Name: Peter
 Teacher does not have a GaPDS Number
*PDS Number: 4568336
*Last 4 digits of SSN: 1245
Search

⚠ This search query did not yield a teacher in GaPDS.

Please confirm the information with your teacher. If the teacher is not enrolled in the GaPDS, share this tutorial [click here](#) on how to create an account and direct the teacher to enroll in the GaPDS. Click the "Add Teacher Manually" button below to continue adding the teacher without a GaPDS number.

Add Teacher Manually

Cancel

You will be directed to the Additional Staff page.

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

- Enter the *First Name* in the **First Name** textbox.
- Enter the *Last Name* in the **Last Name** textbox.

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

The screenshot shows the 'Class Reporting Manager' interface. The 'Additional Staff' section is highlighted with a red box. Below it, the 'Teacher Information' section is also highlighted with a red box. This section contains several fields: 'Teacher Type' (a dropdown menu set to 'Additional Staff'), 'First Name' (text input with 'Sam'), 'Last Name' (text input with 'Peter'), and 'Last 4 digits of SSN' (text input). Red arrows point to the 'Last 4 digits of SSN' field, the 'First Name' field, and the 'Last Name' field. There is also a checkbox for 'Teacher does not have a GaPDS number' and labels for 'Georgia Professional Development System Number (GaPDS#)' and 'Email Address'.

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.

The screenshot shows the 'Class Reporting Manager' interface. The 'Assign Teacher to a Class' section is highlighted with a red box. This section contains several fields: 'Provider Legal Name' (text input with 'Vikhyat Mehra Project Director'), 'Site Name' (text input with 'Clock Tower'), 'Class ID' (a dropdown menu with 'Select Class ID'), 'Begin Date' (calendar icon), and 'End Date' (calendar icon). A 'Save' button is highlighted with a red box. There is also a 'Cancel' button. Labels for 'Georgia Professional Development System Number (GaPDS#)' and 'Email Address' are visible at the top of the form area.

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

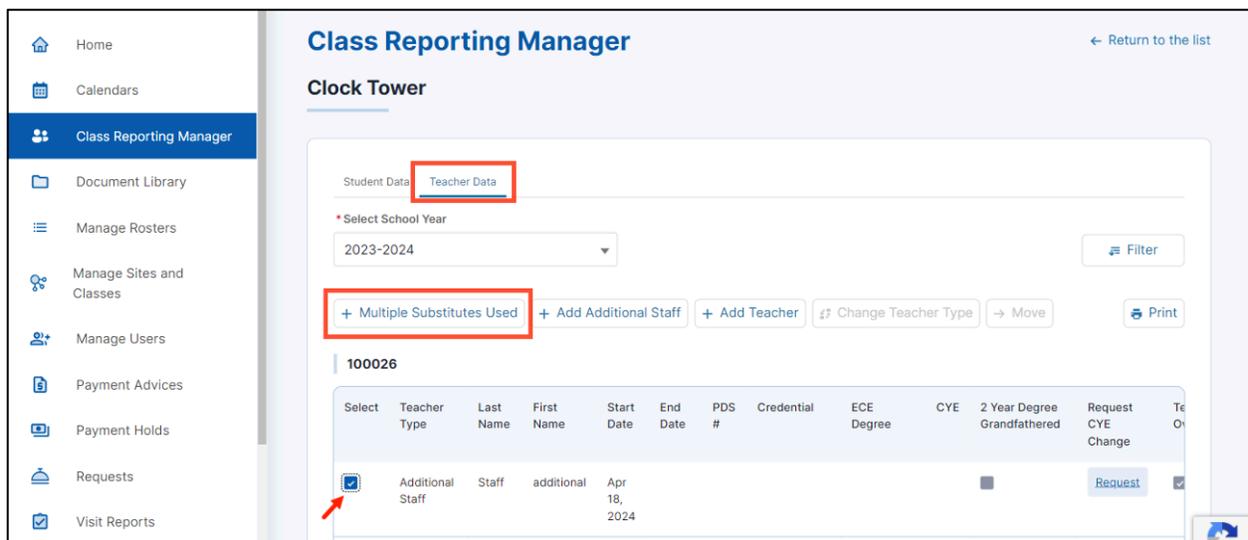
Adding a Substitute Teacher

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.

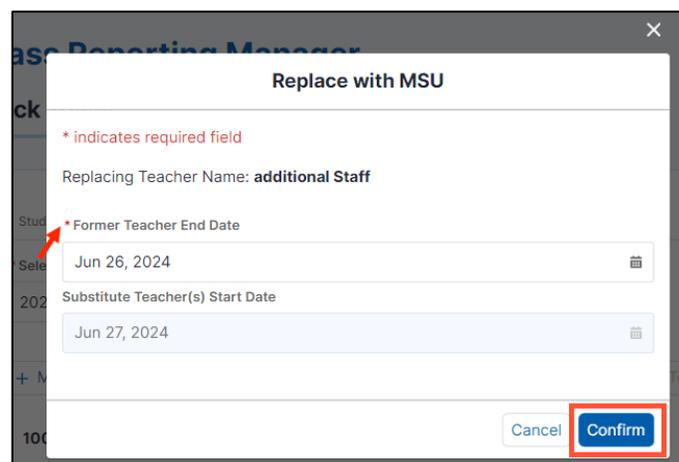
Note: Please ensure that the End Date is not added before assigning the substitute teacher.



The screenshot shows the 'Class Reporting Manager' interface. The 'Teacher Data' tab is selected. Below the 'Select School Year' dropdown (set to 2023-2024), there is a row of buttons: '+ Multiple Substitutes Used', '+ Add Additional Staff', '+ Add Teacher', 'Change Teacher Type', 'Move', and 'Print'. The '+ Multiple Substitutes Used' button is highlighted with a red box. Below this, a table lists teachers. The first row is selected, with a red arrow pointing to the checkbox in the 'Select' column. The table columns include: Select, Teacher Type, Last Name, First Name, Start Date, End Date, PDS #, Credential, ECE Degree, CYE, 2 Year Degree Grandfathered, Request CYE Change, and Te On.

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

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



The 'Replace with MSU' pop-up window is shown. It contains the following fields and buttons:

- Replacing Teacher Name:** additional Staff
- * Former Teacher End Date:** Jun 26, 2024 (with a calendar icon and a red arrow pointing to the date)
- Substitute Teacher(s) Start Date:** Jun 27, 2024 (with a calendar icon)
- Buttons:** Cancel and Confirm (the Confirm button is highlighted with a red box)

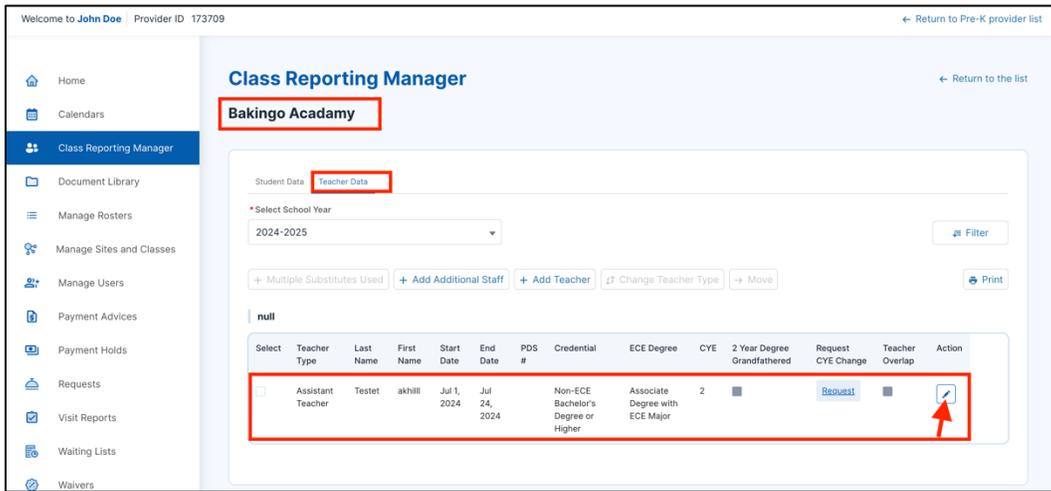
**A success message will be displayed on the page.*

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.

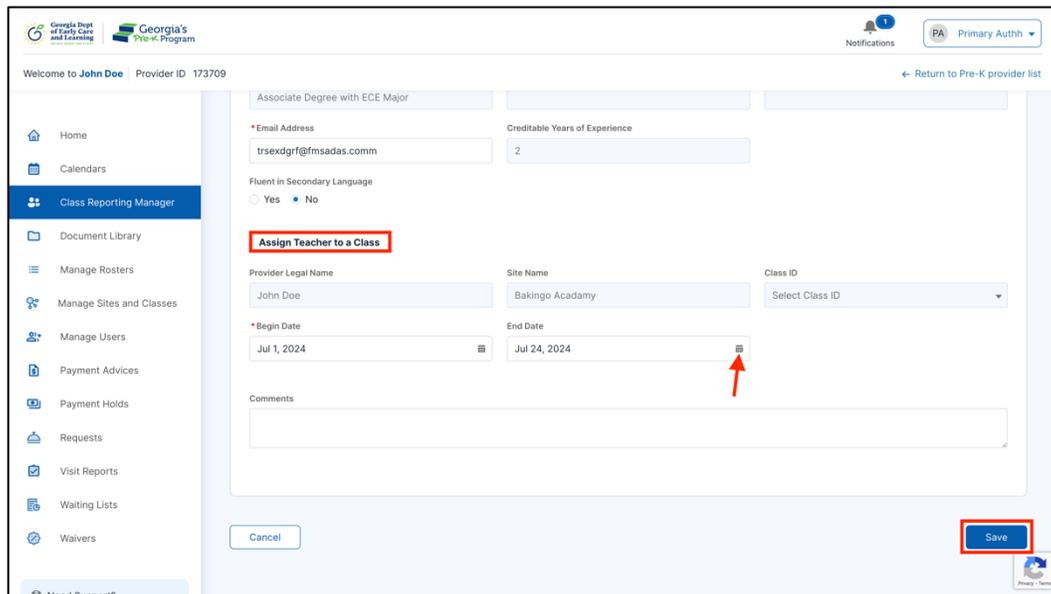
To close a teacher manually, perform the following steps:

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.

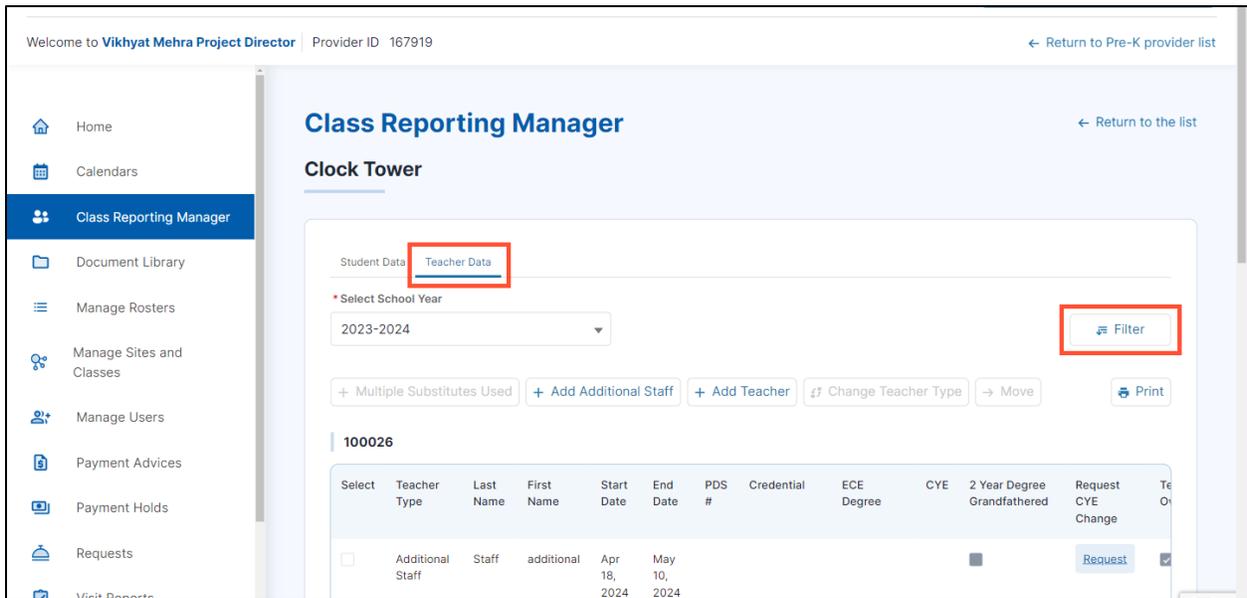


**The End date will be reflected on the page for the selected teacher in the Teacher Data section.*

Filtering a Teacher

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

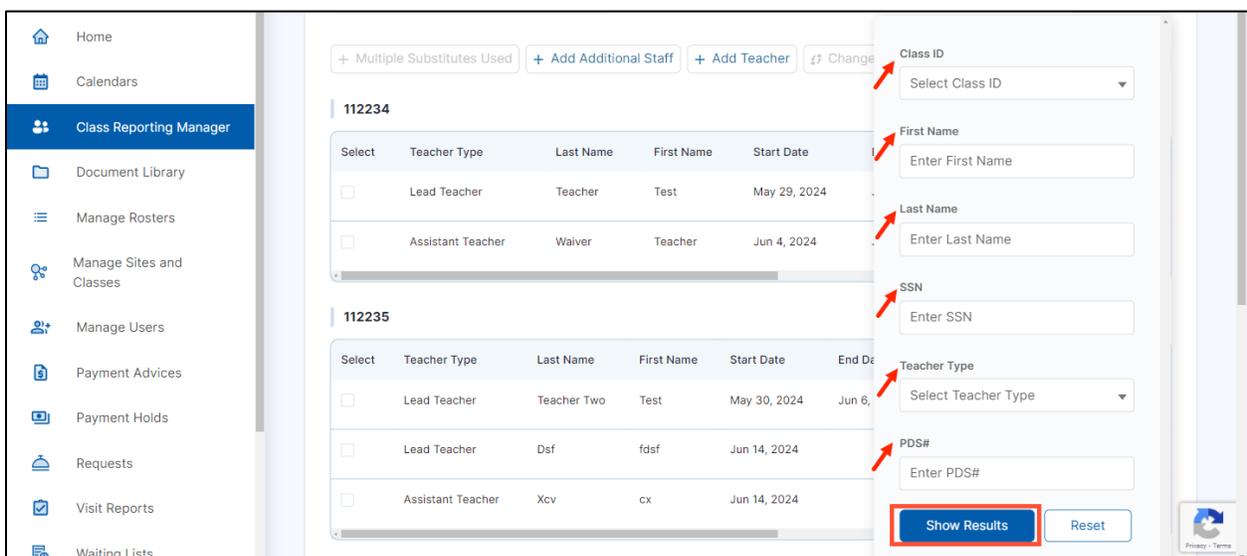
1. On the **Teacher Data** tab, click the **Filter** button.



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.

