



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.

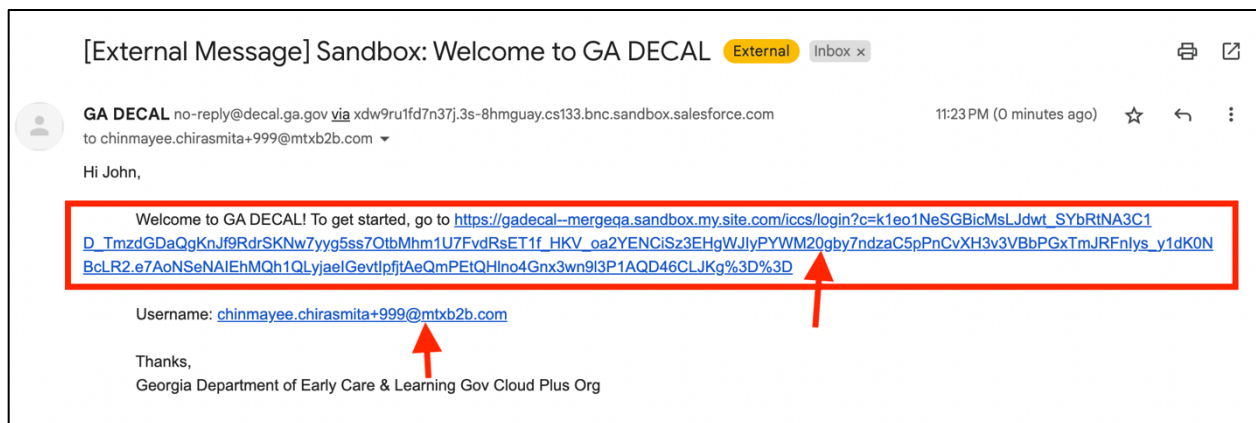
You will receive a welcome email on your Pre-K registered email.

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.

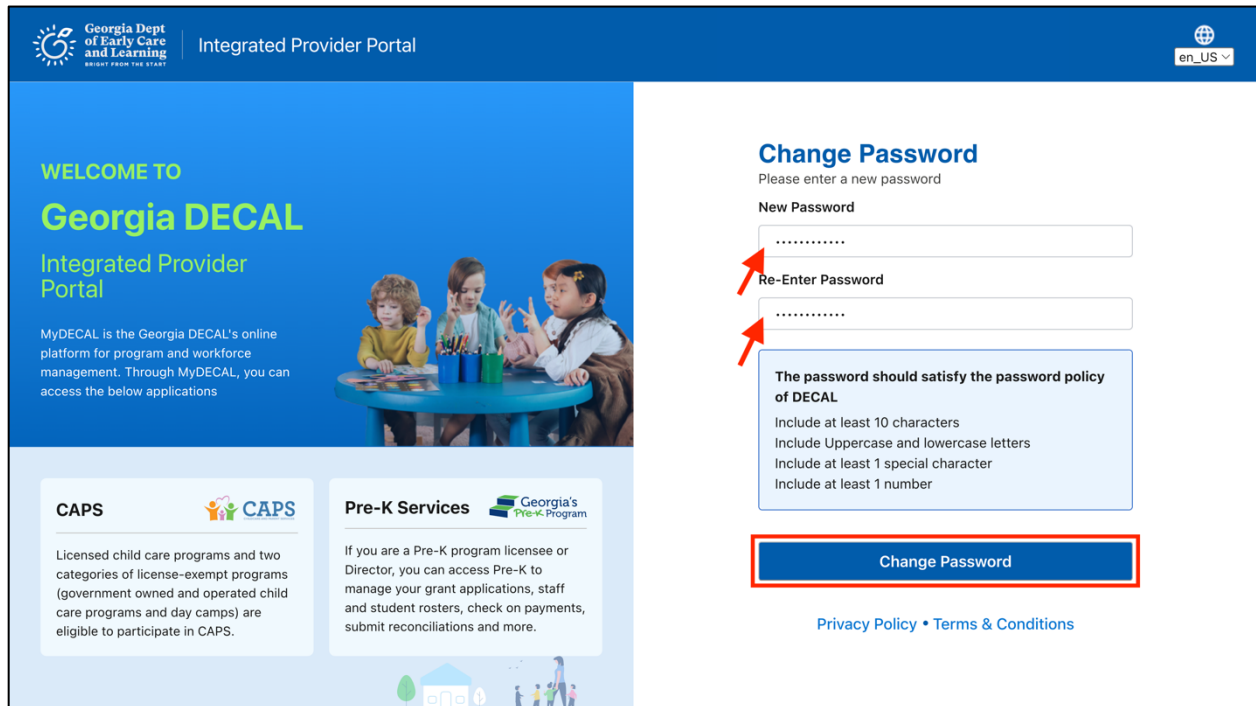
Note: Your Username will be provided in this email. Please note this Username for future logins.



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.



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

CAPS
Licensed child care programs and two categories of license-exempt programs (government owned and operated child care programs and day camps) are eligible to participate in CAPS.

Pre-K Services
If you are a Pre-K program licensee or Director, you can access Pre-K to manage your grant applications, staff and student rosters, check on payments, submit reconciliations and more.

Change Password
Please enter a new password

New Password
.....

Re-Enter Password
.....

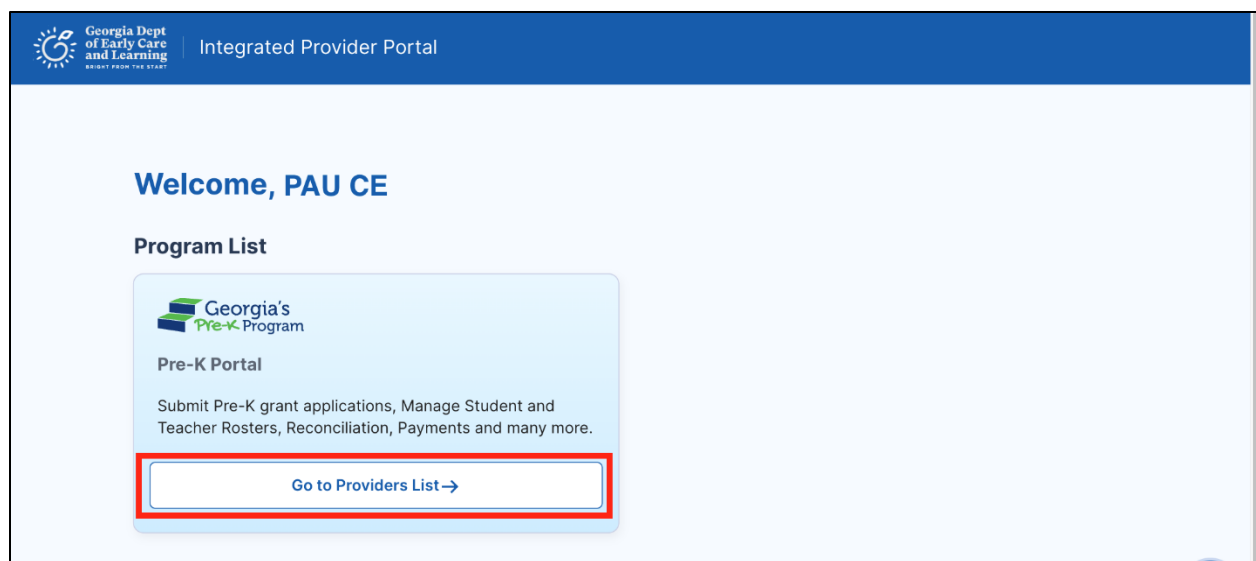
The password should satisfy the password policy of DECAL
Include at least 10 characters
Include Uppercase and lowercase letters
Include at least 1 special character
Include at least 1 number

Change Password

[Privacy Policy](#) • [Terms & Conditions](#)

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

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



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.

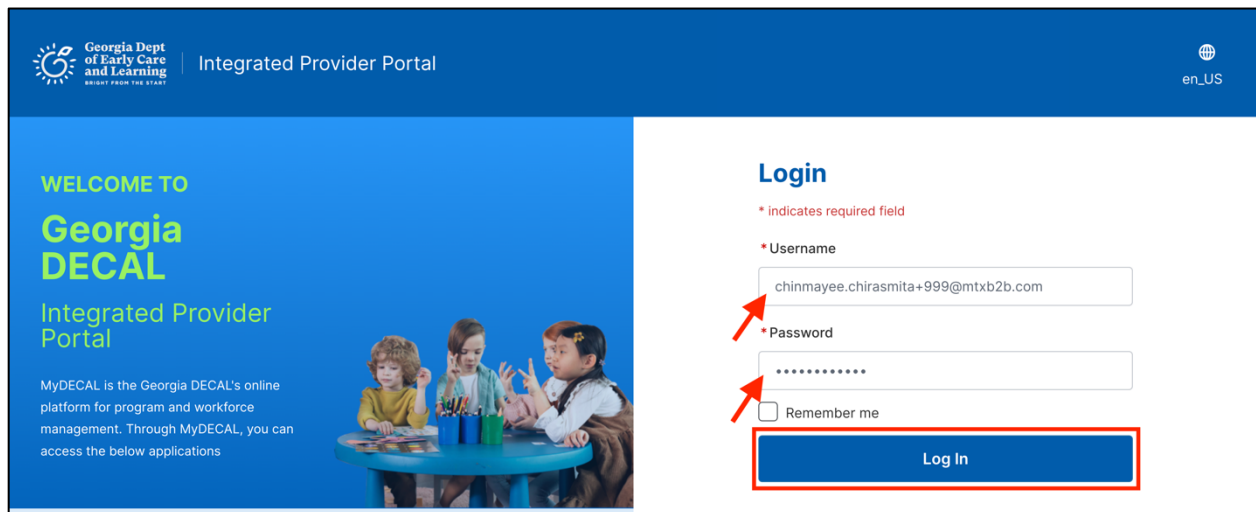
Go to Providers List ->

Logging in to the GAPREK Provider Portal

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

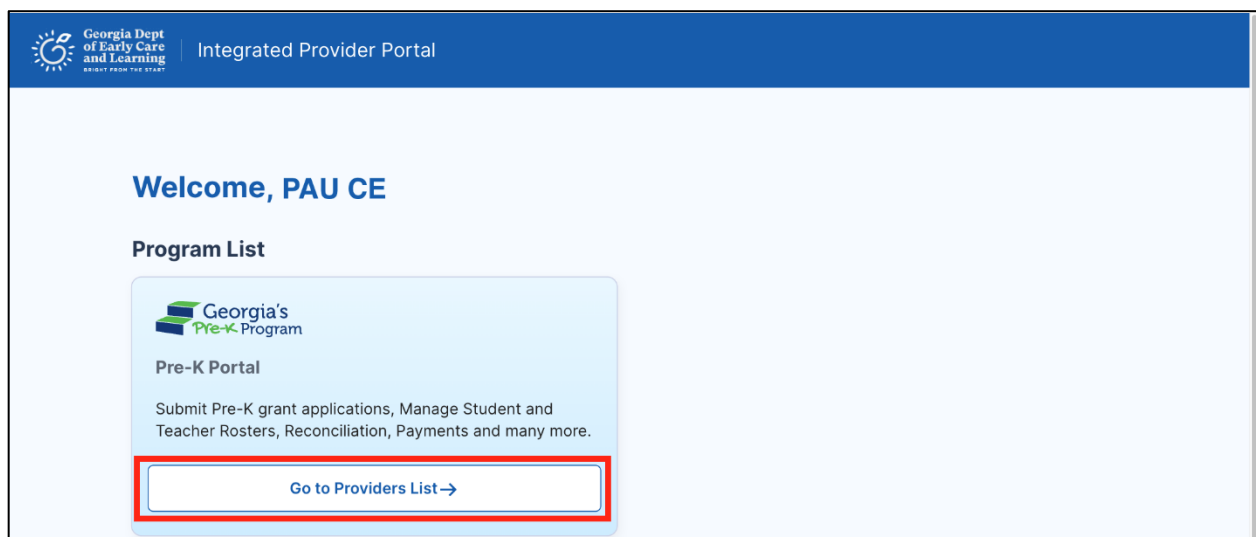
To login to the Provider Portal, perform the following steps:

1. Click [here](#) to access the Integrated Provider Portal Login page.
2. Enter the **Username** mentioned in the welcome email and the **Password** you created during account activation, then click the **Log In** button.