The screenshot shows the Georgia's Pre-K Program interface. A notification box titled "Teacher Documents Required" is displayed, stating: "Jamiya Butler has been reported as currently teaching at different programs. Upload documentation indicating their employment and start date at Benedict Butler." and "Deborah Owens has been reported as currently teaching at different programs. Upload documentation indicating their employment and start date at site_123." Below the notification is a table of teacher data. The table has columns: Teacher Type, Last Name, First Name, Start Date, End Date, PDS #, Credential, Level of Certification, ECE Degree, CYE, Salary Step, 2 Year Degree Grandfathered, Request CYE Change, Teacher Overlap, and Action. The row for Deborah Owens is highlighted with a red box, and a red arrow points to the "Upload" icon in the Action column.

Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	Level of Certification	ECE Degree	CYE	Salary Step	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
Lead Teacher	Blecher	Marsi	Sep 5, 2024	Sep 6, 2024	140295	GaPSC Teaching Certificate, T5	Insufficient		1	E		Request		[Edit]
Lead Teacher	Kin	teacher	Aug 20, 2024	Aug 29, 2024			ECE Bachelor's Degree or Higher, T-1		1	E		Request		[Edit]
Lead Teacher	Owens	Deborah	Sep 2, 2024	Sep 3, 2024	10707	ECE Bachelor's Degree or Higher	Insufficient		1	E		Request	Yes	[Edit] [Upload]
Lead Teacher	Teacher	ast	Aug 27, 2024	Aug 29, 2024			Insufficient		1	E		Request		[Edit]

To upload the required documents, perform the following steps:

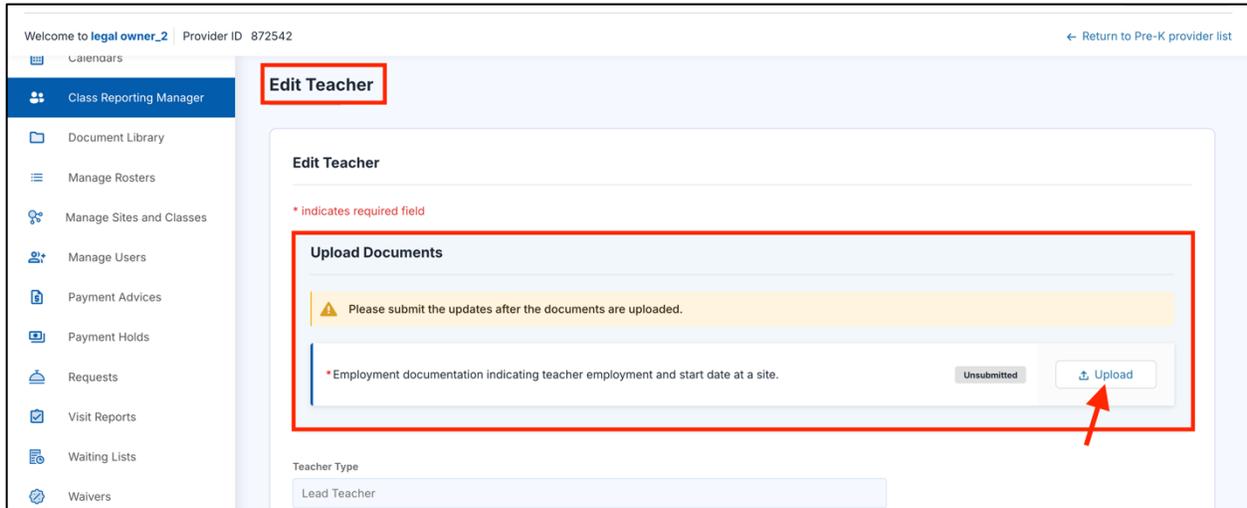
1. On the selected site > Teacher Data tab, click the **Upload** icon on the Action column.

This screenshot is similar to the previous one, but with a red box around the "Upload" icon in the Action column of the Deborah Owens row. A red arrow points to the "Upload" icon, and a small "upload" label is visible above the icon.

You will be directed to the Edit Teacher page.

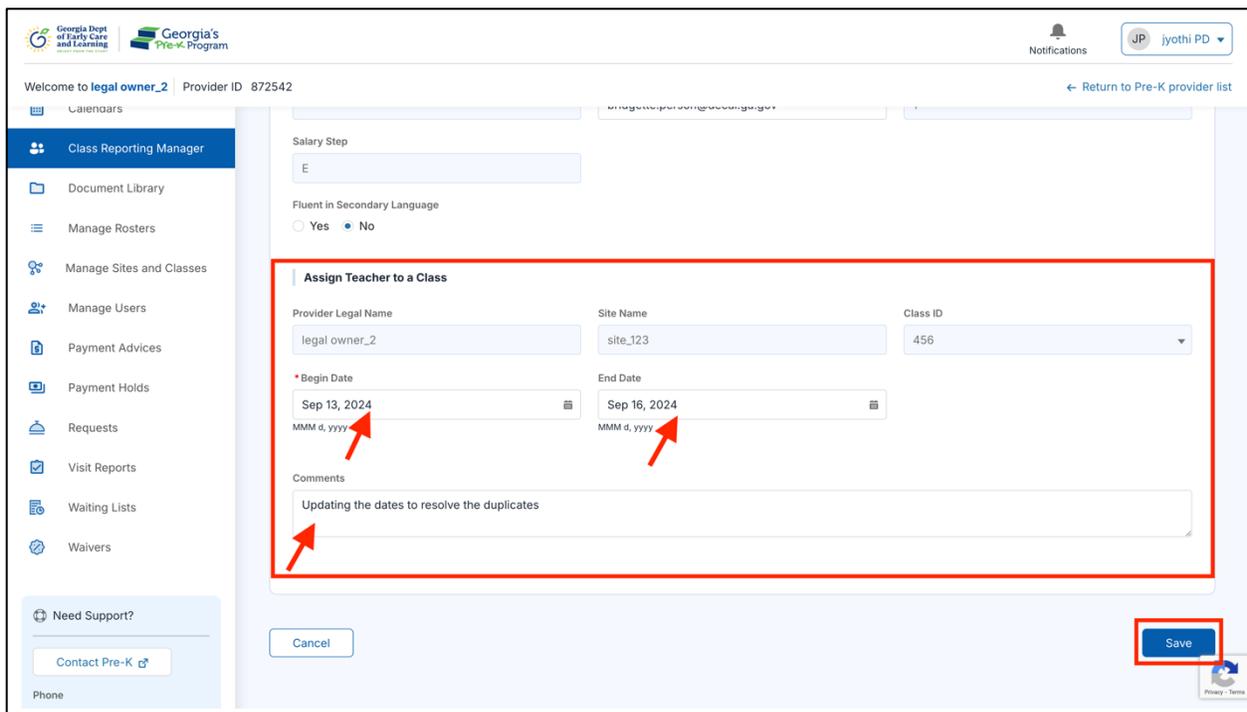
2. On the **Upload Documents** section, to upload the documents, click the **Upload** button.

Note: Refer to the [File Upload](#) section for the detailed procedure for uploading the files.



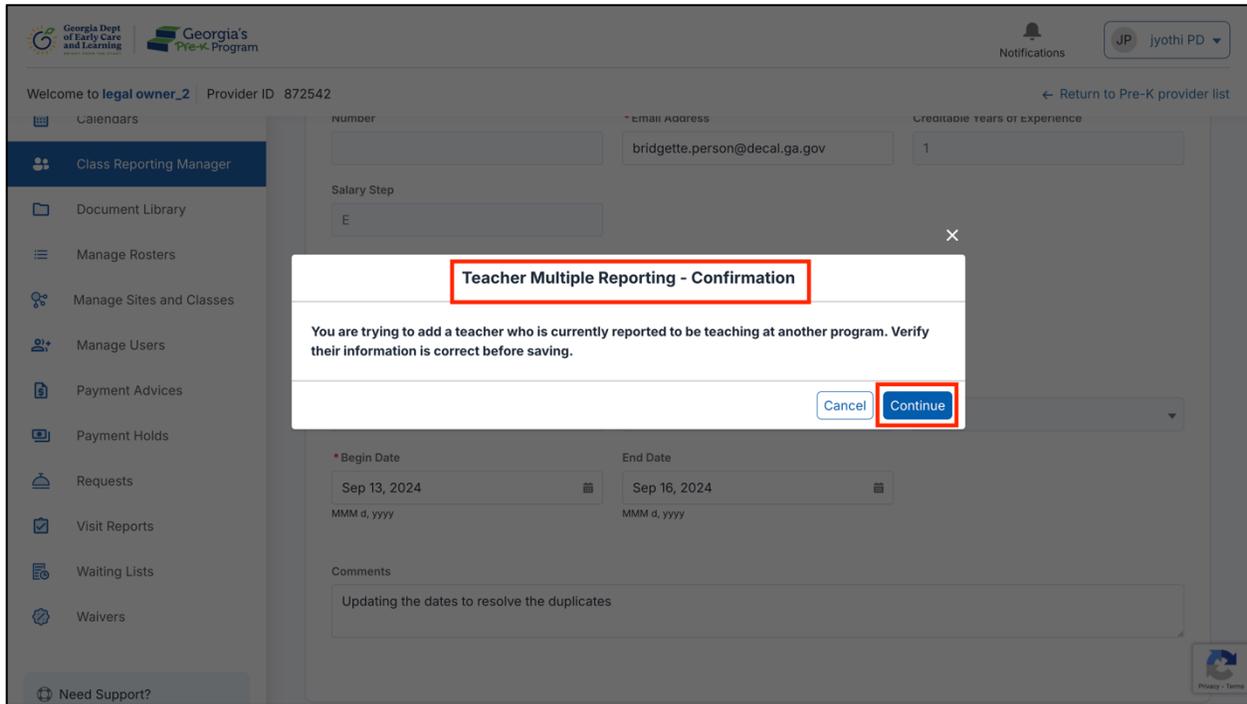
Once the document is uploaded, the status will be changed to **Submitted.*

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.



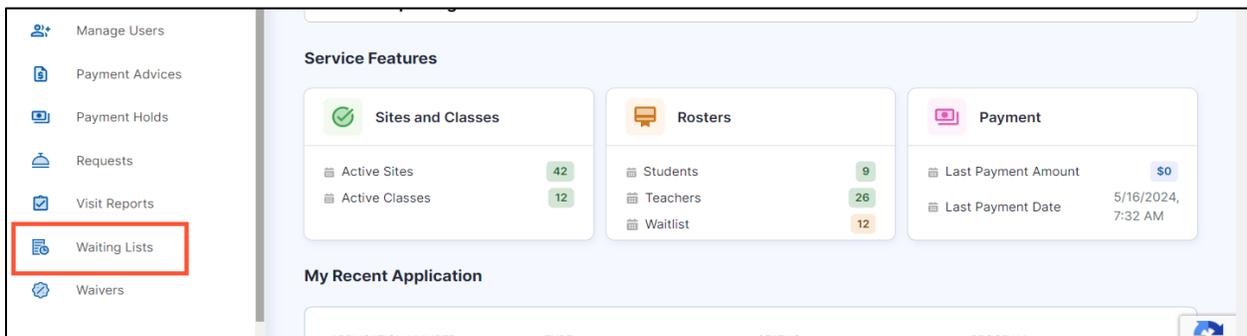
**A success message stating that the “Teacher Data Updated Successfully” will be displayed on the page and the upload button will be removed from the Action column.*

MANAGING STUDENT WAITING LIST

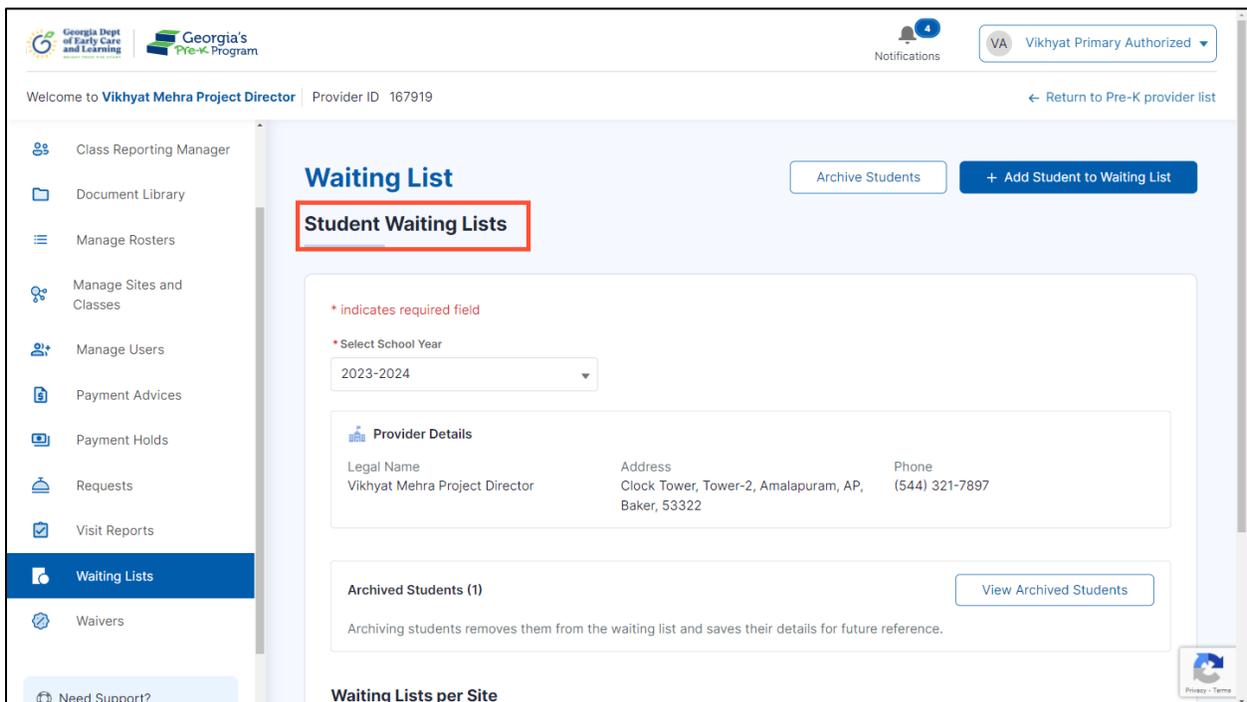
A student waiting list is to maintain an organized queue of students seeking enrollment, however, it cannot be accommodated immediately due to limited availability. It helps manage demand for limited spots and facilitates transparency in the enrollment process.

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.



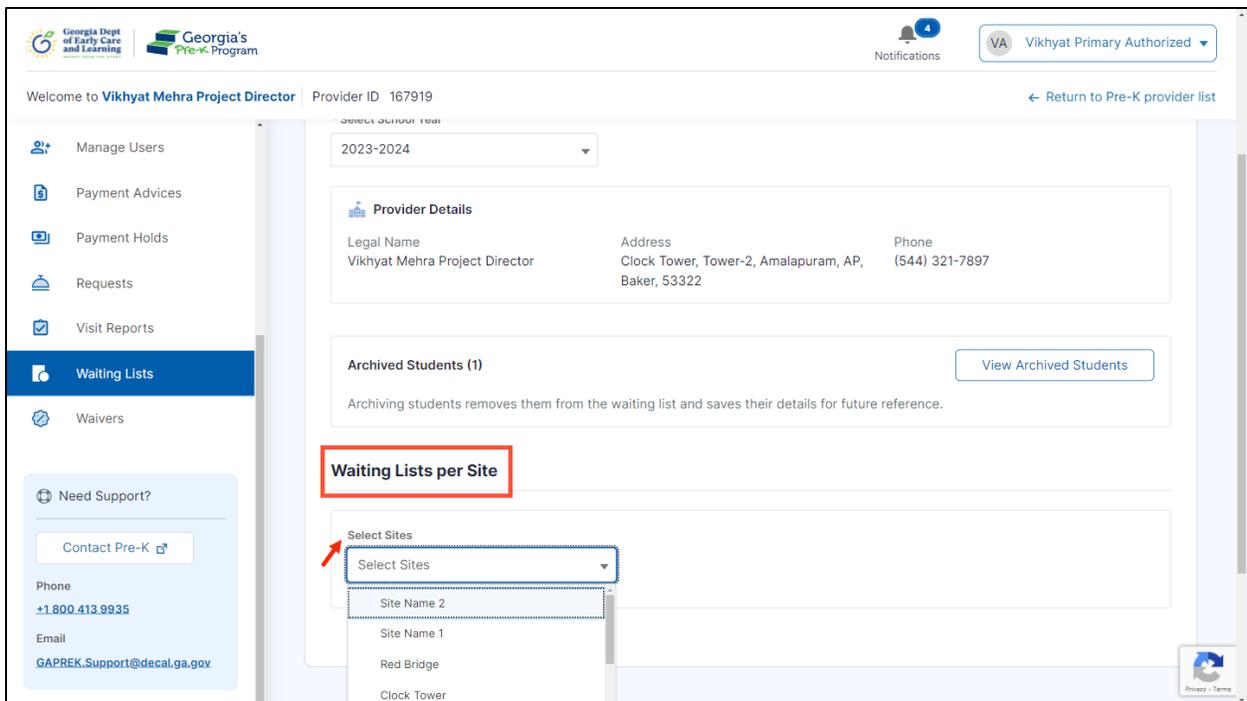
Adding a Student from the Waiting List

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.

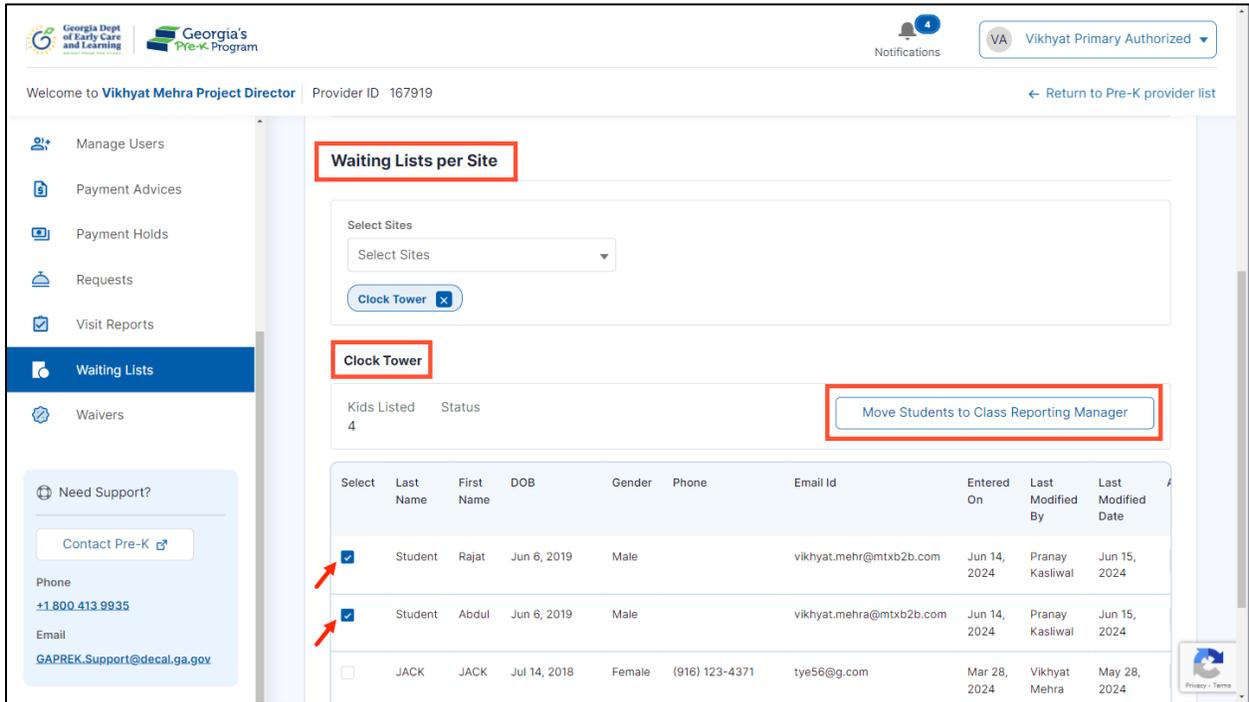


The screenshot displays the user interface for the Georgia's Pre-K Program. The top navigation bar includes the Georgia Dept of Early Care and Learning logo, the Georgia's Pre-K Program logo, a notifications bell icon, and a user profile dropdown for 'VA Vikhyat Primary Authorized'. The main content area shows a welcome message for 'Vikhyat Mehra Project Director' with a provider ID of 167919. A sidebar on the left contains navigation options: Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, Waiting Lists (highlighted), and Waivers. Below the sidebar is a 'Need Support?' section with a 'Contact Pre-K' button and contact information: Phone +1.800.413.9935 and Email GAPREK.Support@dec.al.ga.gov. The main content area includes a 'Select School Year' dropdown set to '2023-2024', a 'Provider Details' section with legal name, address, and phone, and an 'Archived Students (1)' section with a 'View Archived Students' button. The 'Waiting Lists per Site' section is highlighted with a red box, and its 'Select Sites' dropdown menu is open, showing a list of sites: Site Name 2, Site Name 1, Red Bridge, and Clock Tower. A red arrow points to the dropdown menu.

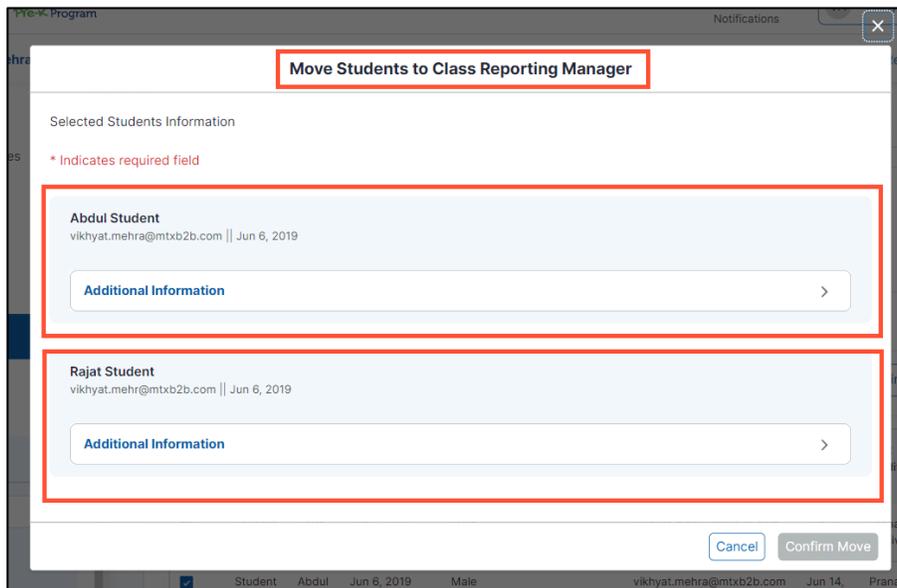
Selected Site(s) will be displayed as sections with a list of waiting list students.

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

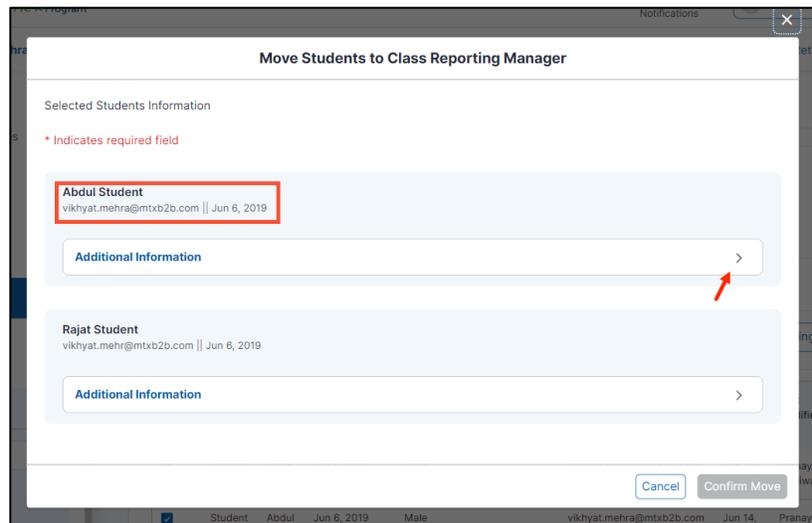
4. Click the **Move Students to Class Reporting Manager** button.



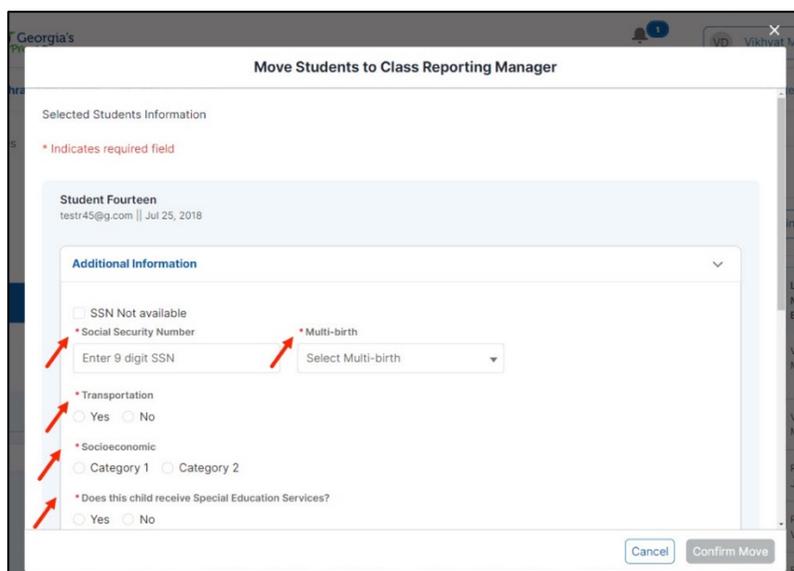
The Move Students to Class Reporting Managers pop-up window will be displayed with the selected student(s) information as tile(s).



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.



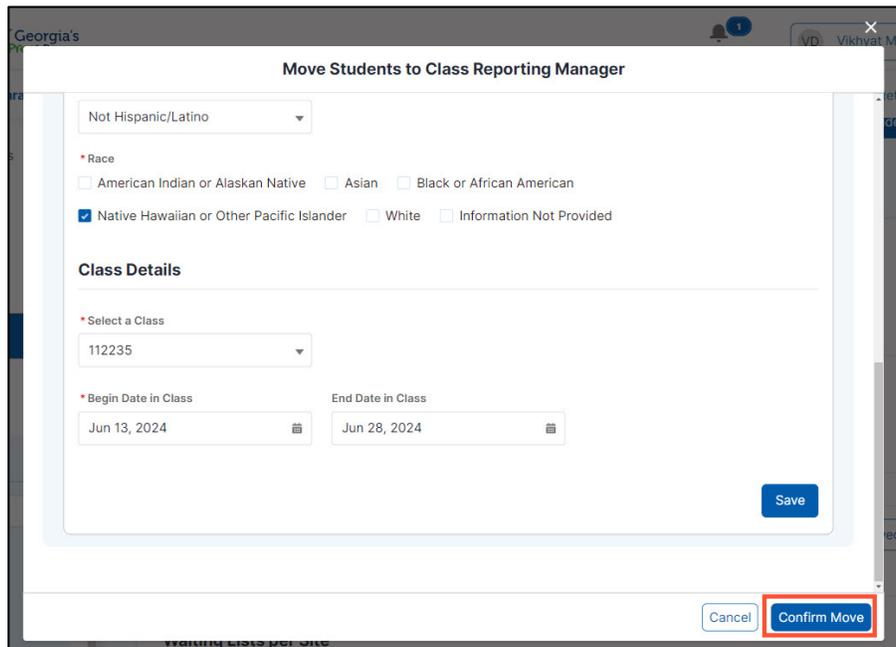
- f. Select *Yes* or *No* radio button for **Is this child in a blended Head Start/Pre-K classroom** option.
- g. Select the *value* in the **Ethnicity** drop-down list.
- h. Select the *value(s)* under the **Race** options.

- 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.