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

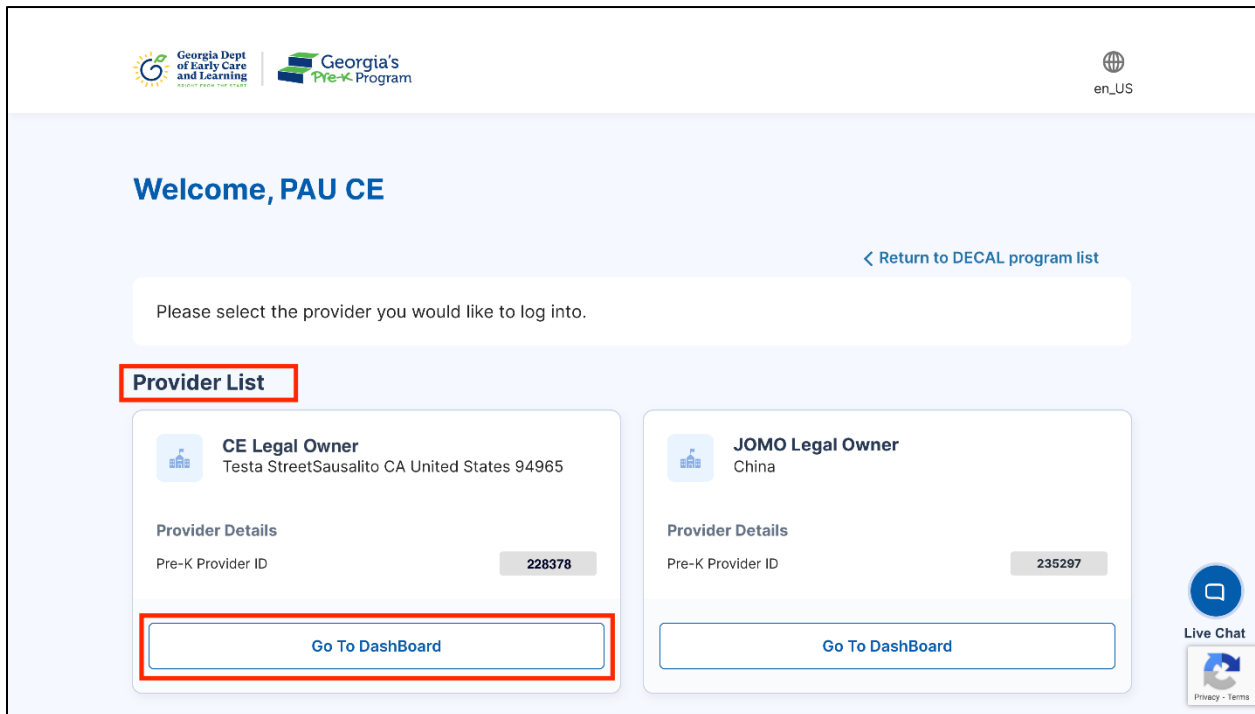
3. On the Pre-K Portal tile, click the **Go to the Providers List** button.



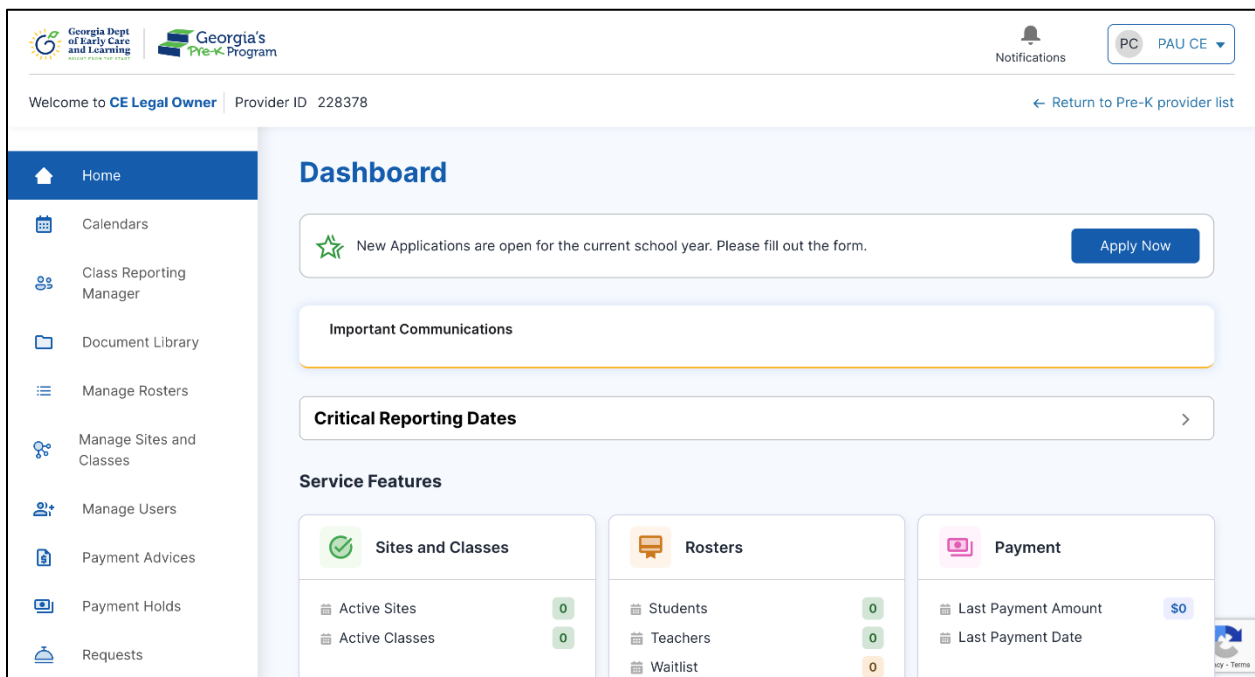
The Provider List page will be displayed.

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

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



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

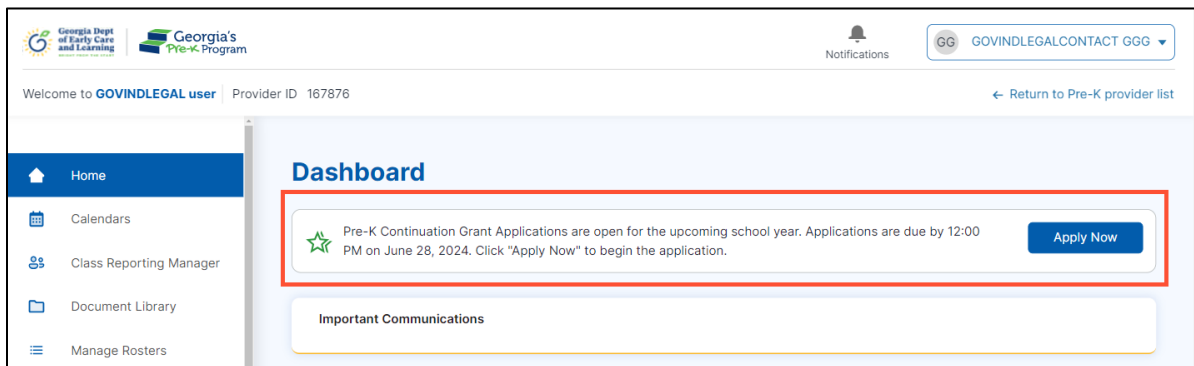


VIEWING DASHBOARD

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

Apply Now

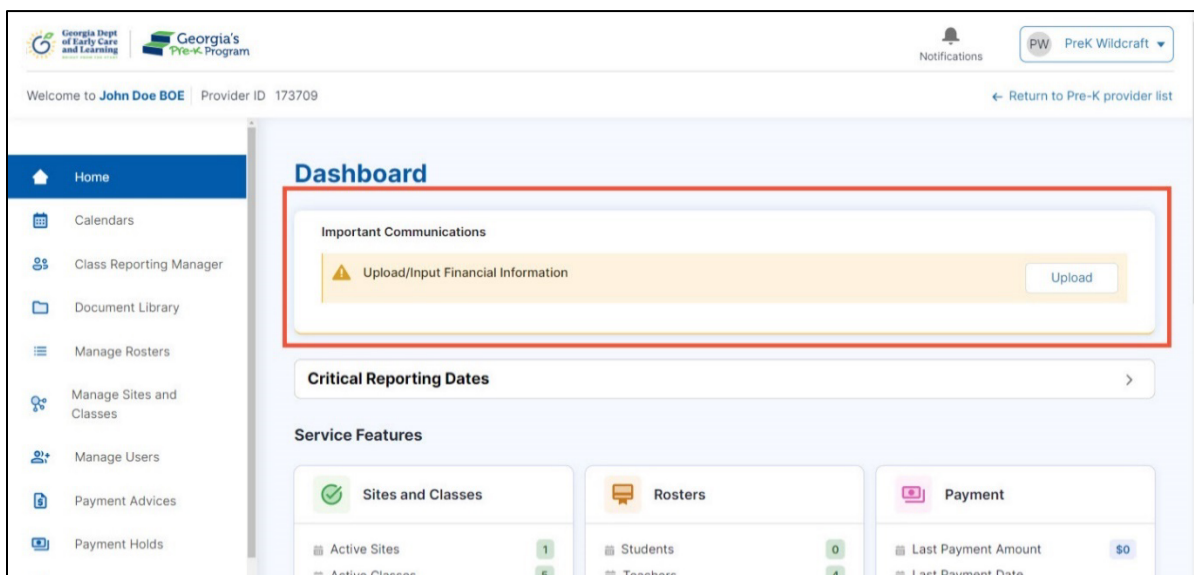
You can view the **apply now** button for applying for the new applications for the current year. As a provider, you can apply an application only once a year.



Important Communications

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

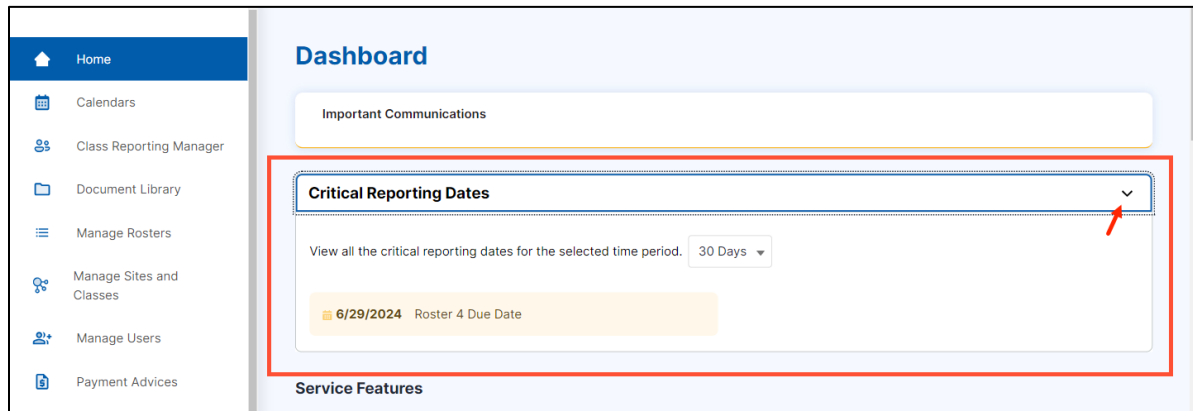
You can view the important communications in the section and respond appropriately.



Critical Reporting Dates

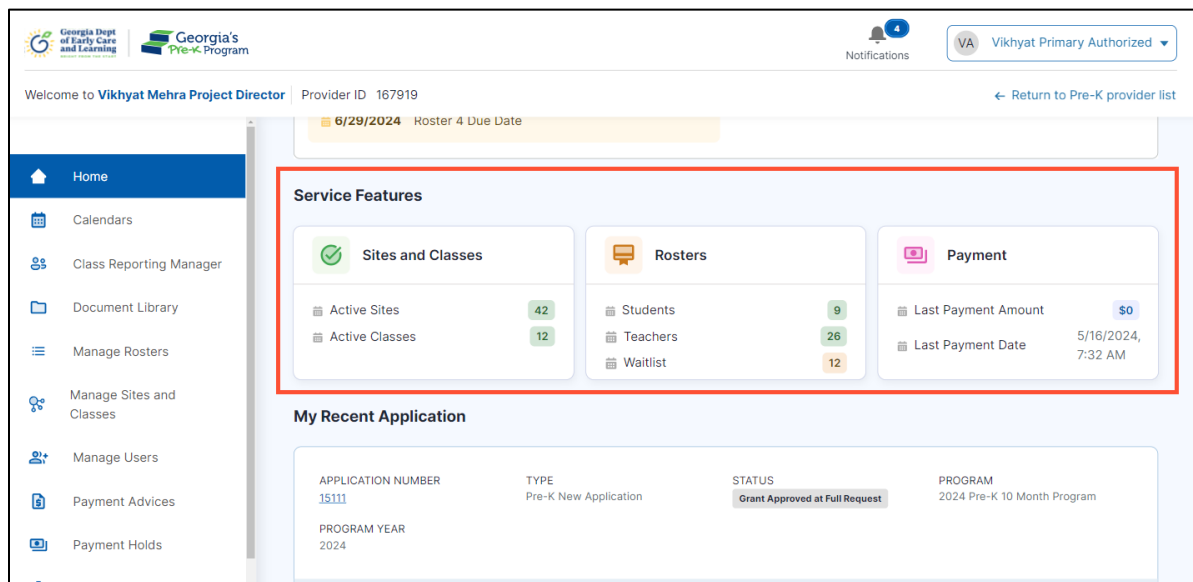
The critical reporting dates provide a centralized view of all key reporting deadlines. This dashboard is an essential tool for maintaining timely and accurate reporting, preventing missed deadlines, and ensuring the smooth operation of the program.