Georgia's

Move Students to Class Reporting Manager

Not Hispanic/Latino

* Race

American Indian or Alaskan Native Asian Black or African American

Native Hawaiian or Other Pacific Islander White Information Not Provided

Class Details

* Select a Class

112235

* Begin Date in Class

Jun 13, 2024

End Date in Class

Jun 28, 2024

Save

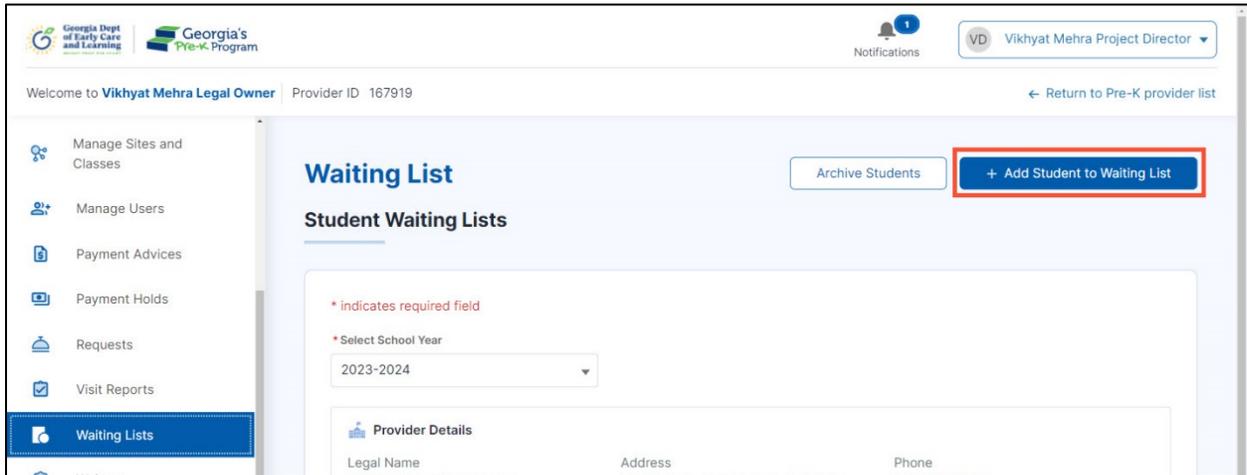
Cancel Confirm Move

**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.*

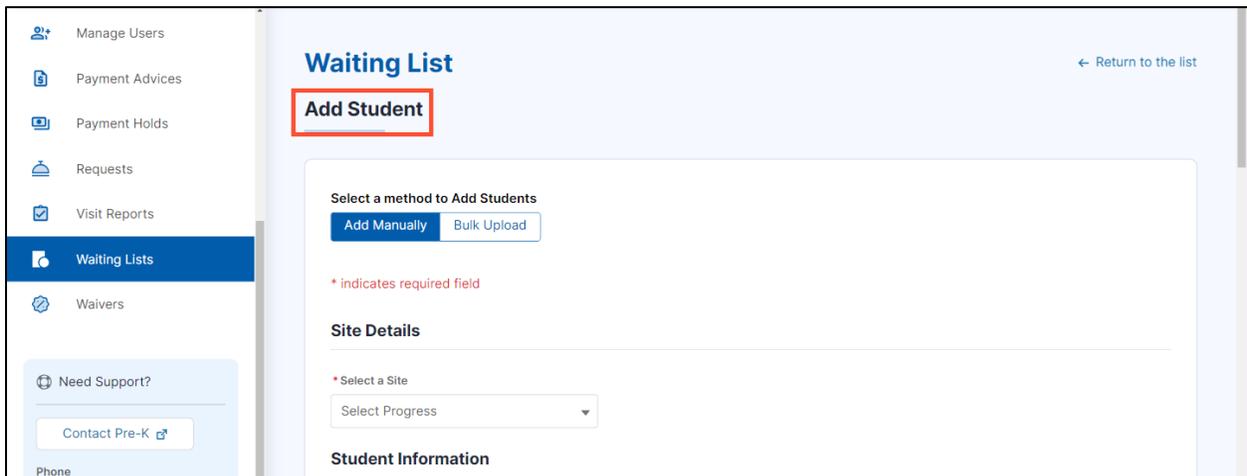
Adding a Student to the Waiting List

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

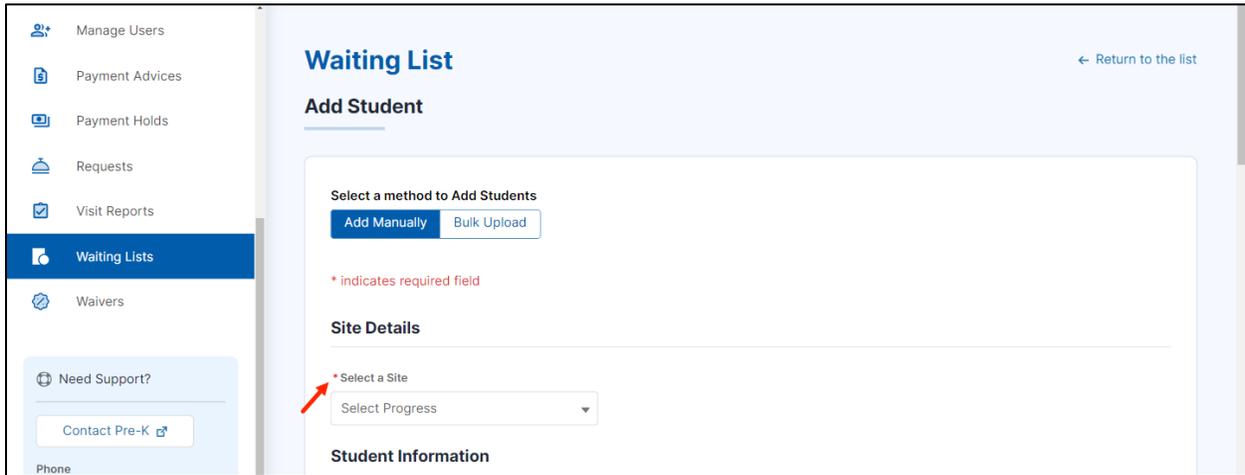
1. On the Waiting List > Student Waiting Lists page, click the **+Add Student to Waiting List** button.



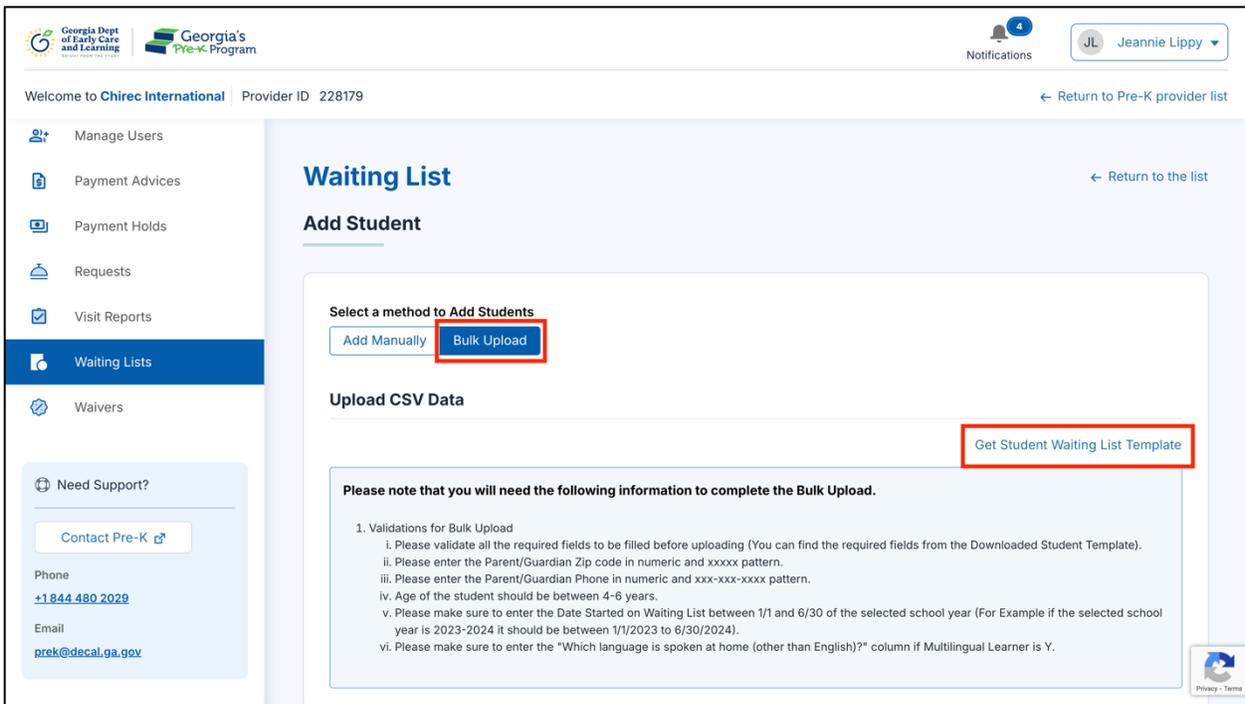
You will be directed to the Waiting List > Add Student page.



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.

- 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.
- Select the *date* in the **Date of Birth** field.
- Select the *Yes or No* radio button for the **Multilingual Lerner** option.

The screenshot shows the 'Student Information' form. A red box highlights the 'Student Information' title. Red arrows point to the following fields: First Name, Middle Name, Last Name, Date of Birth, Multilingual Learner (Yes/No), Street Address - 1, County of Residence, City, and Zip Code. A red arrow also points to the 'No Middle Name on Documentation' checkbox. The form includes a sidebar with navigation options like 'Payment Advices', 'Requests', and 'Waiting Lists'.

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

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

The screenshot shows the 'Parent/Guardian Information' form. A red box highlights the 'Parent/Guardian Information' title. Red arrows point to the following fields: Parent/Guardian First Name, Parent/Guardian Last Name, Relationship, Parent/Guardian Email Address, and Parent/Guardian Zip Code. The form includes a sidebar with navigation options like 'Manage Sites and Classes', 'Manage Users', and 'Payment Advices'.

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.*

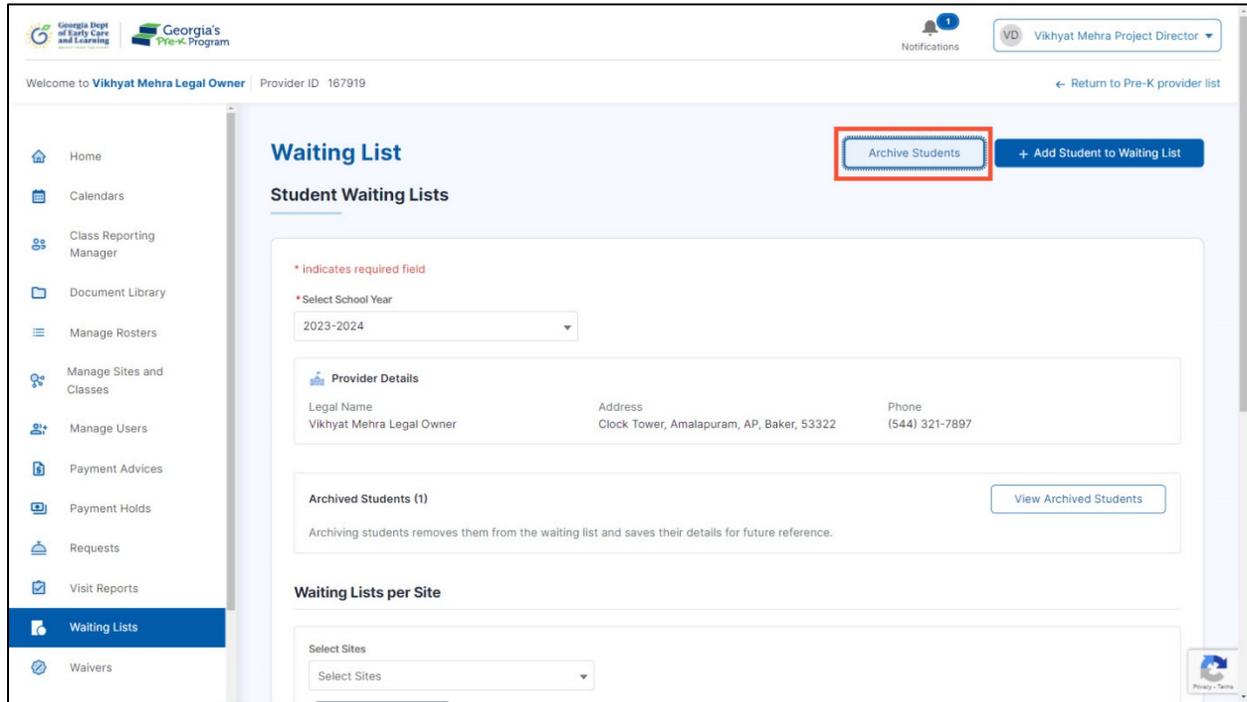
Archiving a Student

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**.

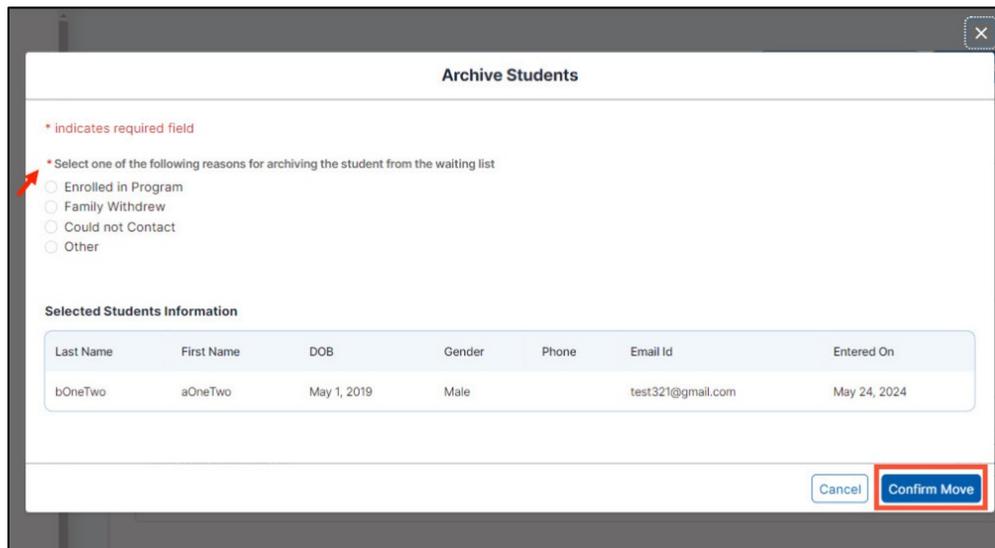
Select	Last Name	First Name	DOB	Gender	Phone	Email Id	Entered On	Last Modified By	Last Modified Date	Action
<input checked="" type="checkbox"/>	bOneTwo	aOneTwo	May 1, 2019	Male		test321@gmail.com	May 24, 2024	Vikhyat Mehra	May 28, 2024	
<input type="checkbox"/>	Same	Vikhyat	May 3, 2018	Male		vikhyat.mehra@mtxb2b.com	May 15,	Vikhyat	May 28, 2024	

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.



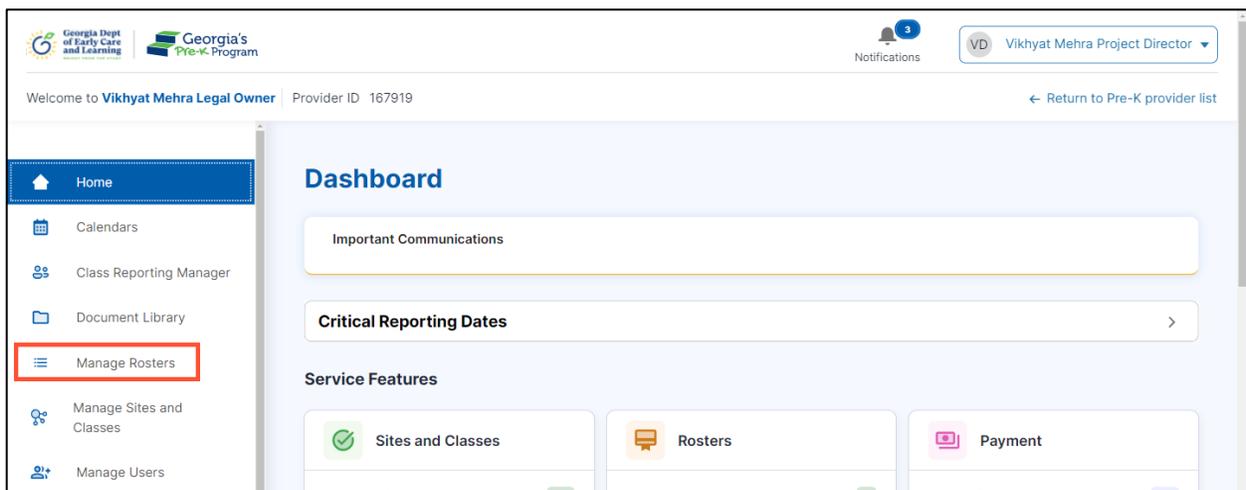
**The student data archived successfully message will be displayed on the page, and the student record will be moved from the waiting list to the Archive List.*

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.

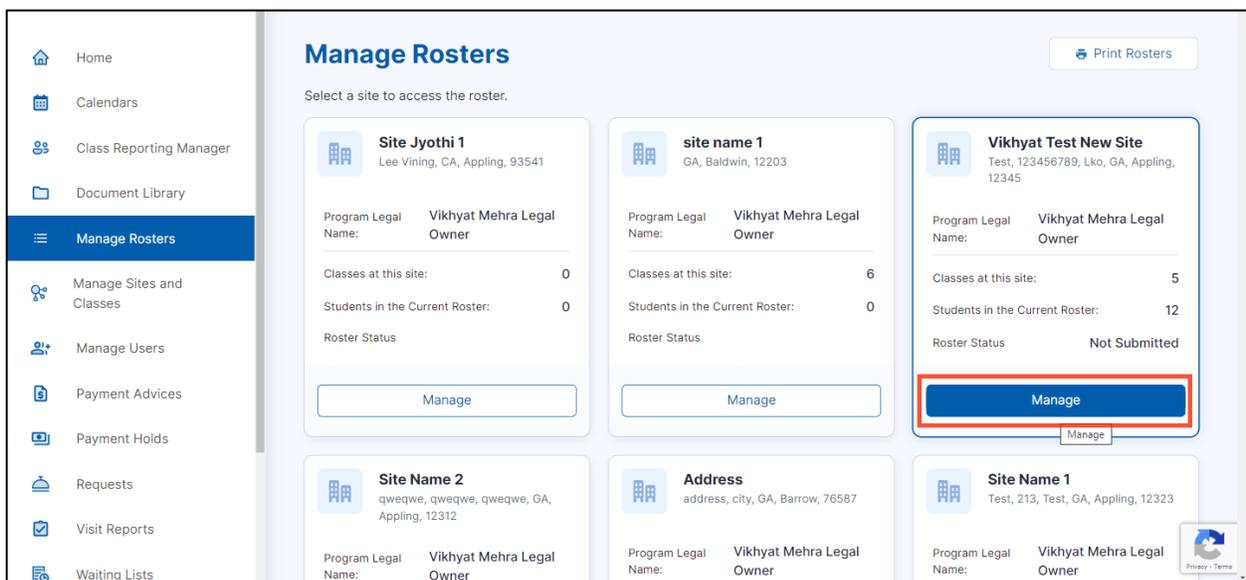
To manage the rosters, perform the following steps:

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

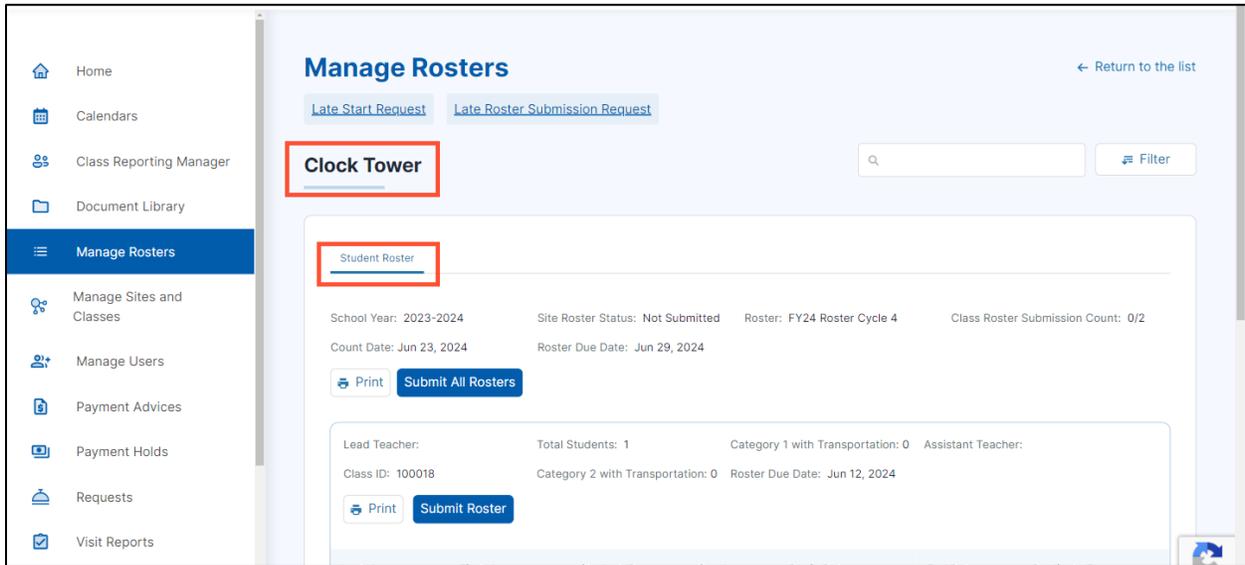


You will be directed to the Manage Rosters page.

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



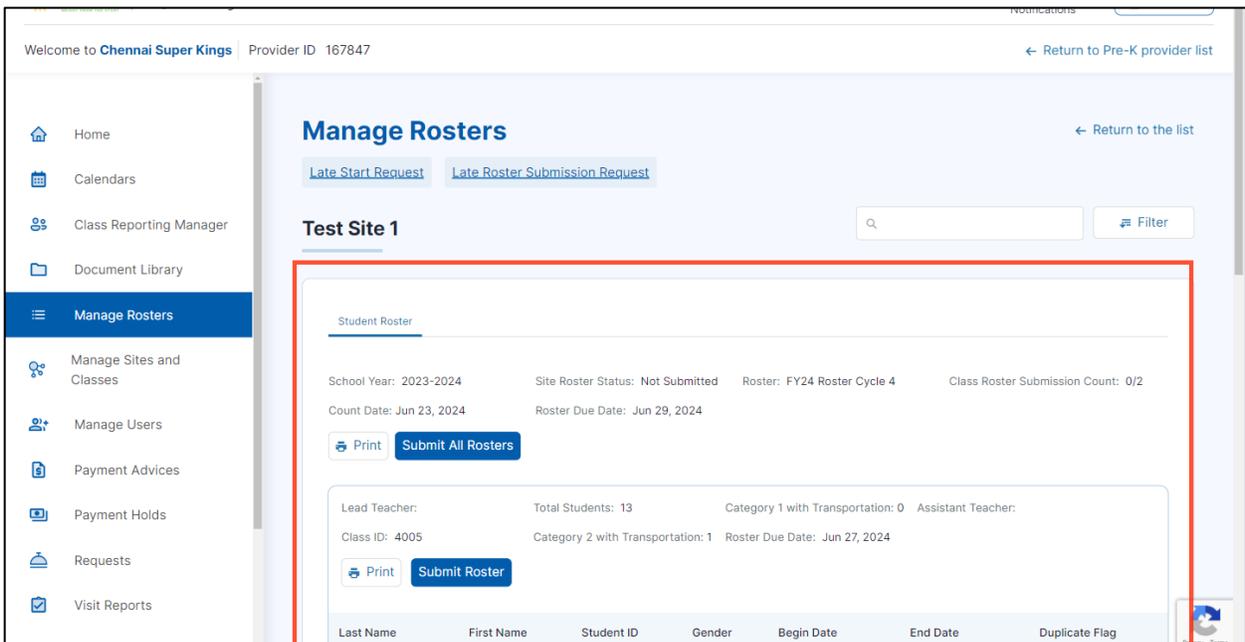
You will be directed to the selected Site details page > Student Roster tab.



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.

173709 [← Return to Pre-K provider list](#)

Manage Rosters

[← Return to the list](#)

Bakingo Academy

[Filter](#)

Student Roster

School Year: 2024-2025 Site Roster Status: Not Submitted Roster: FY25 Roster Cycle 1 Class Roster Submission Count: 0/4

Count Date: Jul 01, 2024 Roster Due Date: Jul 10, 2024

[Print](#) [Submit All Rosters](#)

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.

Manage Rosters ← Return to the list

Bakingo Academy

Student Roster

School Year: 2024-2025 Site Roster Status: Not Submitted Roster: FY25 Roster Cycle 1 Class Roster Submission Count: 0/4
 Count Date: Jul 01, 2024 Roster Due Date: Jul 10, 2024

Lead Teacher: Total Students: 7 Category 1 with Transportation: 0 Assistant Teacher:
 Class ID: 100010 Category 2 with Transportation: 0 Roster Due Date: Jul 10, 2024

Last Name	First Name	Student ID	Gender	Begin Date	End Date
AnDersonn	coReyy	0034979	Male	Jun 05, 2024	
Benton	Branden	0007332	Male	Jun 11, 2024	
Garner	Daquan	0043635	Male	Jun 17, 2024	
KingGG	chEEnaa	0040581	Male	Jun 12, 2024	
Kingg	Cheena	0040580	Male	Jun 12, 2024	
Mushqll	Commandoo	0043634	Male	Jun 14, 2024	

School Year: 2024-2025
 Roster Cycle: FY25 Roster Cycle 1
 Class ID: 100007
 Socioeconomic (category 1 students): Category 1
 Transportation: All
 Multilingual Learner: All
 Special Education Services: All

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

Manage Rosters ← Return to the list

Bakingo Academy

Student Roster

School Year: 2024-2025 Site Roster Status: Not Submitted Roster: FY25 Roster Cycle 1 Class Roster Submission Count: 0/1
 Count Date: Jul 01, 2024 Roster Due Date: Jul 10, 2024

Lead Teacher: Total Students: 1 Category 1 with Transportation: 0 Assistant Teacher: akhill Testet
 Class ID: 100007 Category 2 with Transportation: 0 Roster Due Date: Jul 10, 2024

Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag
Rabel	James	0043717	Male	Jul 02, 2024		

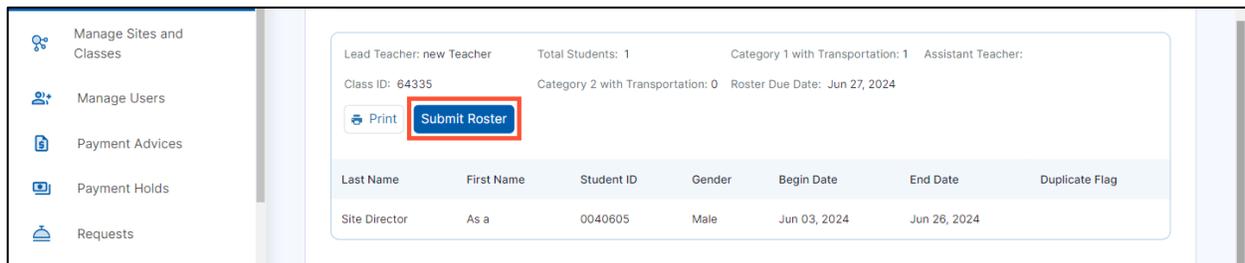
[Privacy](#) [Terms](#)

Submitting Rosters

To submit the roster, perform the following steps:

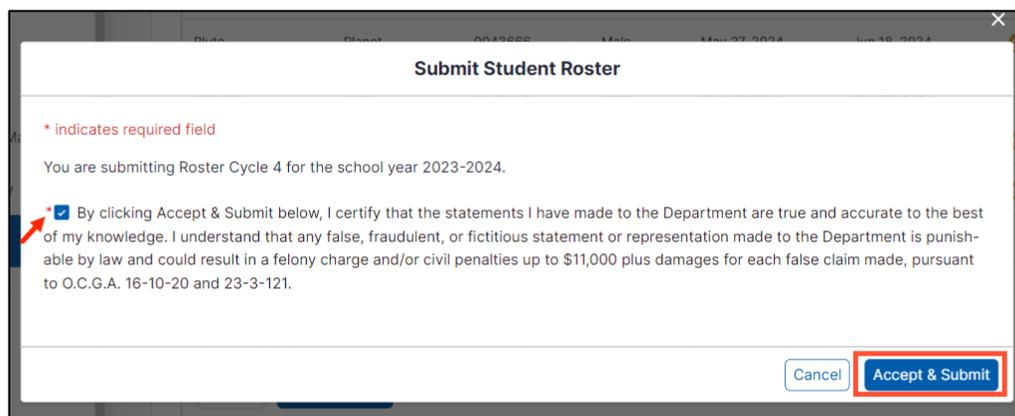
Note: You can also submit all the Rosters of the Site at once by clicking on the **Submit All Rosters** button.

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



The screenshot shows a web interface for managing rosters. On the left is a navigation menu with options: Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, and Requests. The main content area displays roster details for Class ID: 64335. It includes fields for Lead Teacher (new Teacher), Total Students (1), Category 1 with Transportation (1), Assistant Teacher, and Roster Due Date (Jun 27, 2024). Below this is a table with columns: Last Name, First Name, Student ID, Gender, Begin Date, End Date, and Duplicate Flag. A row shows Site Director As a with Student ID 0040605, Male, Begin Date Jun 03, 2024, and End Date Jun 26, 2024. A 'Print' button and a 'Submit Roster' button (highlighted with a red box) are visible above the table.

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



The screenshot shows a modal dialog box titled 'Submit Student Roster'. It contains a red asterisk indicating a required field. The text reads: 'You are submitting Roster Cycle 4 for the school year 2023-2024.' Below this is a checkbox that is checked, with a red arrow pointing to it. The text next to the checkbox reads: 'By clicking Accept & Submit below, I certify that the statements I have made to the Department are true and accurate to the best of my knowledge. I understand that any false, fraudulent, or fictitious statement or representation made to the Department is punishable by law and could result in a felony charge and/or civil penalties up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. 16-10-20 and 23-3-121.' At the bottom right of the dialog are two buttons: 'Cancel' and 'Accept & Submit' (highlighted with a red box).