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



Service Features

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



MANAGING USERS

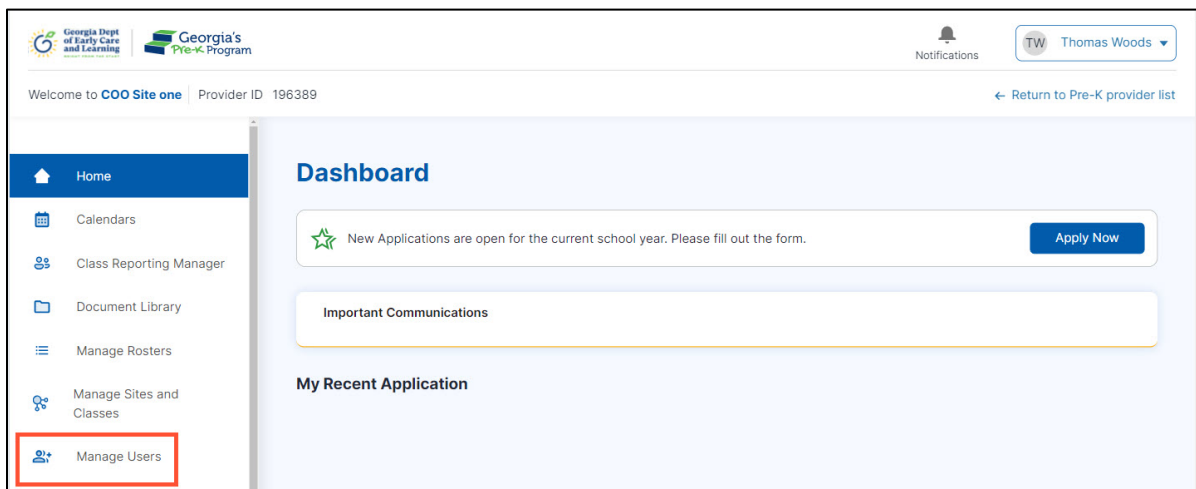
You can update and remove user contacts for providers and families. However, only a Primary Authorized User can add the user contact for the providers.

Adding Users

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

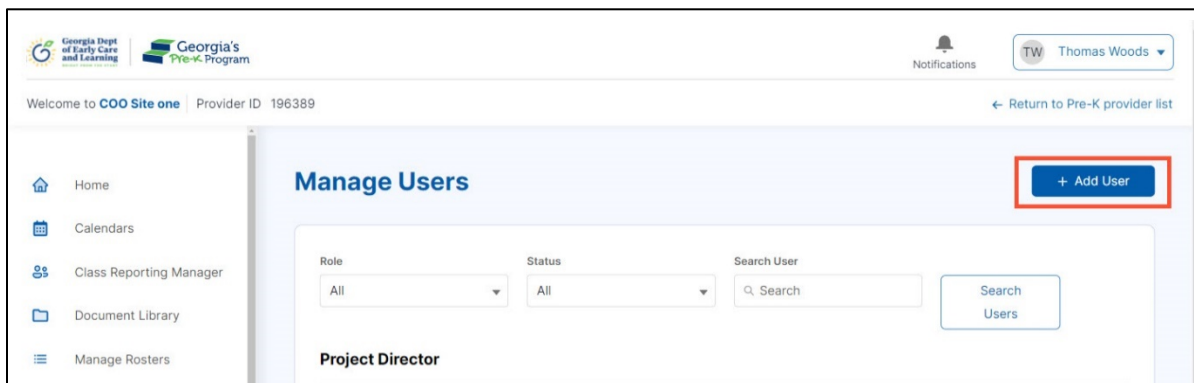
To add a user, perform the following steps:

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



You will be directed to the Manage Users page.

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



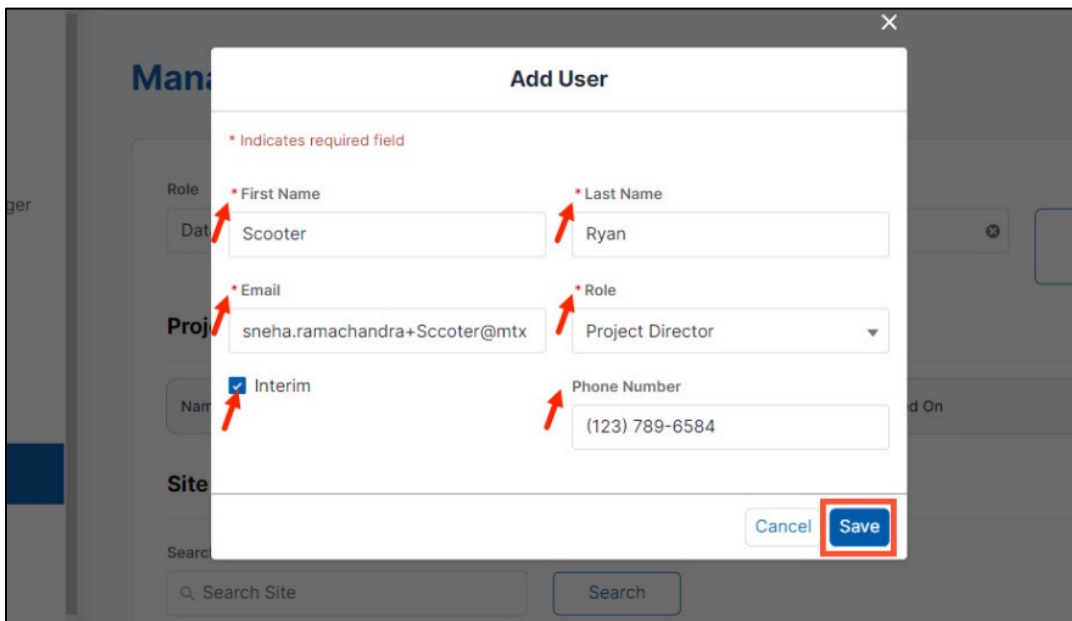
The add user pop-up window will be displayed.

3. Enter the following information:

- Enter the *First Name* in the **First Name** textbox.
- Enter the *Last Name* in the **Last Name** textbox.
- Enter the *Email Address* in the **Email** textbox.
- Select the *desired* role from the **Role** drop-down list.
- Enter the *10-digit phone number* in the **Phone Number** field.
- 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.

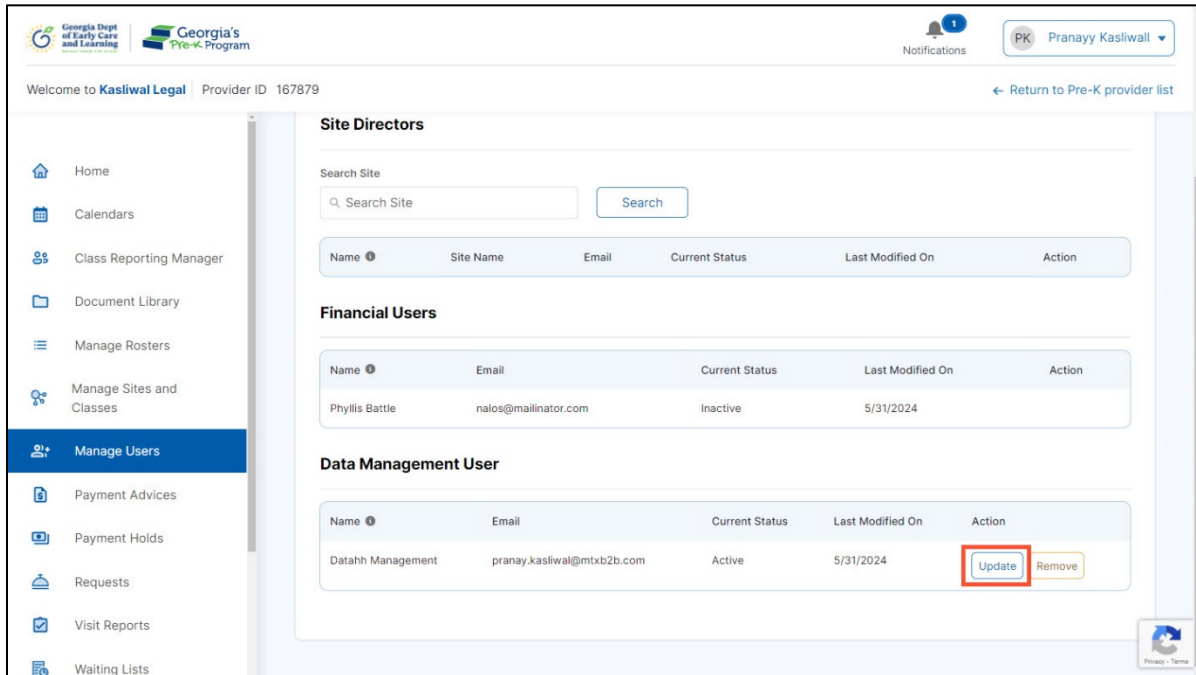


**After saving, a success message will be displayed, and a newly added contact record will be displayed on the Manage Users page.*

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.



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

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

Notifications | PK | Pranay Kasliwal

← Return to Pre-K provider list

Site Directors

Search Site

Search Site

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

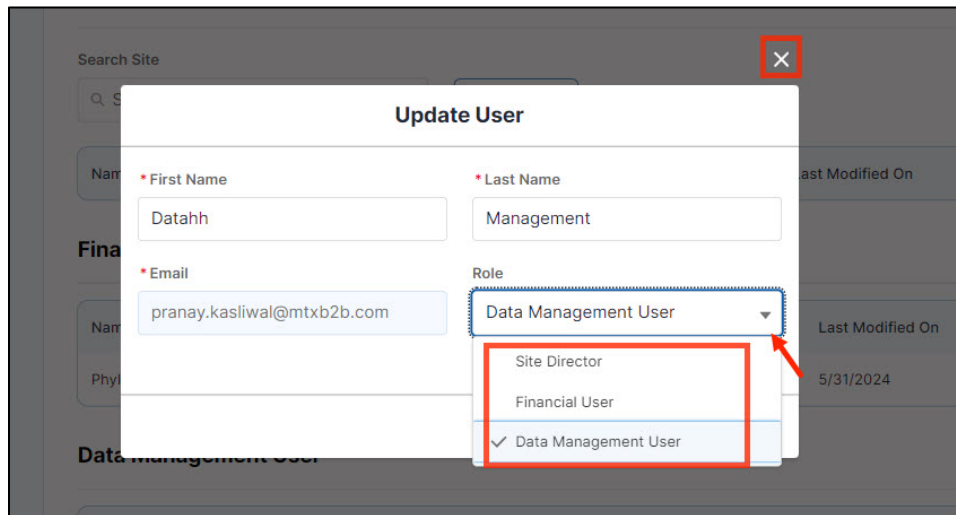
The Update User pop-up will be displayed.