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

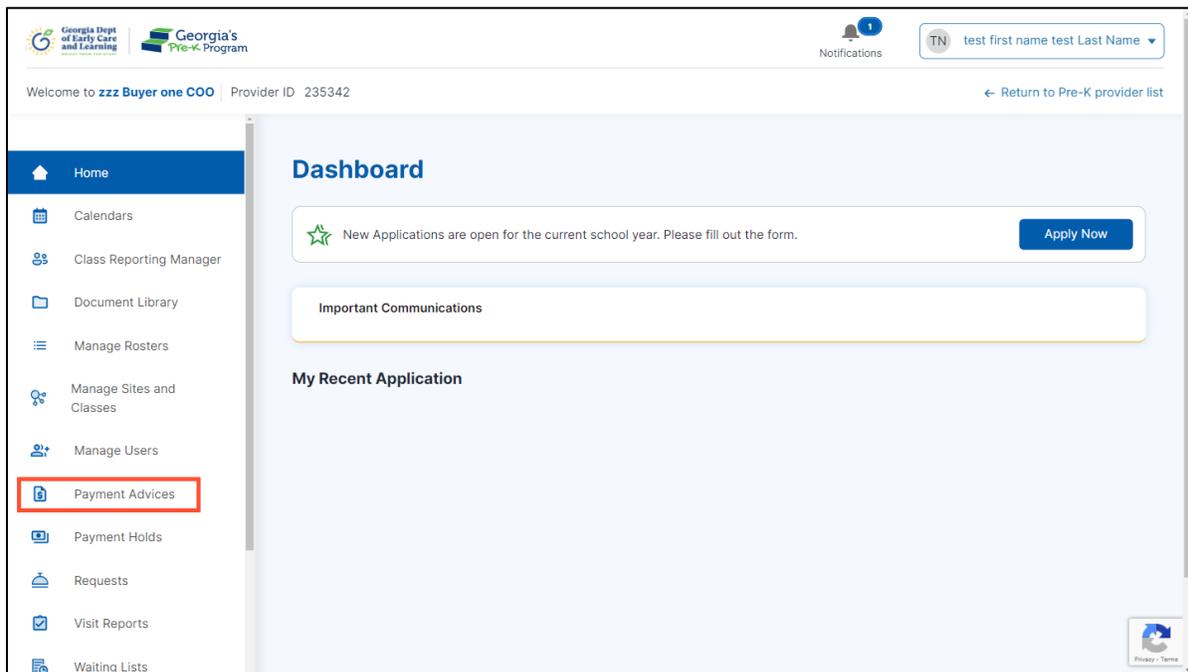
MANAGING PAYMENTS

Payment Advice are categorized into three different types:

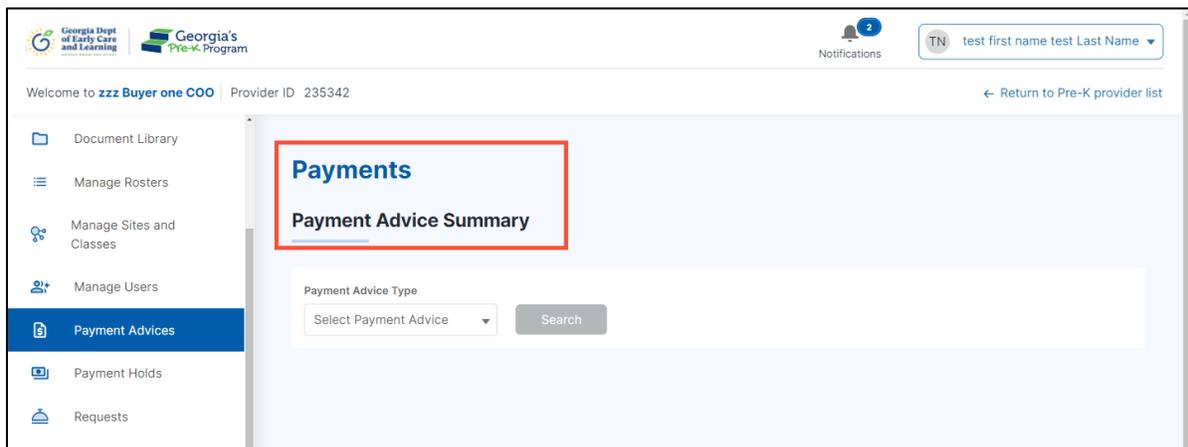
- [Monthly Payments](#)
- [Special Payments](#)
- [Start-Up Payments](#)

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.

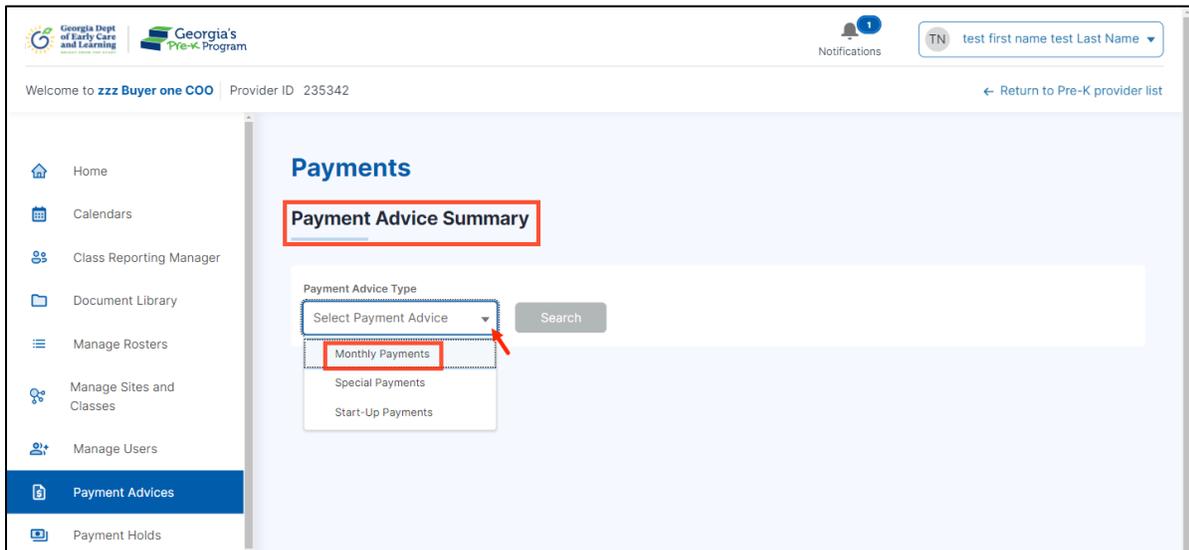


Monthly Payments

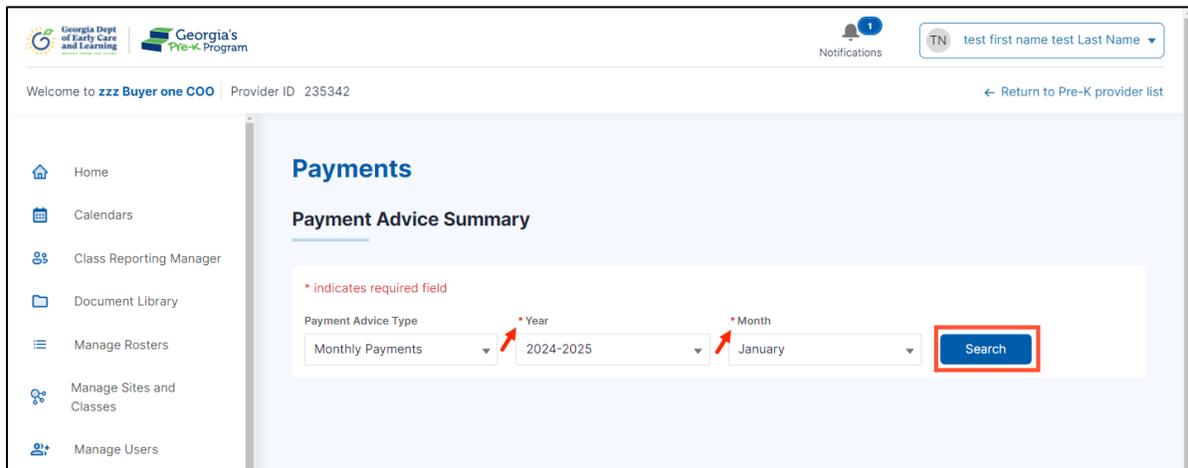
Monthly payments are the multiple payments made to the lead teacher, assistant teacher, student, and transportation every month. Once the Provider makes the monthly payments, the data will be updated on the Portal.

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.

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

Provider ID: 235342 | TIN: 654312345

ADDRESS
sStreet1 Srtee23
aafdsa
YE, Atkinson 54322

Provider Payment Summary - zzz Buyer one COO

If you have questions or concerns, submit a support ticket and select "Payment Advice" from ticket categories.

Total Sites	Total Classes	Payment Processed Date	Grand Total Payment
1	1	06/06/2024	\$425031.88

Total Lead Teacher Salary	\$9575.24	Total Operating Classroom	\$103.52
Total Lead Teacher Supplement	\$9575.24	Total Transportation	\$3000
Total Lead Teacher Benefits	\$287256.36		
Total Assistant Teacher Salary	\$5675.38		

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.

Site Payment Summary ZZZ buyer Site four COO | Site ID: CCLC-999116560453675783378233

Number of Classes	Total Payment
1	415456.64

Total Lead Teacher Salary	\$9575.24	Total Operating Classroom	\$103.52
Total Lead Teacher Supplement	\$9575.24	Total Transportation	\$3000
Total Lead Teacher Benefits	\$287256.36		
Total Assistant Teacher Salary	\$5675.38		
Total Assistant Teacher Benefits	\$109846.14		

Class Payment Summary - 100032

Lead Teacher Credential ECE Bachelor's Degree or Higher	Lead Teacher CYE 3	Total Students 2
Total Teacher Salary \$421928.36	Total Transportation \$3000	Total Operating Classroom \$103.52

CURRENT PAYMENTS | RETRO PAYMENTS

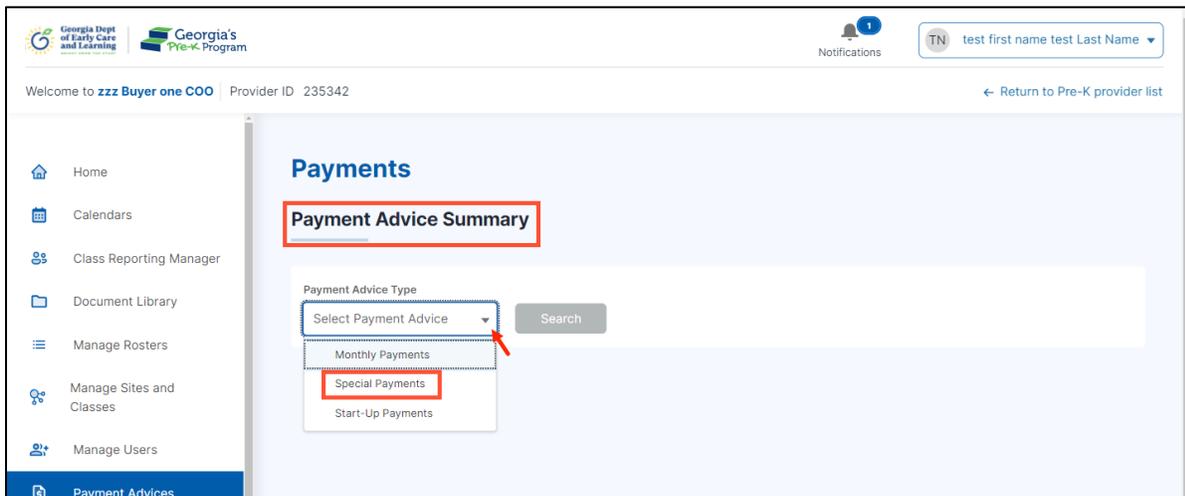
4. To download the payment advice, refer to the [Download Payment Advice](#) section.

Special Payments

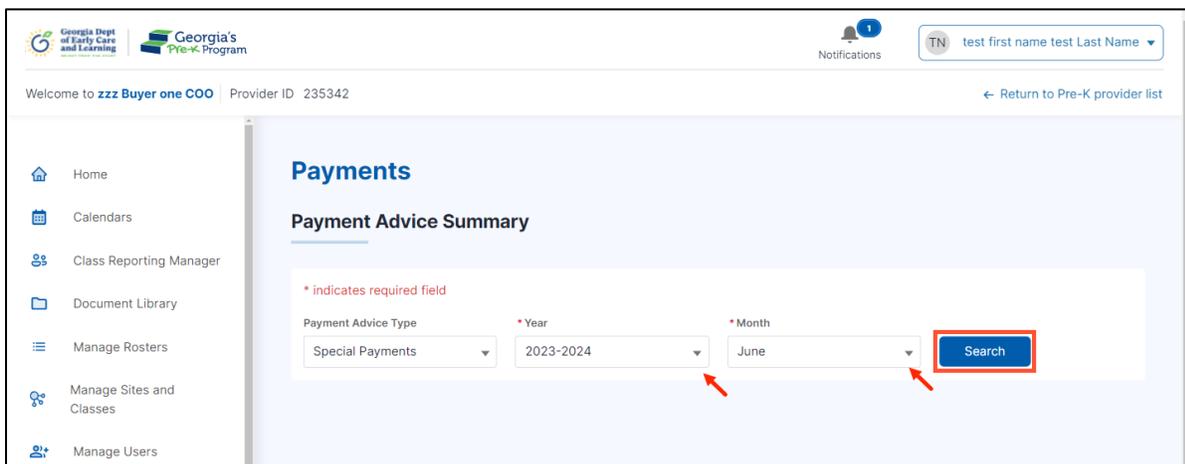
Special payments are made to adjust the payment in the middle of the year based on the requirements like the addition of extra classes, creation of new sites, and according to funding needs.

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.

The screenshot displays the user interface for a provider's account. At the top, it shows the Georgia Department of Early Care and Learning logo and the Georgia's Pre-K Program logo. The user is logged in as 'zzz Buyer one COO' with a Provider ID of 235342. A navigation menu on the left includes options like Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices (highlighted), Payment Holds, Requests, Visit Reports, Waiting Lists, and Waivers. The main content area features a header for 'Bright from the Start: Georgia Department of Early Care and Learning' with a 'Download' button. Below this, the provider's ID (167919) and TIN (123455555) are shown. The address is listed as 'Clock Tower Tower-2, Amalapuram, AP, Baker 53322'. A section titled 'Provider Special Payment Summary - Vikhyat Mehra Legal Owner' includes an information icon and a note: 'If you have questions or concerns, submit a support ticket and select "Payment Advice" from ticket categories.' A summary table shows: 1 Total Site, 0 Total Classes, Grand Total Payment of \$9000, and Payment Processed Date of 06/20/2024. The 'Special Payment Details' table lists four payments:

Site Name	Class ID	Special Payment Amount	Recipient Type	Comments
Vikhyat Test New Site		\$2000	Site	Test Payment
Vikhyat Test New Site		\$1000	Site	test
		\$1000	Provider	Test
		\$100	Provider	Test

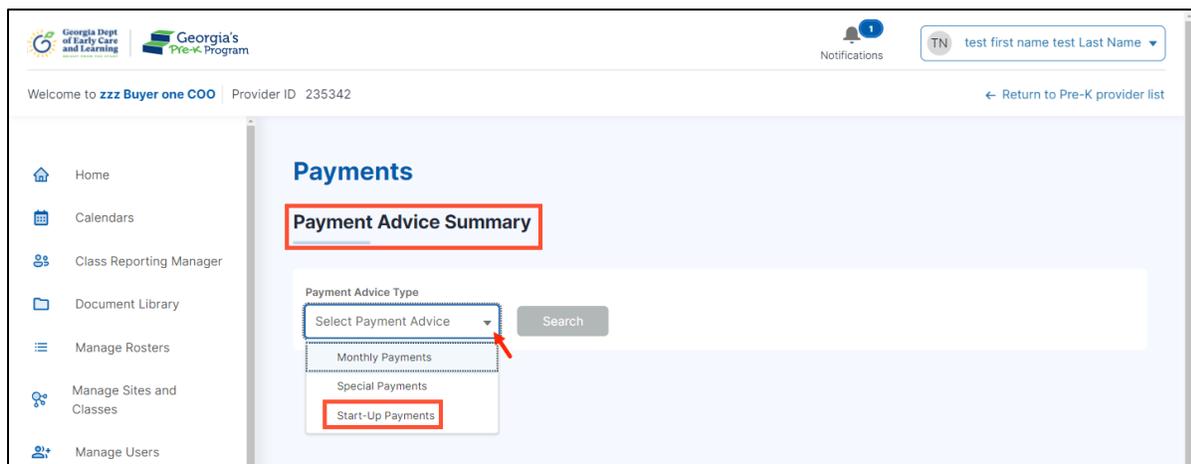
To download the payment advice, refer to the [Download Payment Advice](#) section.

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.

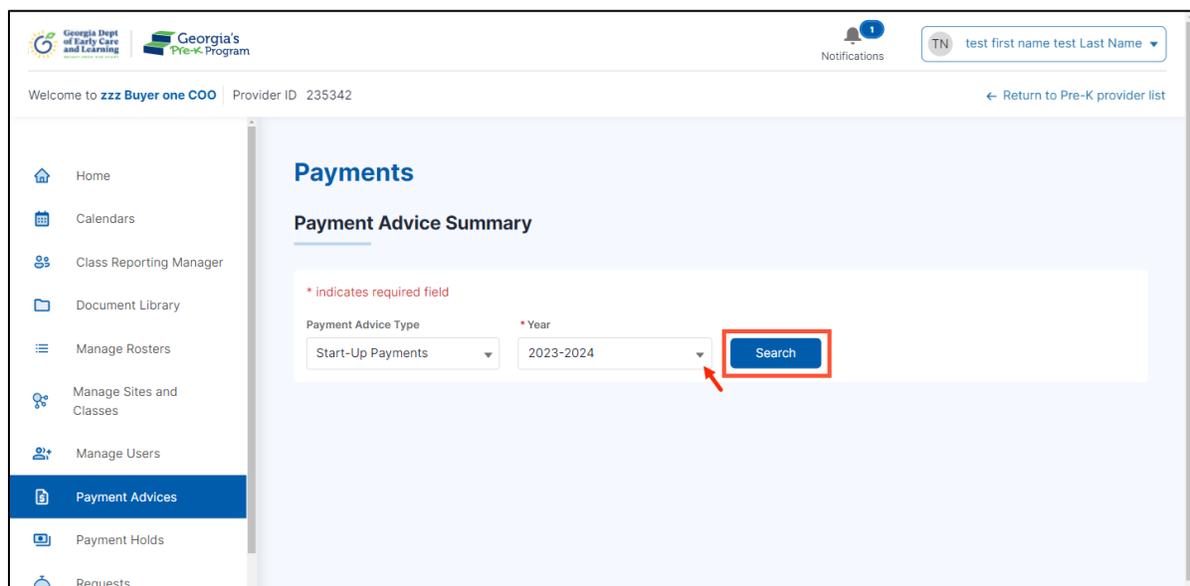
To view the Start-Up Payments, perform the following steps:

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



The screenshot shows the Georgia's Pre-K Program interface. The user is logged in as 'test first name test Last Name' (TN). The page title is 'Payments' and the sub-section is 'Payment Advice Summary'. The 'Payment Advice Type' dropdown menu is open, showing options: 'Select Payment Advice', 'Monthly Payments', 'Special Payments', and 'Start-Up Payments'. The 'Start-Up Payments' option is highlighted with a red box. A red arrow points to the dropdown menu.

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



The screenshot shows the Georgia's Pre-K Program interface. The user is logged in as 'test first name test Last Name' (TN). The page title is 'Payments' and the sub-section is 'Payment Advice Summary'. The 'Payment Advice Type' dropdown menu is set to 'Start-Up Payments'. The 'Year' dropdown menu is open, showing the option '2023-2024'. The 'Search' button is highlighted with a red box. A red arrow points to the 'Search' button.

The search results will be displayed.

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

The screenshot shows the provider dashboard for 'Bright from the Start: Georgia Department of Early Care and Learning'. The page includes a navigation sidebar on the left with options like Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, and Waiting Lists. The main content area displays the provider's name, ID (167919), and TIN (123455555). Below this is the provider's address: Clock Tower Tower-2, Amalapuram, AP, Baker 53322. A section titled 'Provider Start-Up Payment Summary - Vikhyat Mehra Legal Owner' contains a summary table and a 'Start-Up Payment Details' table.

Total Sites	Total Classes	Grand Total Payment	Payment Processed Date
2	2	\$16000	06/20/2024

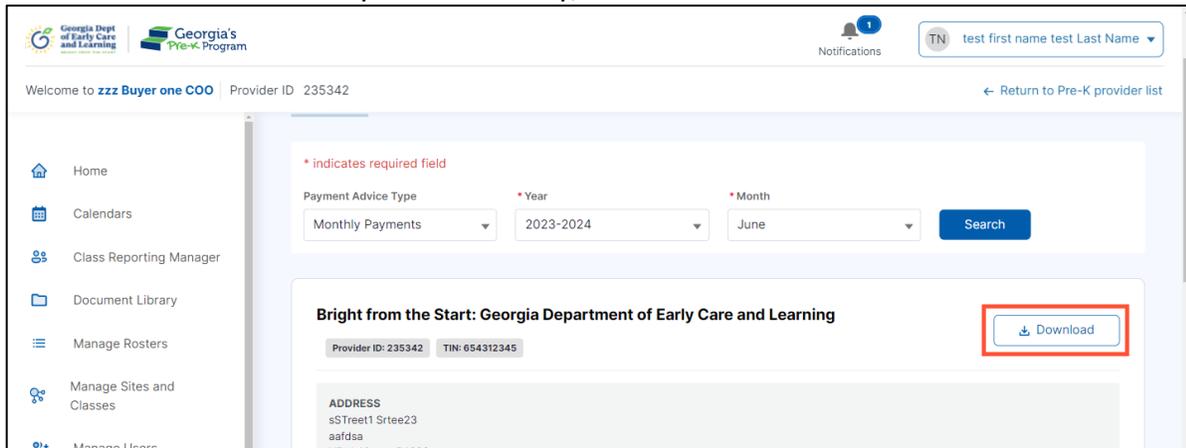
Site Name	Class ID	Start-Up Amount
Site 2	97851333	\$8000
		\$8000

To download the payment advice, refer to the [Download Payment Advice](#) section.

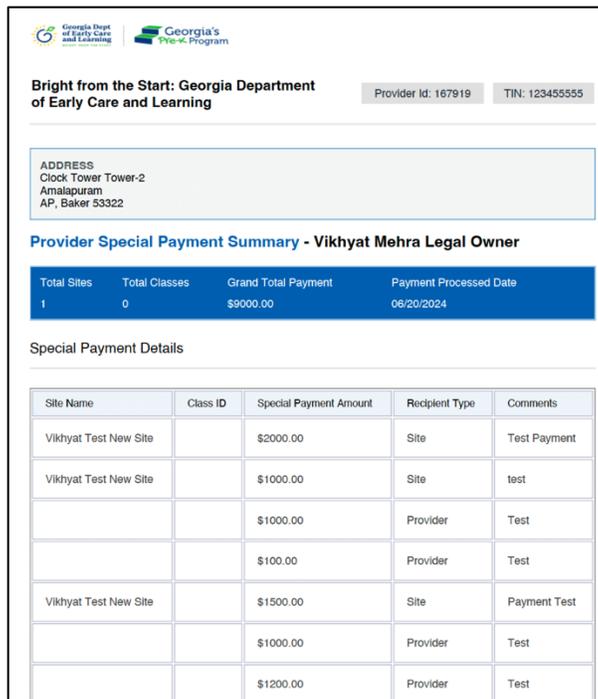
Download Payment Advice

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.

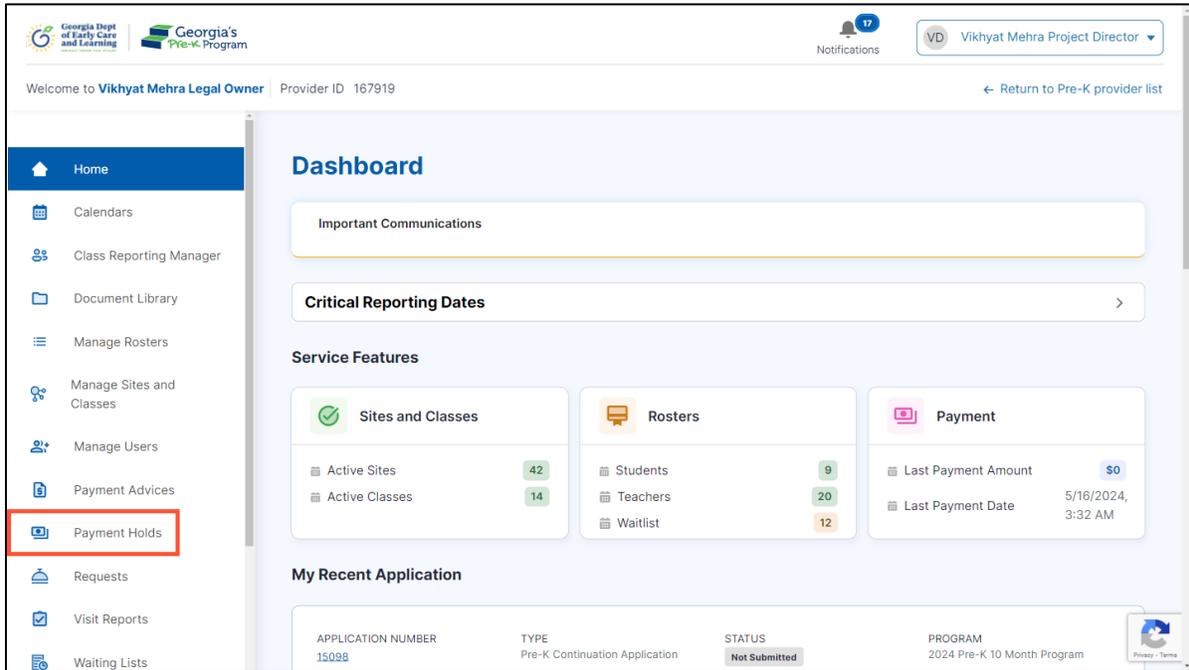


VIEWING PAYMENT HOLDS

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.

For assistance resolving your payment hold, submit a help ticket or contact prekbusiness.support@dec.al.ga.gov.

Status	Provider Name	Effective Start Date	Comment from Department	Reason
Active	Vikhyat Mehra Legal Owner	Jun 18, 2024		Funds Due Back to the Department
Active	Vikhyat Mehra Legal Owner	Jun 19, 2024	tets	Past Due Requested Documents

- **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.

Status	Site Name	Effective Start Date	Comment from Department	Reason
Active	Clock Tower	Jun 19, 2024		Temporary Closure

- 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.

Welcome to **Vikhyat Mehra Legal Owner** Provider ID: 167919

Notifications: 17 | VD: Vikhyat Mehra Project Director

← Return to Pre-K provider list

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

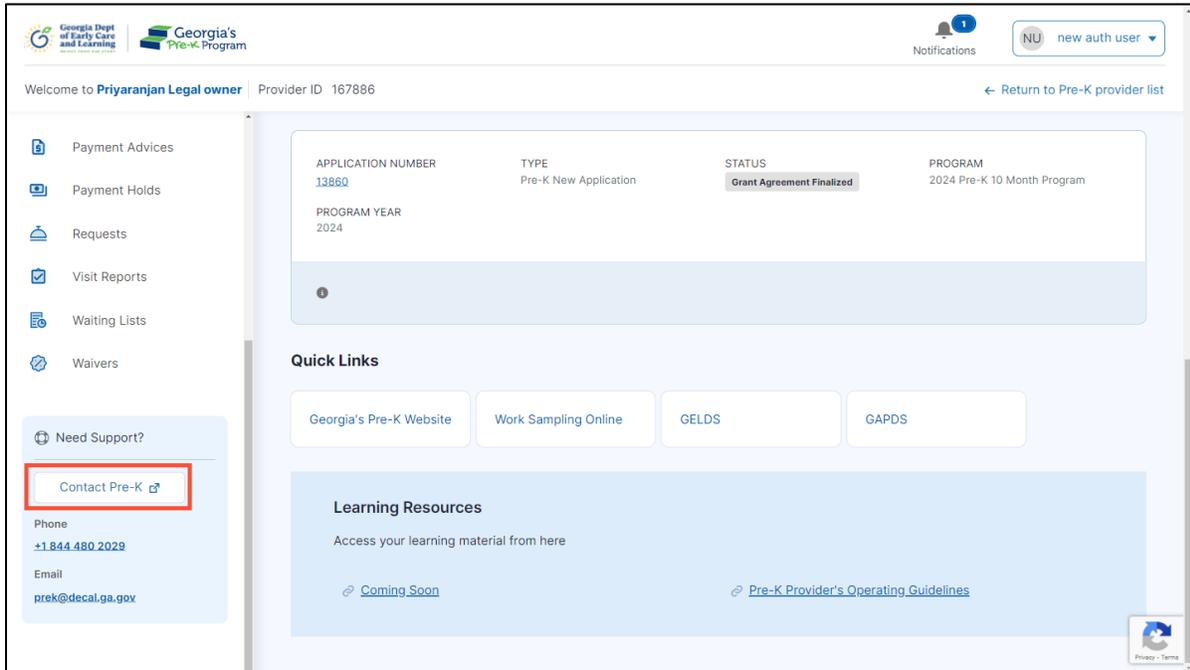
SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

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.



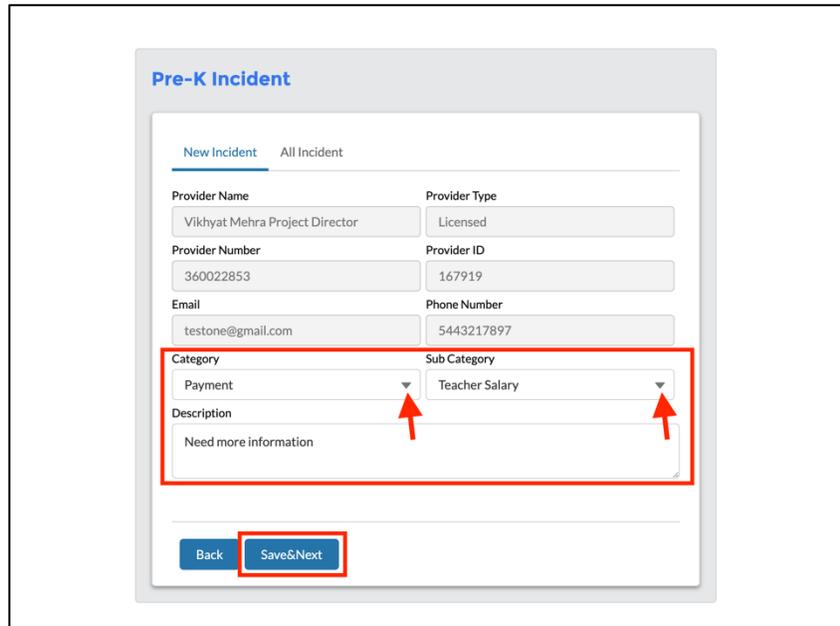
The screenshot shows the user interface of the Georgia's Pre-K Program. The user is logged in as 'Priyaranjan Legal owner' with a Provider ID of 167886. The left sidebar contains navigation options: Payment Advices, Payment Holds, Requests, Visit Reports, Waiting Lists, Waivers, and Need Support?. The 'Need Support?' section is expanded, showing a 'Contact Pre-K' button with an external link icon, which is highlighted with a red box. Below this, contact information is provided: Phone (+1.844.480.2029) and Email (prek@dec.al.ga.gov). The main content area displays a table with application details: APPLICATION NUMBER (13860), TYPE (Pre-K New Application), STATUS (Grant Agreement Finalized), and PROGRAM (2024 Pre-K 10 Month Program). Below the table are 'Quick Links' for Georgia's Pre-K Website, Work Sampling Online, GELDS, and GAPDS. At the bottom, there are 'Learning Resources' including 'Coming Soon' and 'Pre-K Provider's Operating Guidelines'.