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

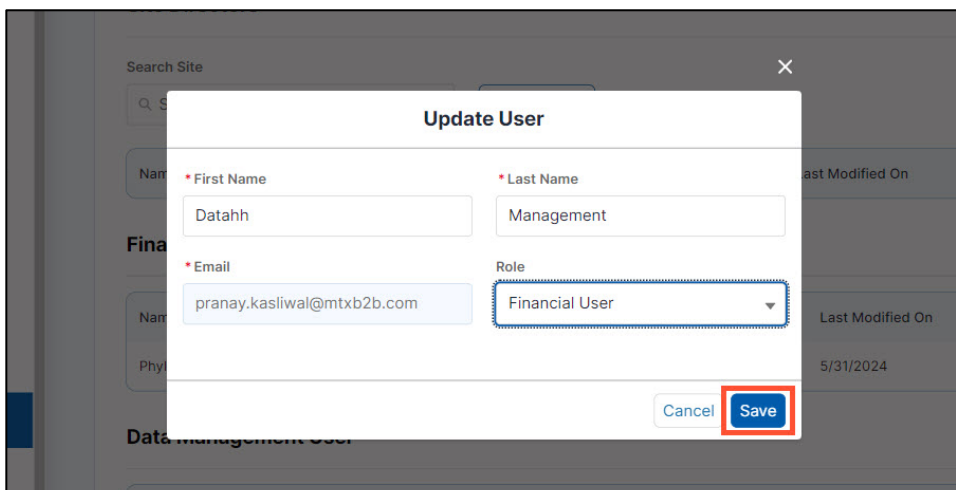
Notes:

- 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.



- Click the **Save** button.

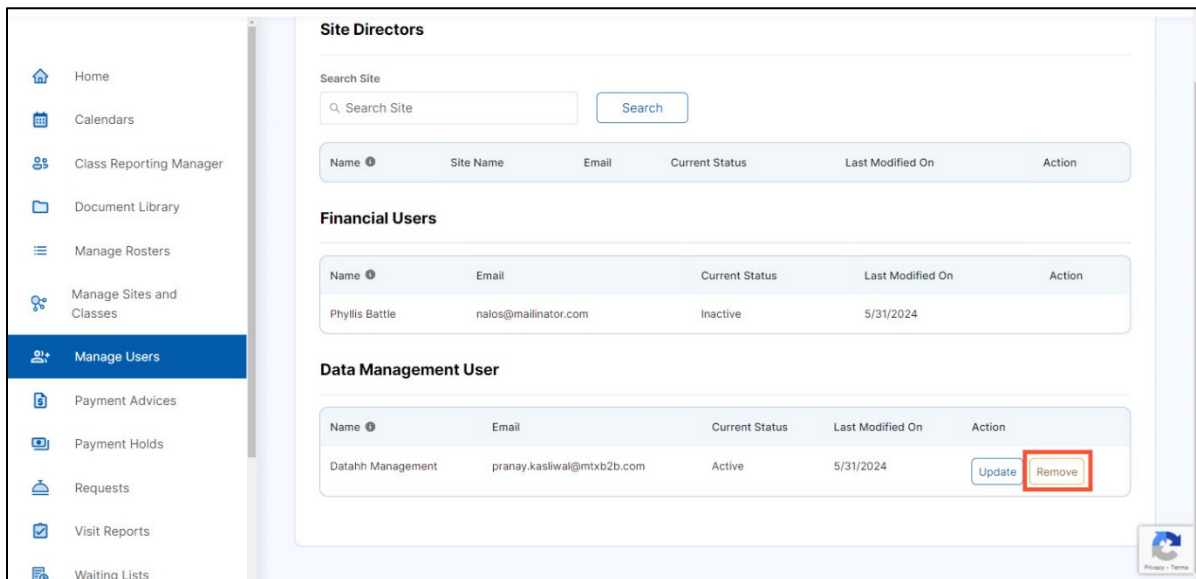


**After saving, a success message will be displayed on the page and the updated contact record will be displayed on the Manage Users page.*

Removing Users

To remove the user, perform the following steps:

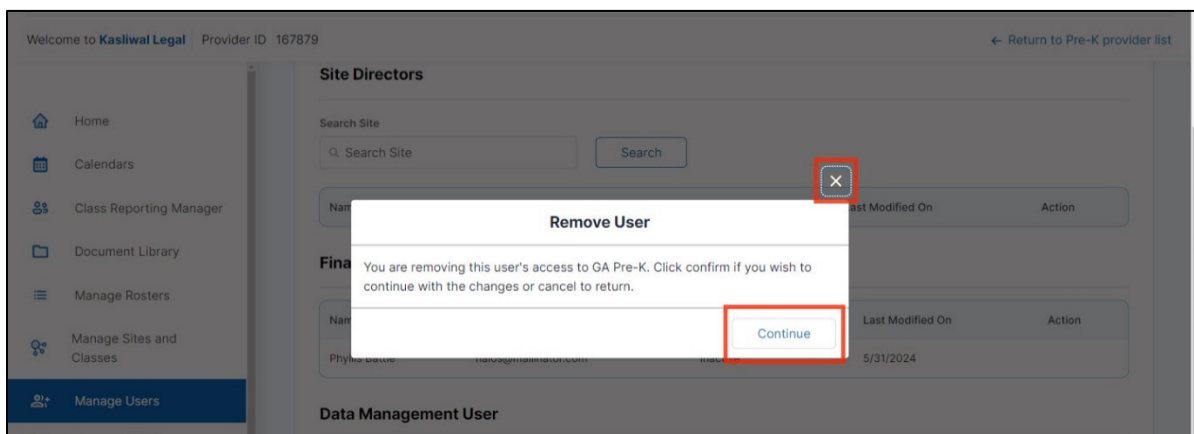
1. On the Manage Users page, scroll to the required user's section.
2. Select the user you wish to remove.
3. Click the **Remove** button to proceed with your selection.



A Remove User pop-up window will be displayed.

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

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



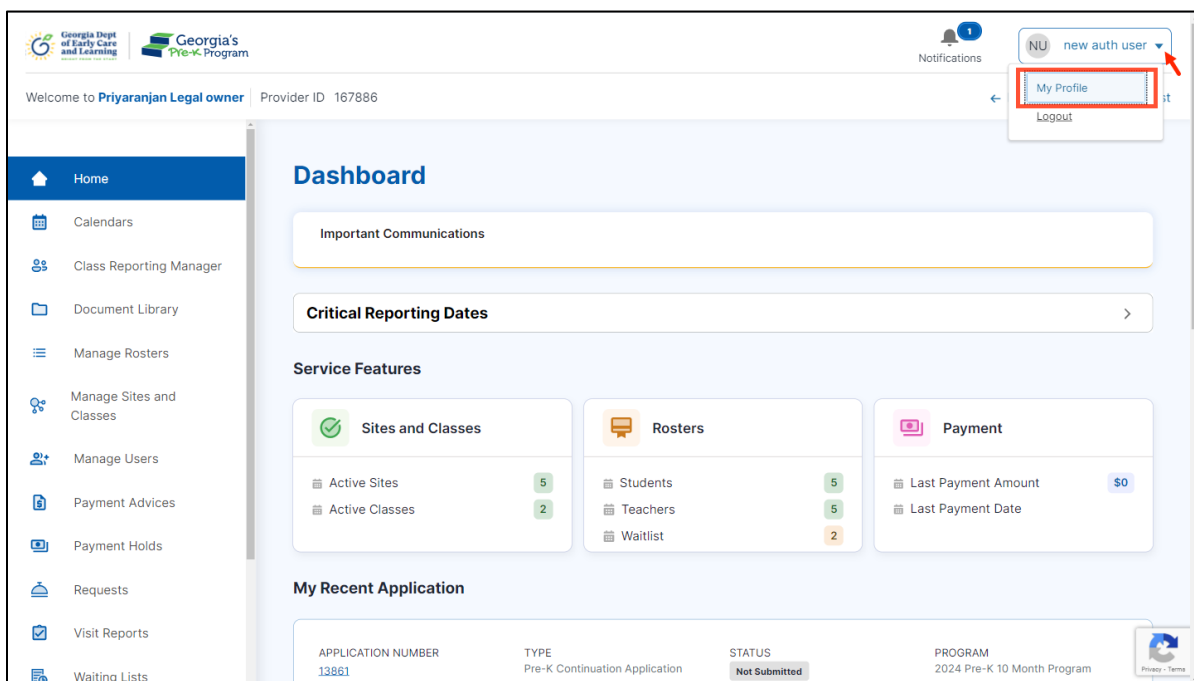
**After saving, a success message will display on the page and the current status of the contact record will be displayed as inactive and the user will not have access to this Provider/Site.*

MANAGING PROFILE

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

To manage your Profile, perform the following steps:

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

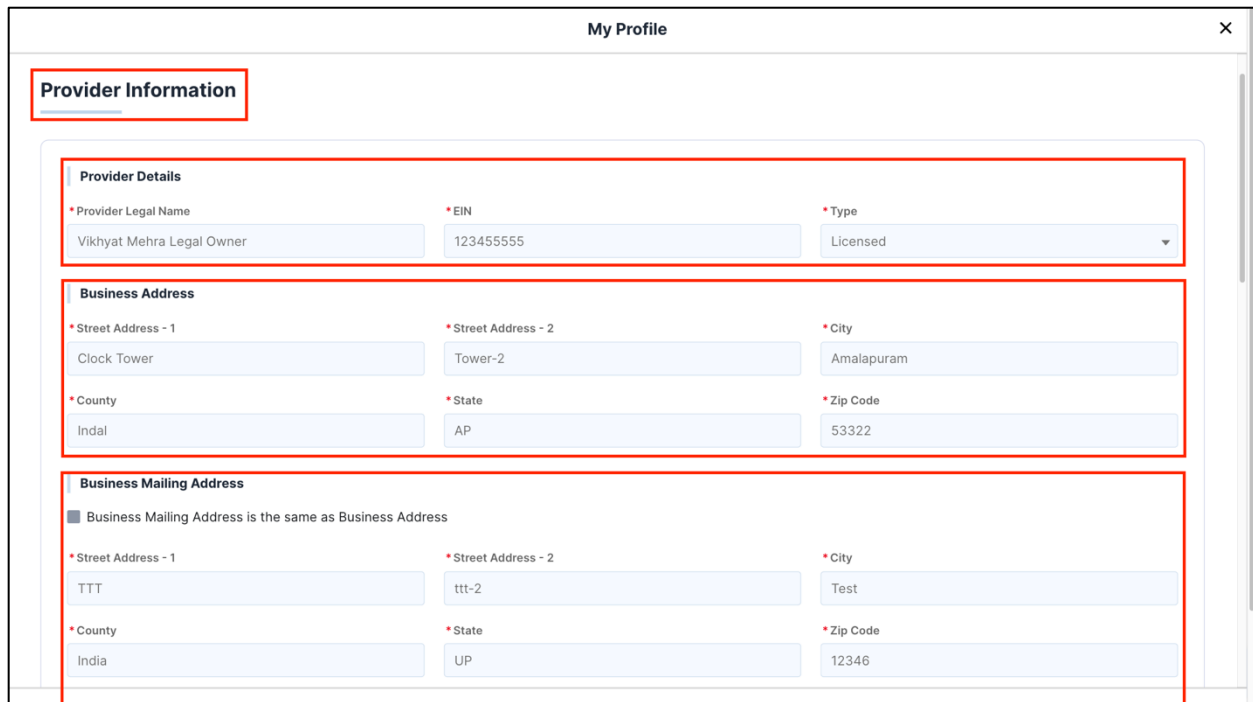


You will be directed to the My Profile page.

Viewing Provider Information

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

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



My Profile [X]

Provider Information

Provider Details

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

Business Address

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

Business Mailing Address

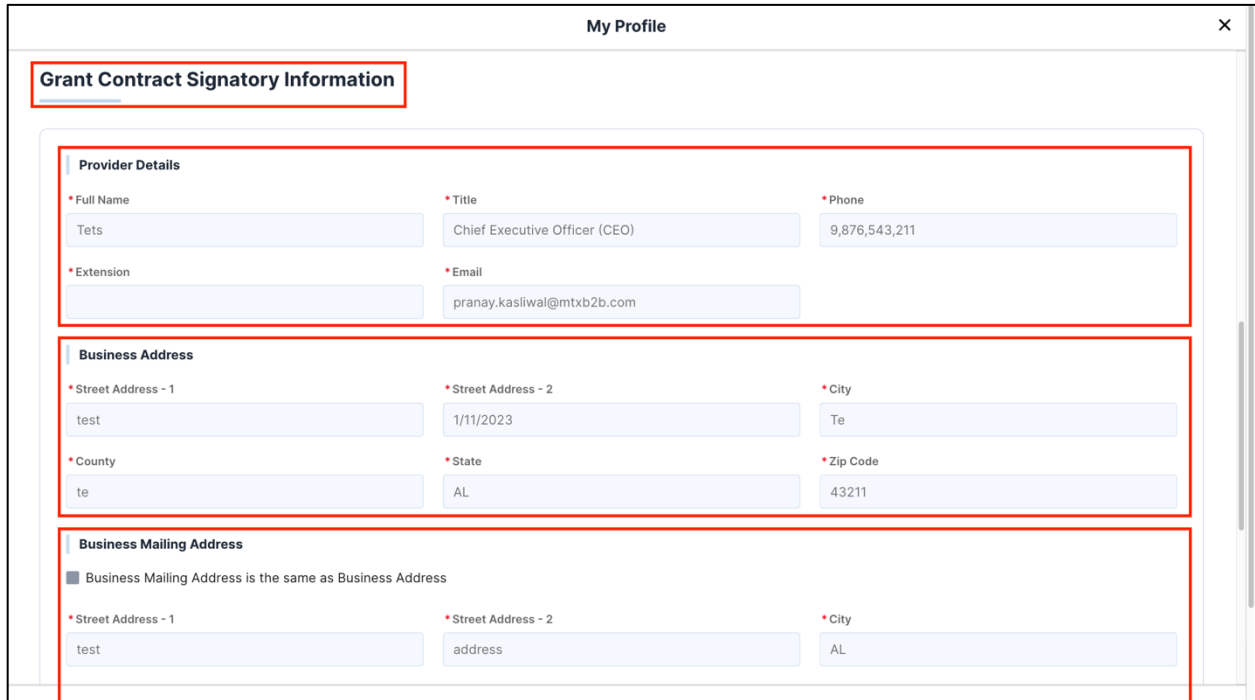
☒ Business Mailing Address is the same as Business Address

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



The screenshot displays the 'My Profile' page with a red box highlighting the 'Grant Contract Signatory Information' section. This section contains three sub-sections: 'Provider Details', 'Business Address', and 'Business Mailing Address'.

Grant Contract Signatory Information

Provider Details

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

Business Address

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

Business Mailing Address

☒ Business Mailing Address is the same as Business Address

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

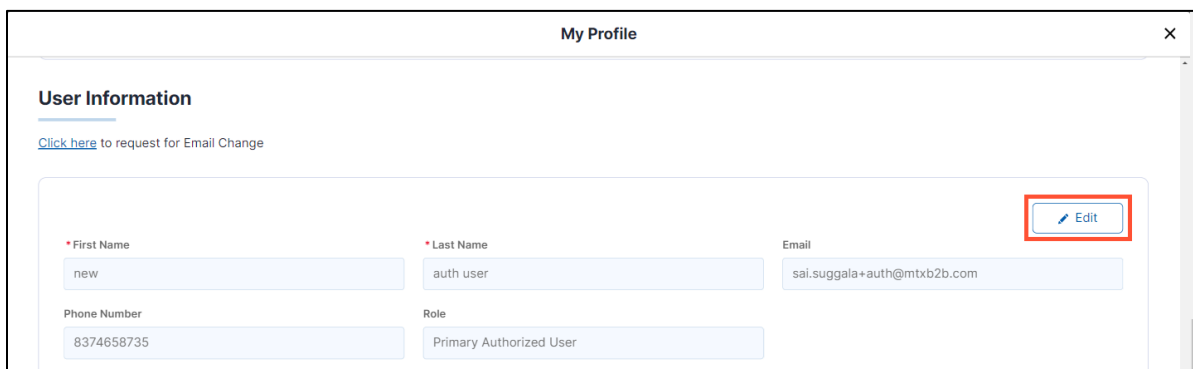
View and Edit User Information

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:

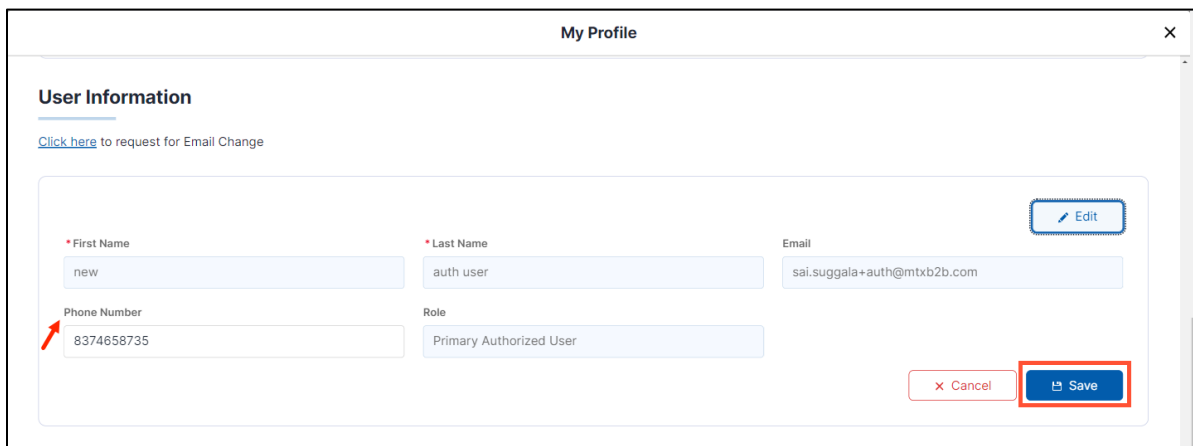
1. Scroll to the **User Information** section and click the **Edit** button.

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



The screenshot shows a 'My Profile' window with a 'User Information' section. Below the section title is a link: 'Click here to request for Email Change'. The form contains five fields: 'First Name' (new), 'Last Name' (auth user), 'Email' (sai.suggala+auth@mtxb2b.com), 'Phone Number' (8374658735), and 'Role' (Primary Authorized User). An '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.



This screenshot shows the same 'My Profile' window, but the 'Save' button is now highlighted with a red box. The 'Phone Number' field is also highlighted with a red arrow, indicating it has been modified. The 'Edit' button is still visible in the top right corner of the form area.

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

View and Edit Financial Information

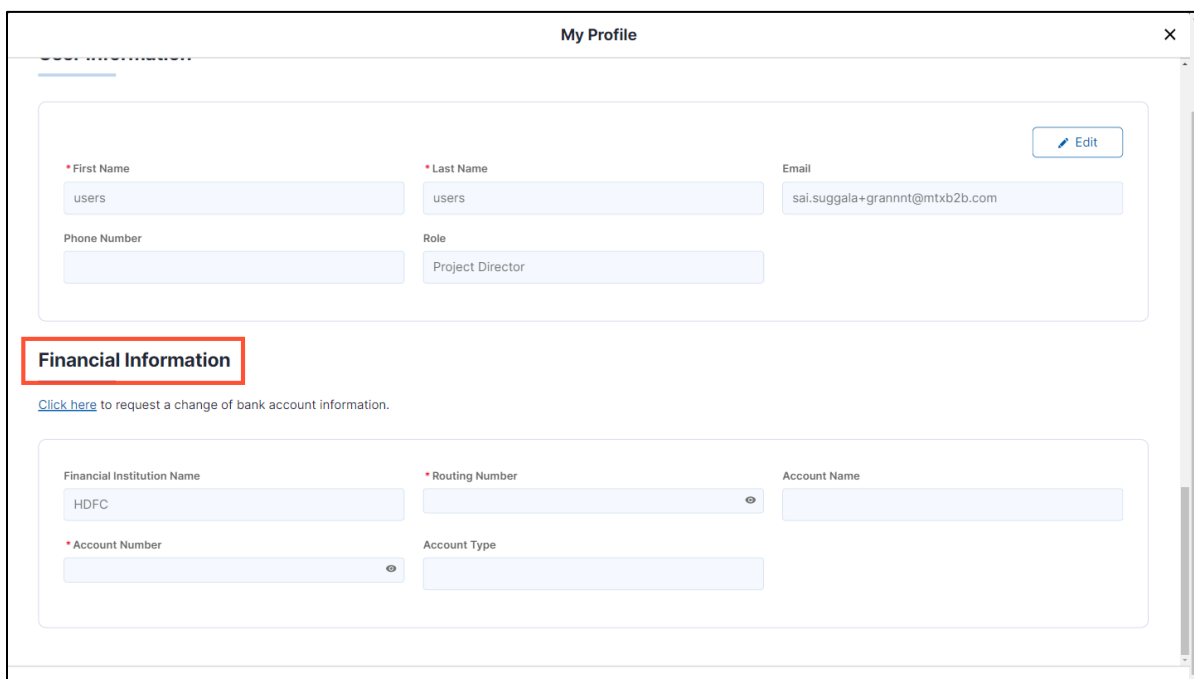
This information helps in tracking funding allocations, monitoring expenditures, and ensuring financial compliance with state guidelines. Accurate financial records support budget planning and resource allocation, enabling efficient use of funds to enhance program quality.

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 displays the 'My Profile' form. The top section contains personal information fields: 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 includes a link: 'Click here to request a change of bank account information.' The fields in this section are: Financial Institution Name (HDFC), Routing Number, Account Name, Account Number, and Account Type. The 'Account Number' field has a visibility icon (an eye with a slash).

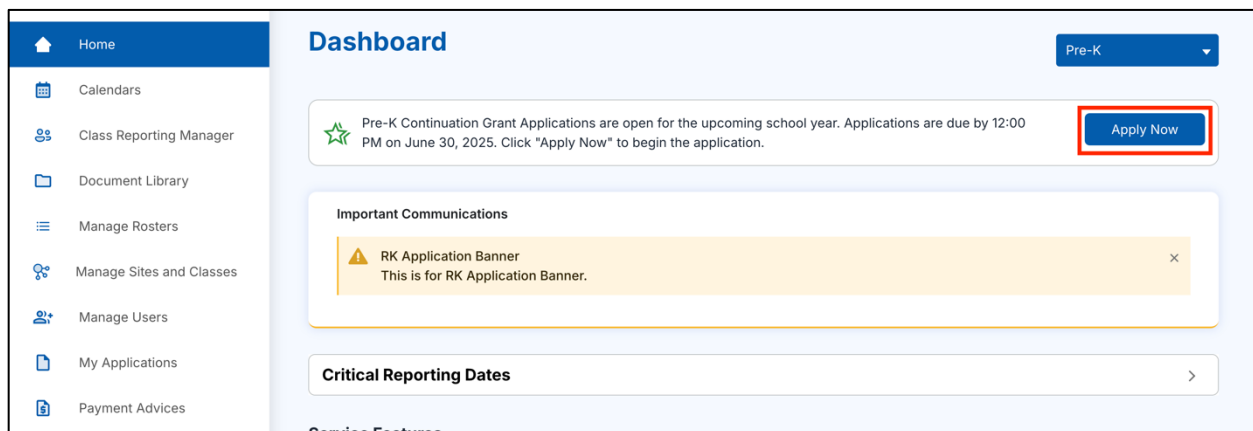
MANAGING APPLICATION

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.

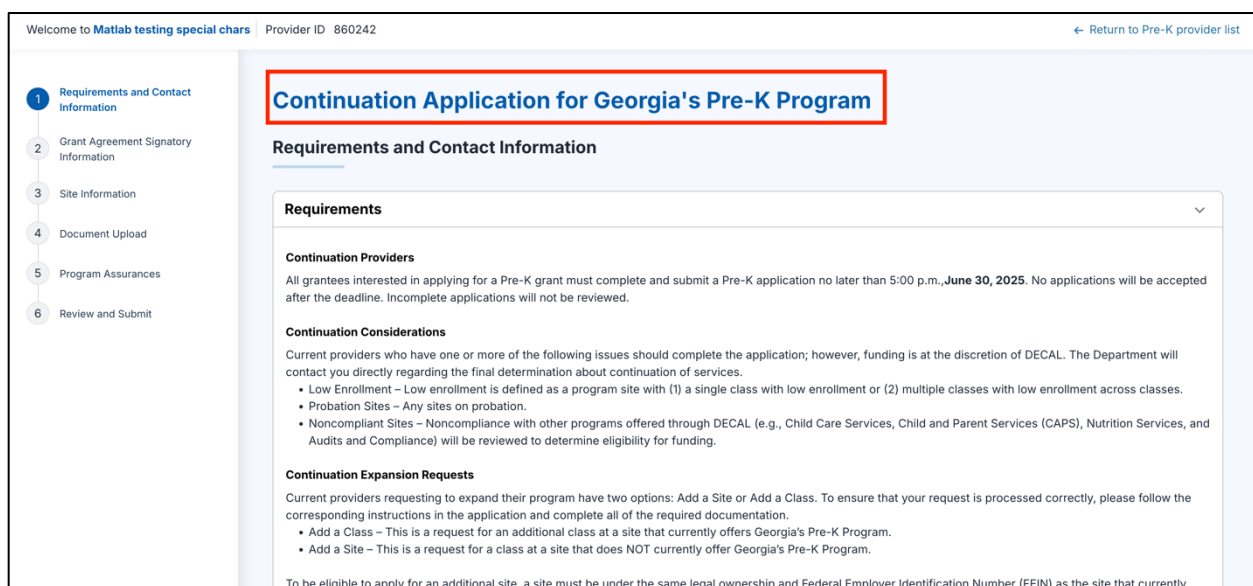
Submitting a Pre-K Continuation Application