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.



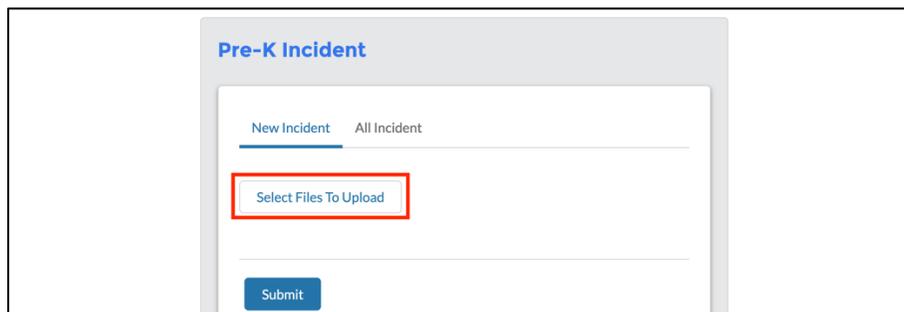
The screenshot shows the 'Pre-K Incident' form. The form has two tabs: 'New Incident' (selected) and 'All Incident'. The form contains several input fields: 'Provider Name' (Vikhyat Mehra Project Director), 'Provider Type' (Licensed), 'Provider Number' (360022853), 'Provider ID' (167919), 'Email' (testone@gmail.com), and 'Phone Number' (5443217897). Below these fields are two dropdown menus: 'Category' (set to 'Payment') and 'Sub Category' (set to 'Teacher Salary'). A text area for 'Description' contains the text 'Need more information'. At the bottom of the form, there are two buttons: 'Back' and 'Save&Next'. The 'Save&Next' button is highlighted with a red box, and two red arrows point to the dropdown menus.

**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.

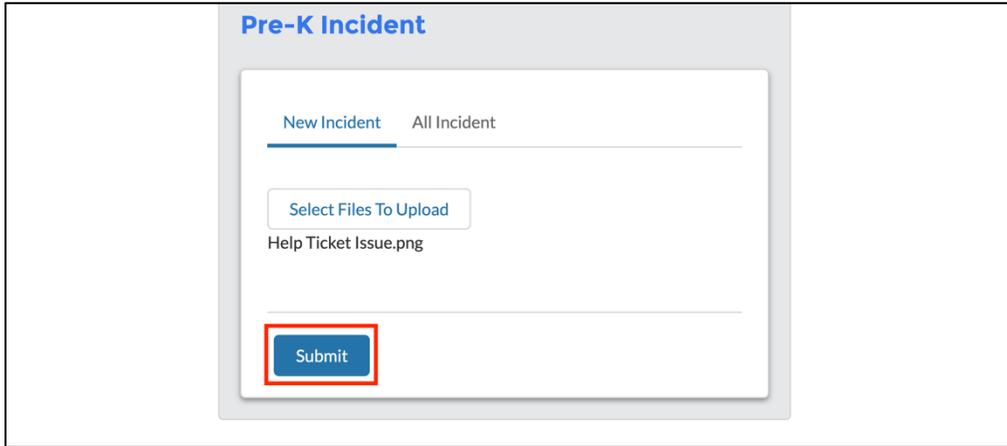


The screenshot shows the 'Pre-K Incident' form. The form has two tabs: 'New Incident' (selected) and 'All Incident'. Below the tabs, there is a button labeled 'Select Files To Upload' which is highlighted with a red box. At the bottom of the form, there is a 'Submit' button.

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

You will be directed to the New Incident page.

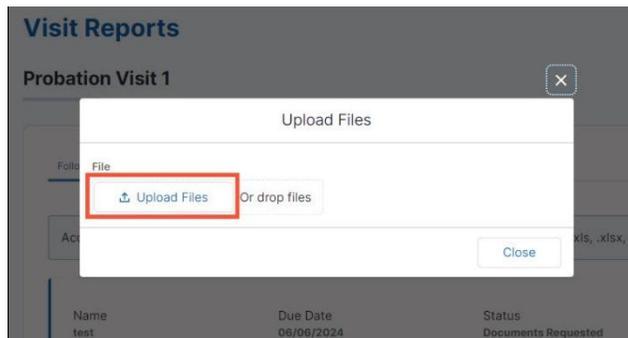
- To submit the incident, click the **Submit** button.



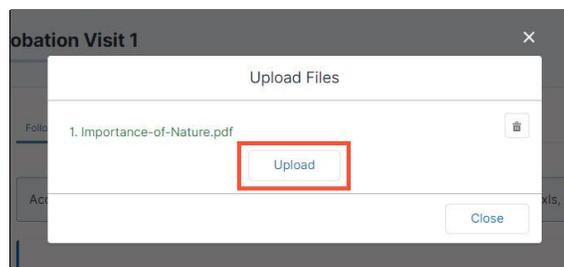
FILE UPLOAD

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

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



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



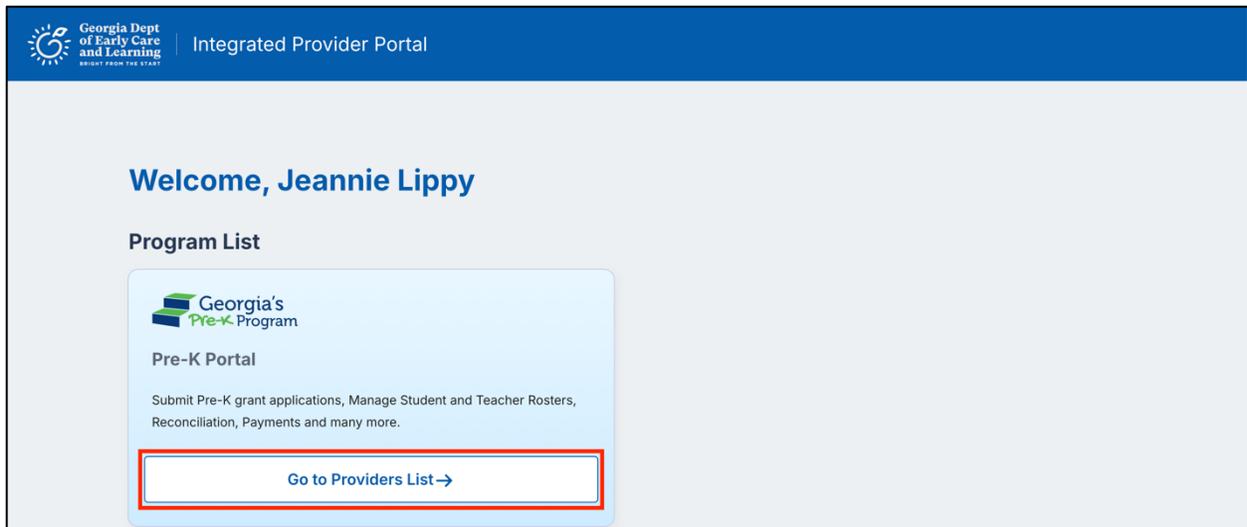
**After uploading, a success message will be displayed on the page.*

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:

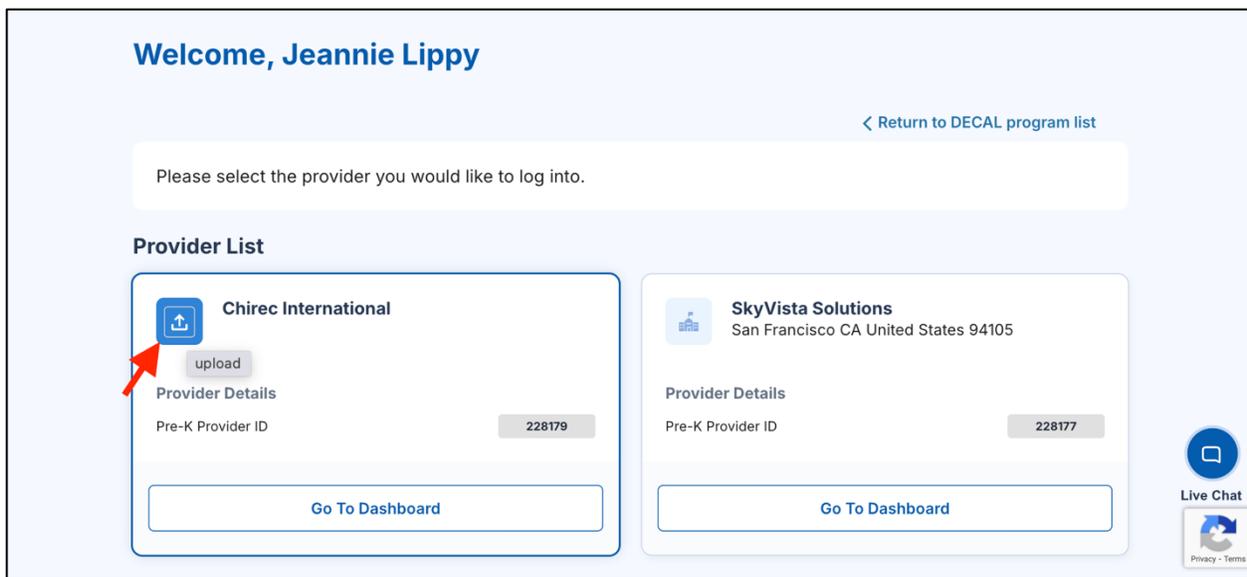
1. On the GA DECAL Integrated Provider Portal welcome page, click the **Go to Providers List** button on the Pre-K Portal tile.



The Provider List page will be displayed.

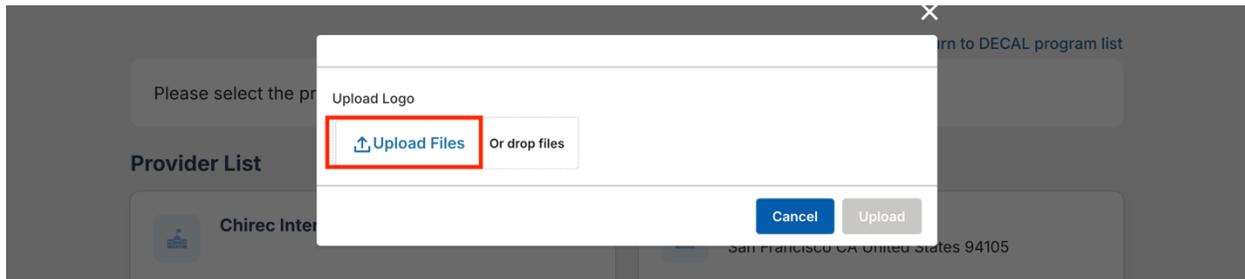
Note: Please note that you cannot upload a logo if you are enrolled with only one provider.

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



A Pop-up window will be displayed.

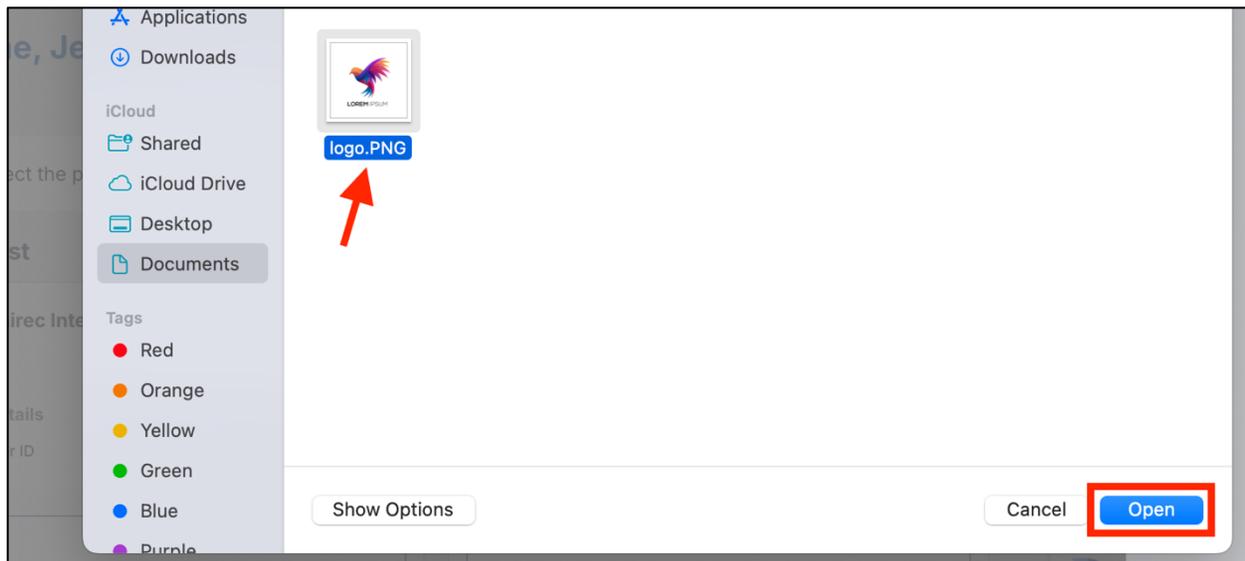
- To upload the logo, click the **Upload Files** button.



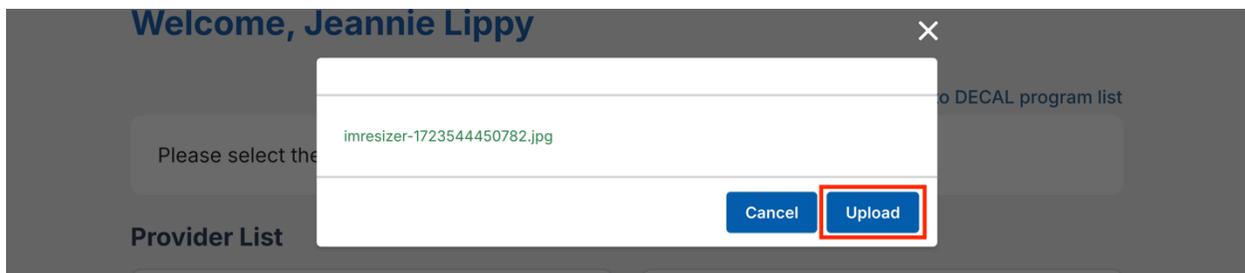
You will be navigated to your local system.

- 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



- 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.