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

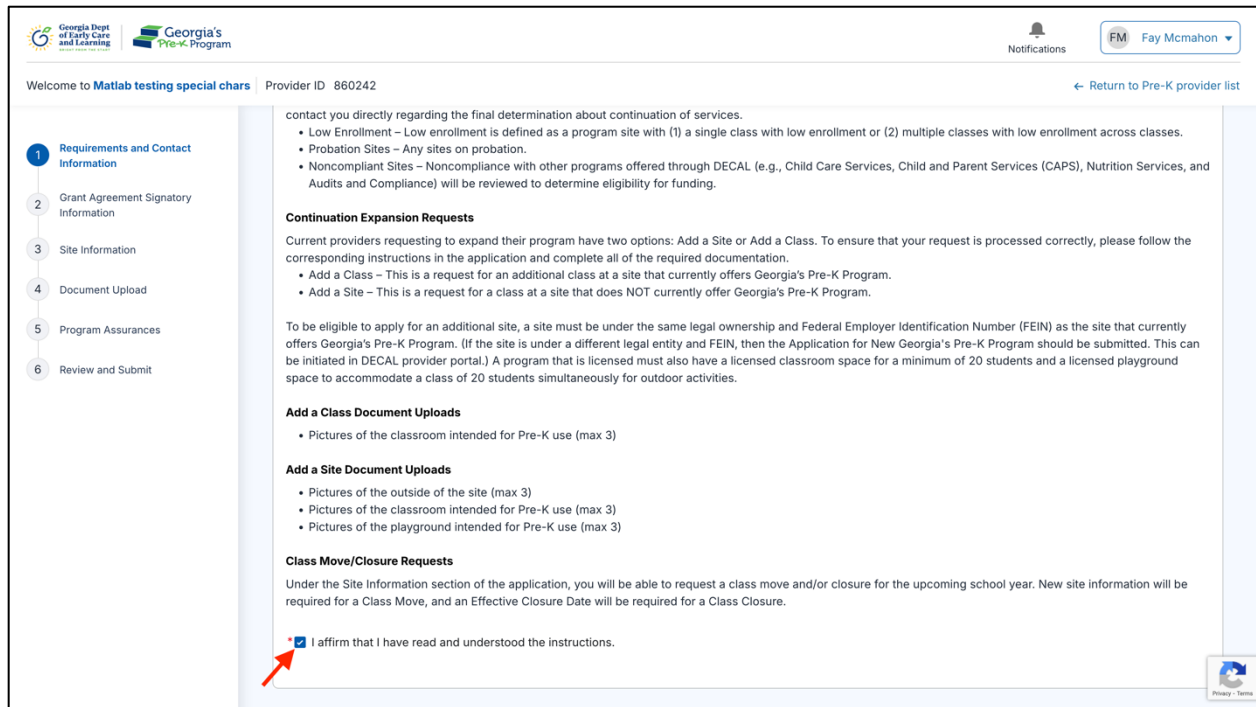
1. On the Dashboard, click the **Apply Now** button.



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

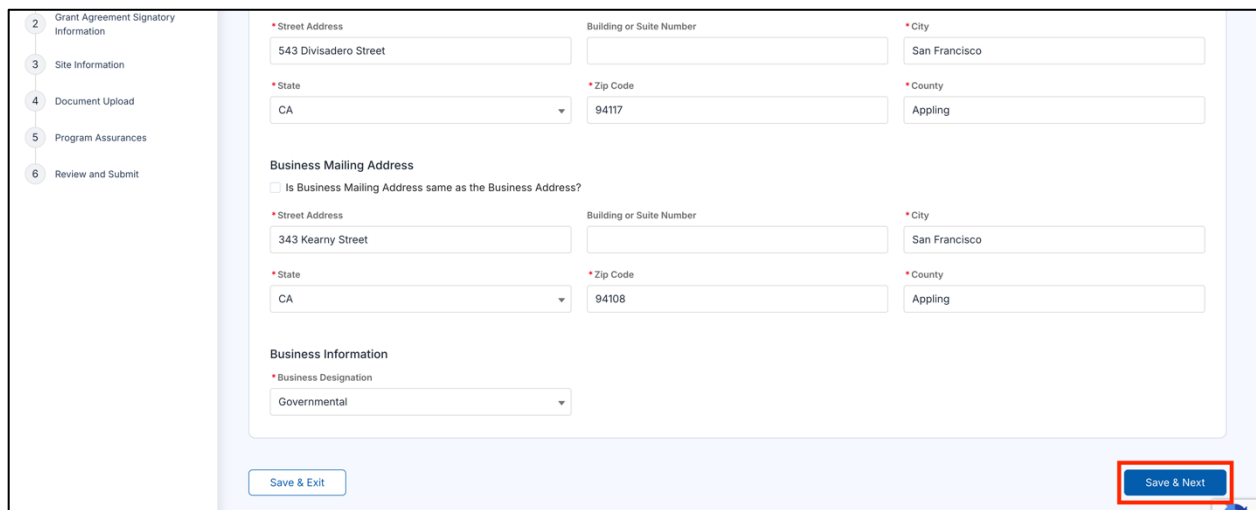


- Read the instructions then click the **I affirm that I have read and understood the instructions** checkbox.



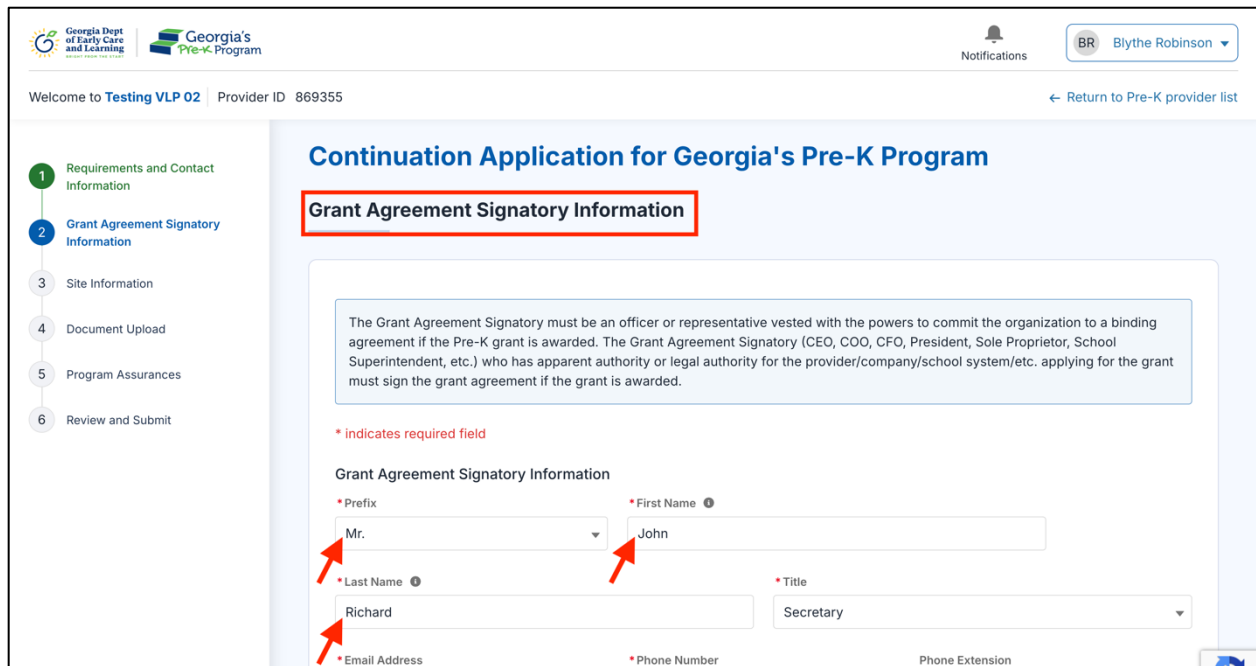
- Review the information in the **Contact Information, Project Director Contact Information, Business Mailing Address, and Business Information** section, then click the **Save & Next** button.

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



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

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



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

Welcome to **Testing VLP 02** | Provider ID 869355

Notifications | BR Blythe Robinson

← Return to Pre-K provider list

Continuation Application for Georgia's Pre-K Program

Grant Agreement Signatory Information

The Grant Agreement Signatory must be an officer or representative vested with the powers to commit the organization to a binding agreement if the Pre-K grant is awarded. The Grant Agreement Signatory (CEO, COO, CFO, President, Sole Proprietor, School Superintendent, etc.) who has apparent authority or legal authority for the provider/company/school system/etc. applying for the grant must sign the grant agreement if the grant is awarded.

* indicates required field

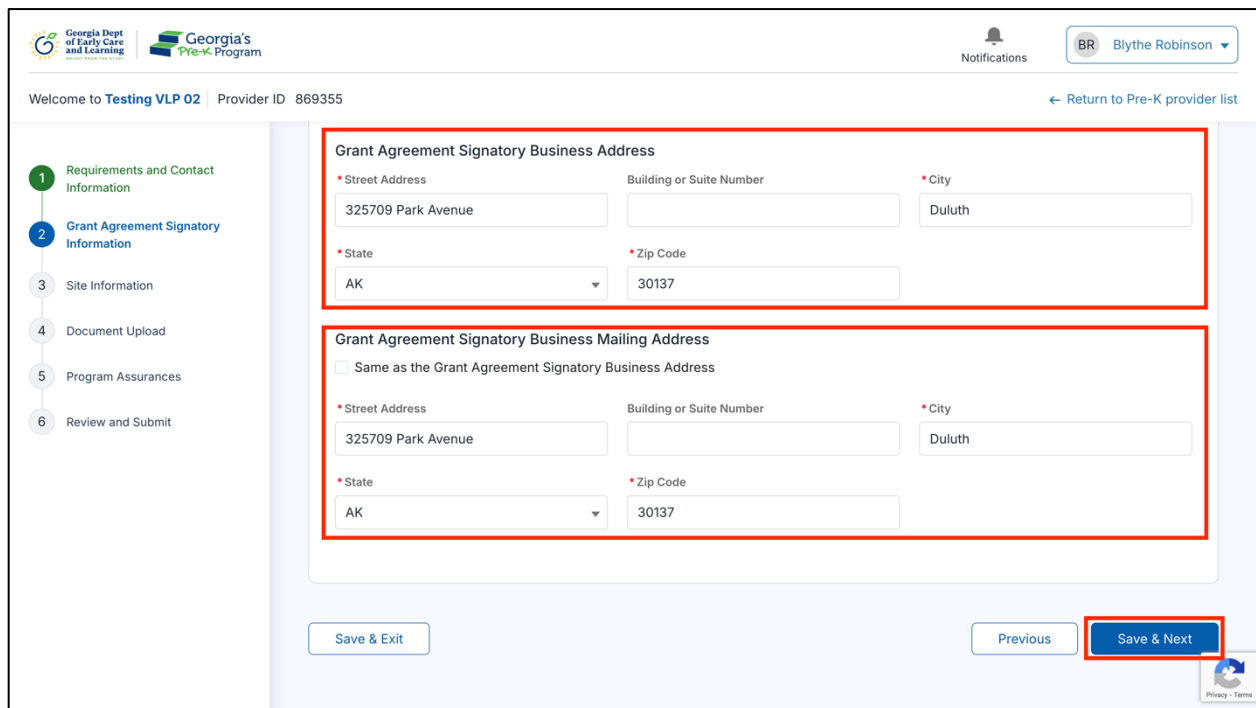
Grant Agreement Signatory Information

* Prefix: Mr. | * First Name: John

* Last Name: Richard | * Title: Secretary

* Email Address | * Phone Number | Phone Extension

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



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

Welcome to **Testing VLP 02** | Provider ID 869355

Notifications | BR Blythe Robinson

← Return to Pre-K provider list

Grant Agreement Signatory Business Address

* Street Address: 325709 Park Avenue | Building or Suite Number: | * City: Duluth

* State: AK | * Zip Code: 30137

Grant Agreement Signatory Business Mailing Address

☐ Same as the Grant Agreement Signatory Business Address

* Street Address: 325709 Park Avenue | Building or Suite Number: | * City: Duluth

* State: AK | * Zip Code: 30137

Save & Exit | Previous | **Save & Next**

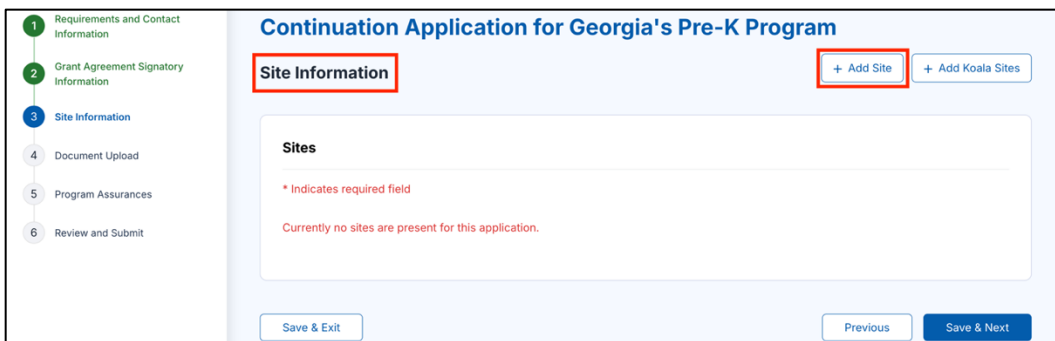
Privacy - Terms

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.

- 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.

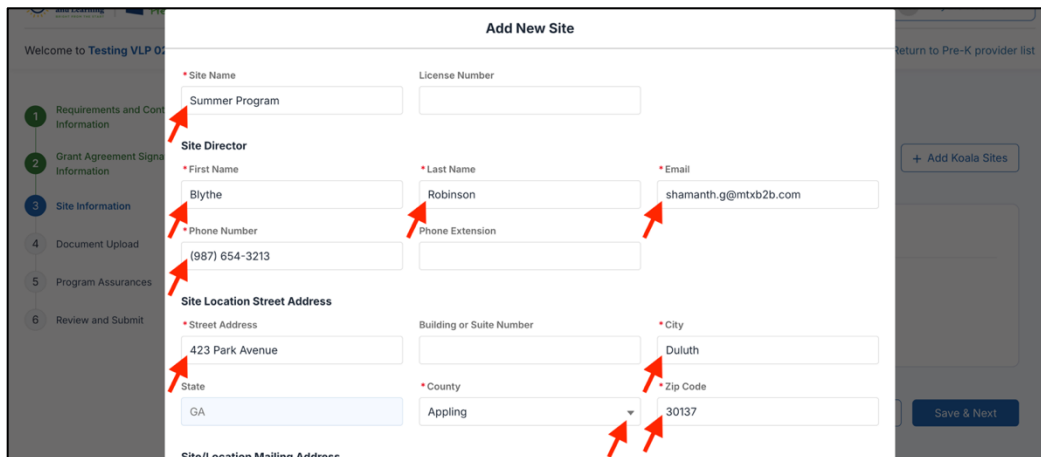


The **Add New Site** pop-up window will be displayed.

- Enter the **Site Name**.

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

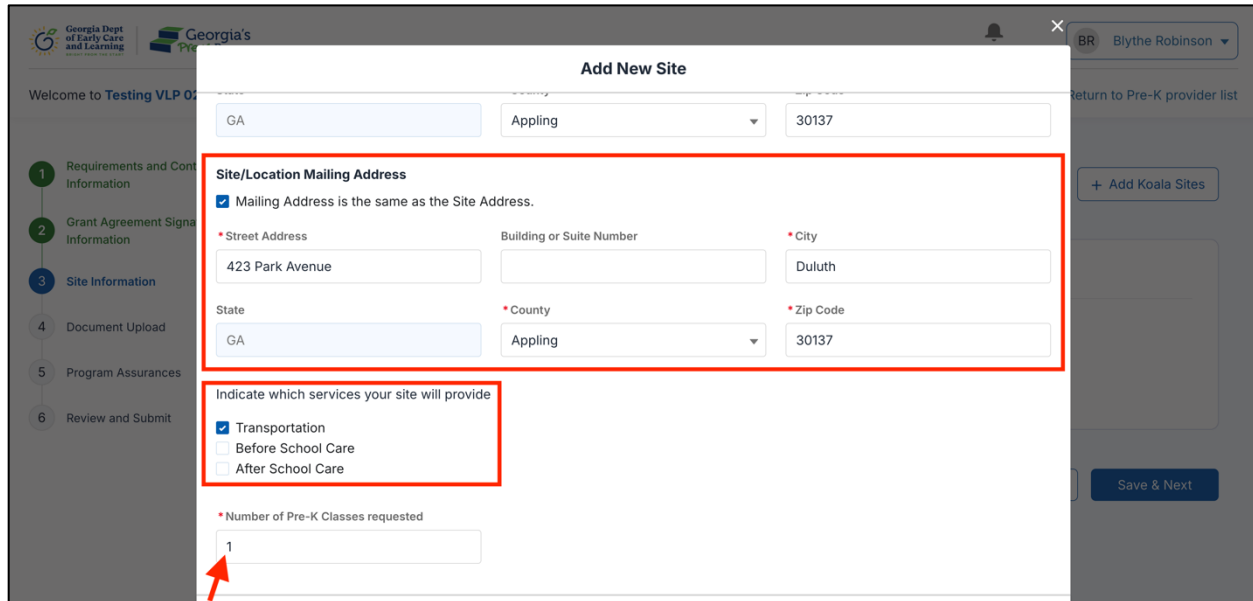
- In the Site Director section, enter the **First Name**, **Last Name**, **Email**, and **Phone Number**.
- In the Site Location Street Address section, enter the **Street Address**, **Building or Suite Number**, **City**, **Country**, and **Zip Code**.



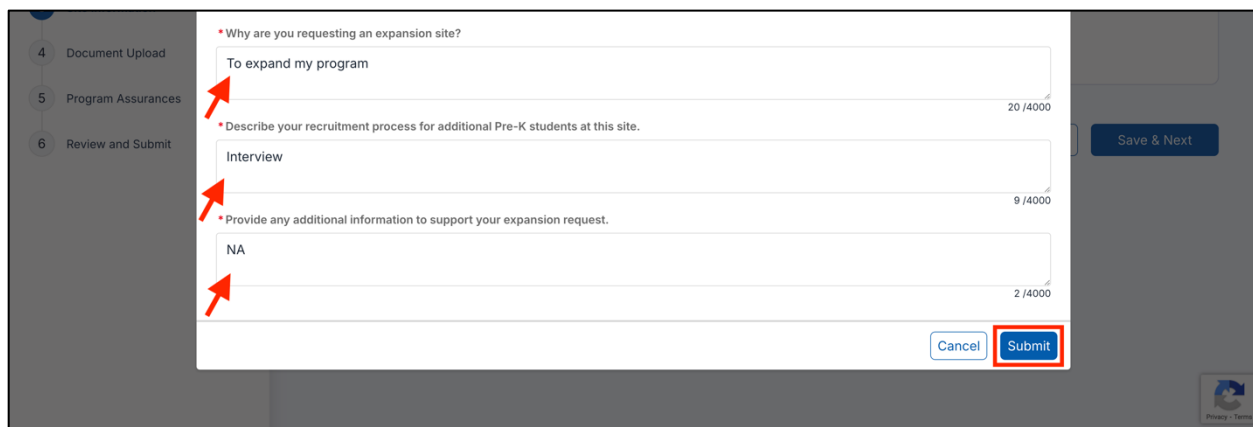
10. Select the **Mailing Address is the same as the above Address** checkbox if both addresses are identical.

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.

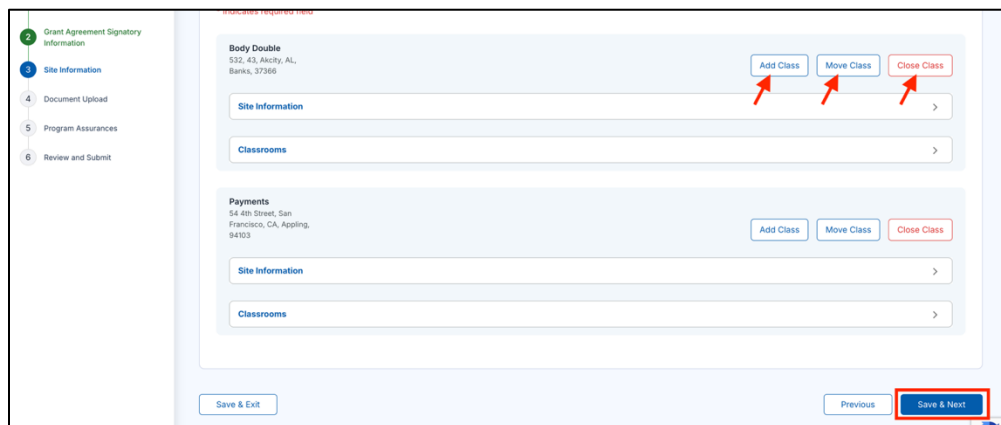


A success message will be displayed and you will be directed to the Site Information page.

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.

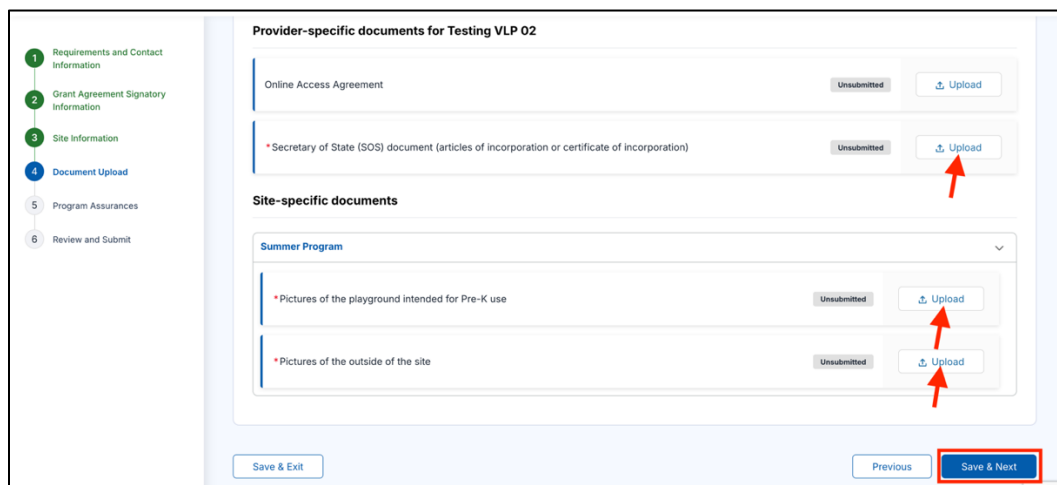


The **Document Upload** page will be displayed.

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

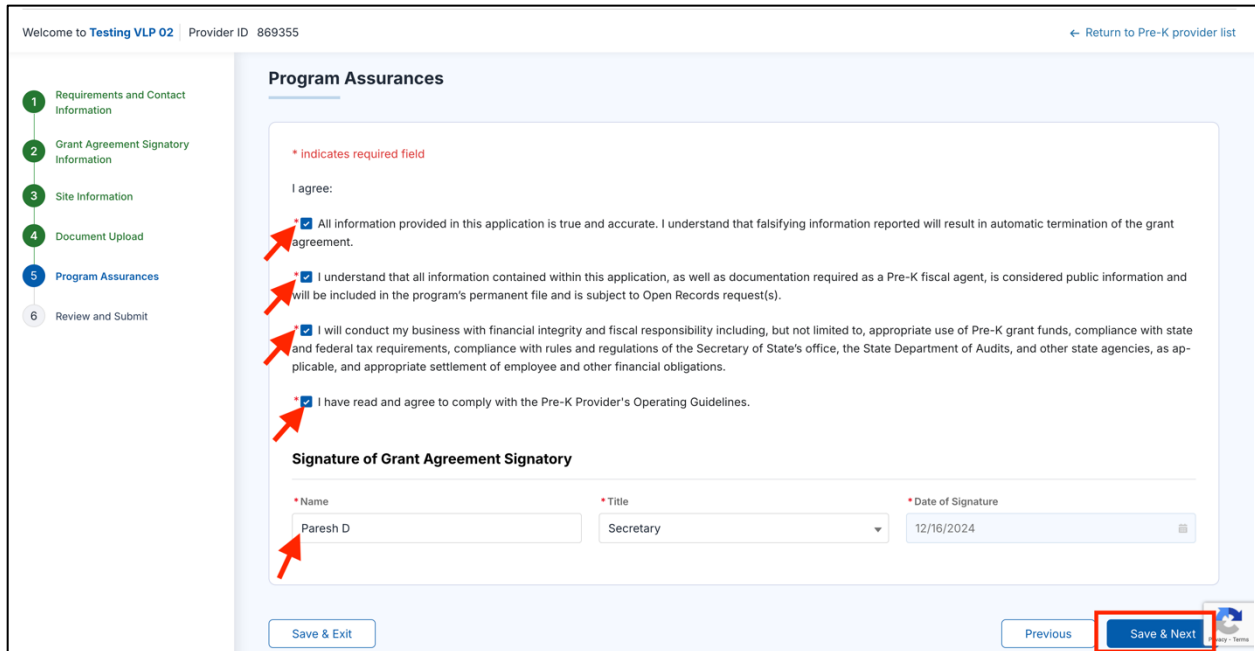
Notes:

- 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.



Welcome to **Testing VLP 02** | Provider ID 869355 [← Return to Pre-K provider list](#)

Program Assurances

* indicates required field

I agree:

- ☒ All information provided in this application is true and accurate. I understand that falsifying information reported will result in automatic termination of the grant agreement.
- ☒ I understand that all information contained within this application, as well as documentation required as a Pre-K fiscal agent, is considered public information and will be included in the program's permanent file and is subject to Open Records request(s).
- ☒ I will conduct my business with financial integrity and fiscal responsibility including, but not limited to, appropriate use of Pre-K grant funds, compliance with state and federal tax requirements, compliance with rules and regulations of the Secretary of State's office, the State Department of Audits, and other state agencies, as applicable, and appropriate settlement of employee and other financial obligations.
- ☒ I have read and agree to comply with the Pre-K Provider's Operating Guidelines.

Signature of Grant Agreement Signatory

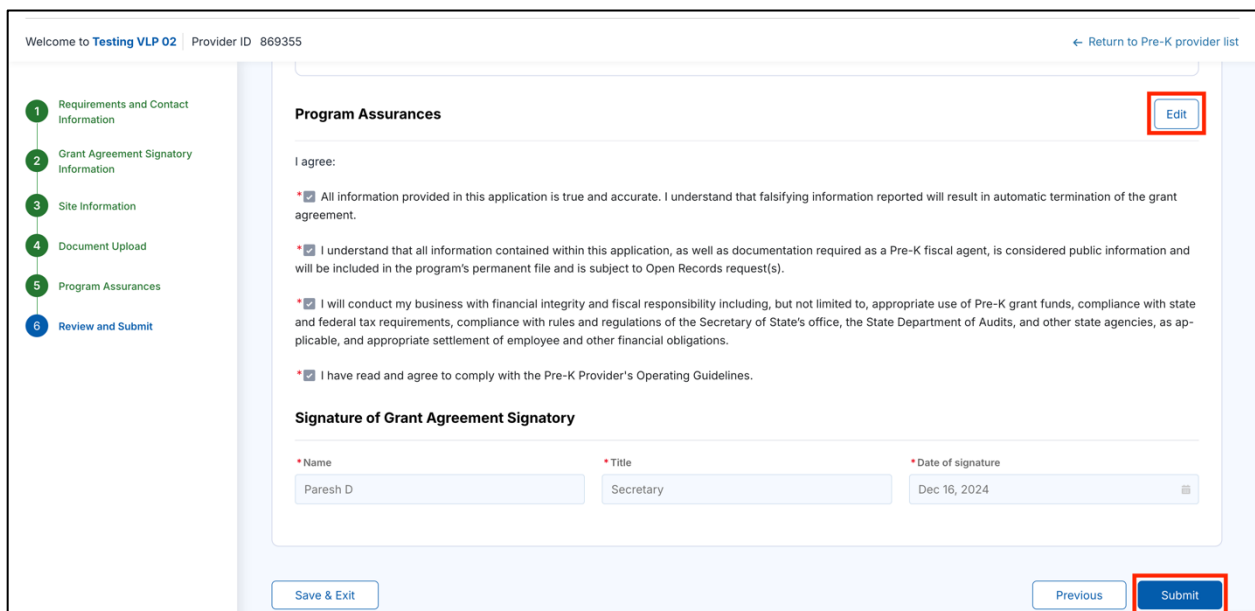
* Name: Paresh D * Title: Secretary * Date of Signature: 12/16/2024

[Save & Exit](#) [Previous](#) [Save & Next](#)

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.



Welcome to **Testing VLP 02** | Provider ID 869355 [← Return to Pre-K provider list](#)

Program Assurances [Edit](#)

I agree:

- ☒ All information provided in this application is true and accurate. I understand that falsifying information reported will result in automatic termination of the grant agreement.
- ☒ I understand that all information contained within this application, as well as documentation required as a Pre-K fiscal agent, is considered public information and will be included in the program's permanent file and is subject to Open Records request(s).
- ☒ I will conduct my business with financial integrity and fiscal responsibility including, but not limited to, appropriate use of Pre-K grant funds, compliance with state and federal tax requirements, compliance with rules and regulations of the Secretary of State's office, the State Department of Audits, and other state agencies, as applicable, and appropriate settlement of employee and other financial obligations.
- ☒ I have read and agree to comply with the Pre-K Provider's Operating Guidelines.

Signature of Grant Agreement Signatory

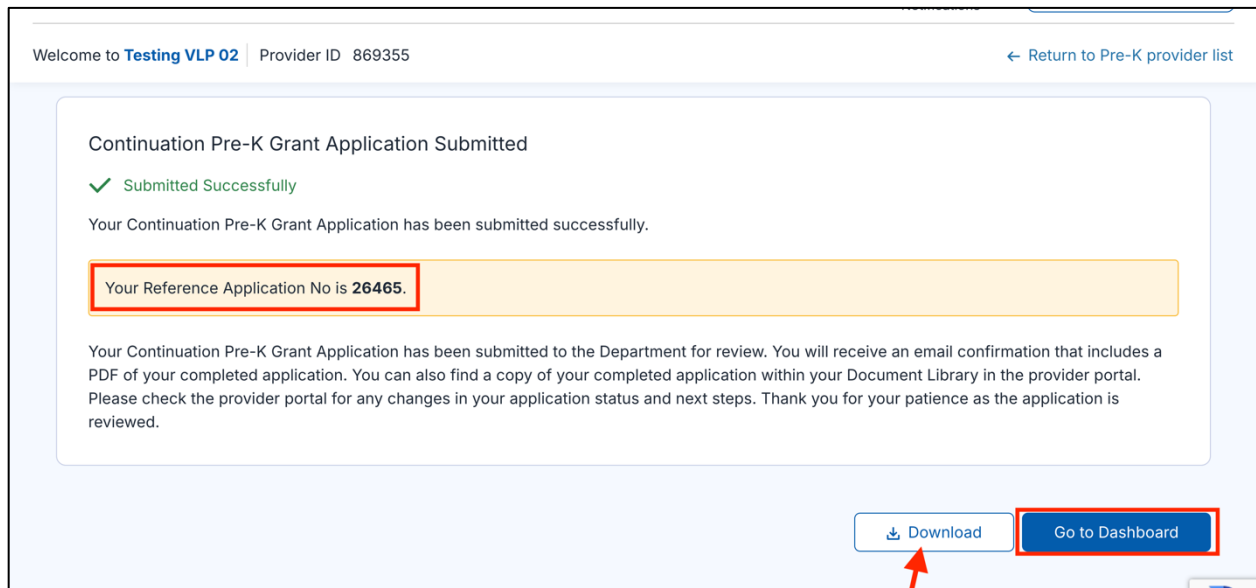
* Name: Paresh D * Title: Secretary * Date of signature: Dec 16, 2024

[Save & Exit](#) [Previous](#) [Submit](#)

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.



Welcome to **Testing VLP 02** | Provider ID 869355 [← Return to Pre-K provider list](#)

Continuation Pre-K Grant Application Submitted

✓ Submitted Successfully

Your Continuation Pre-K Grant Application has been submitted successfully.

Your Reference Application No is **26465**.

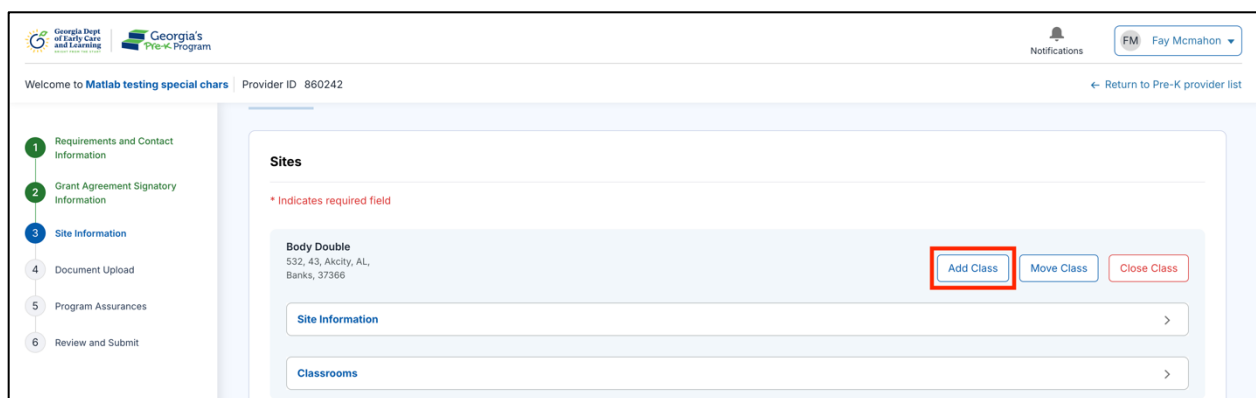
Your Continuation Pre-K Grant Application has been submitted to the Department for review. You will receive an email confirmation that includes a PDF of your completed application. You can also find a copy of your completed application within your Document Library in the provider portal. Please check the provider portal for any changes in your application status and next steps. Thank you for your patience as the application is reviewed.

[Download](#) [Go to Dashboard](#)

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.



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

Welcome to **Matlab testing special chars** | Provider ID 860242 [← 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

Sites

* Indicates required field

Body Double
532, 43, Akcity, AL,
Banks, 37366

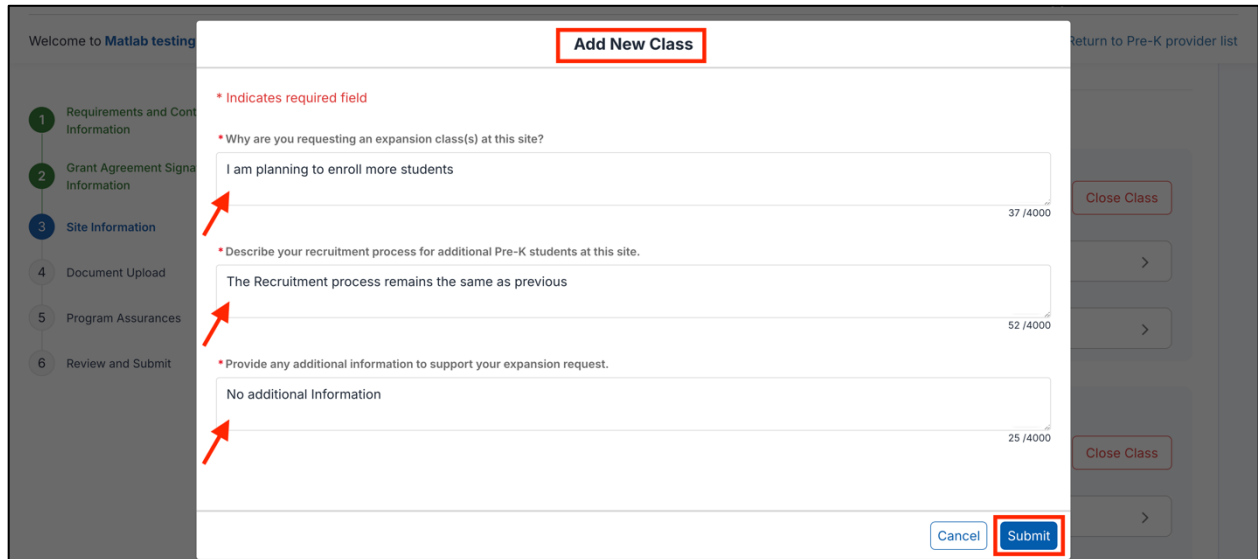
[Add Class](#) [Move Class](#) [Close Class](#)

Site Information >

Classrooms >

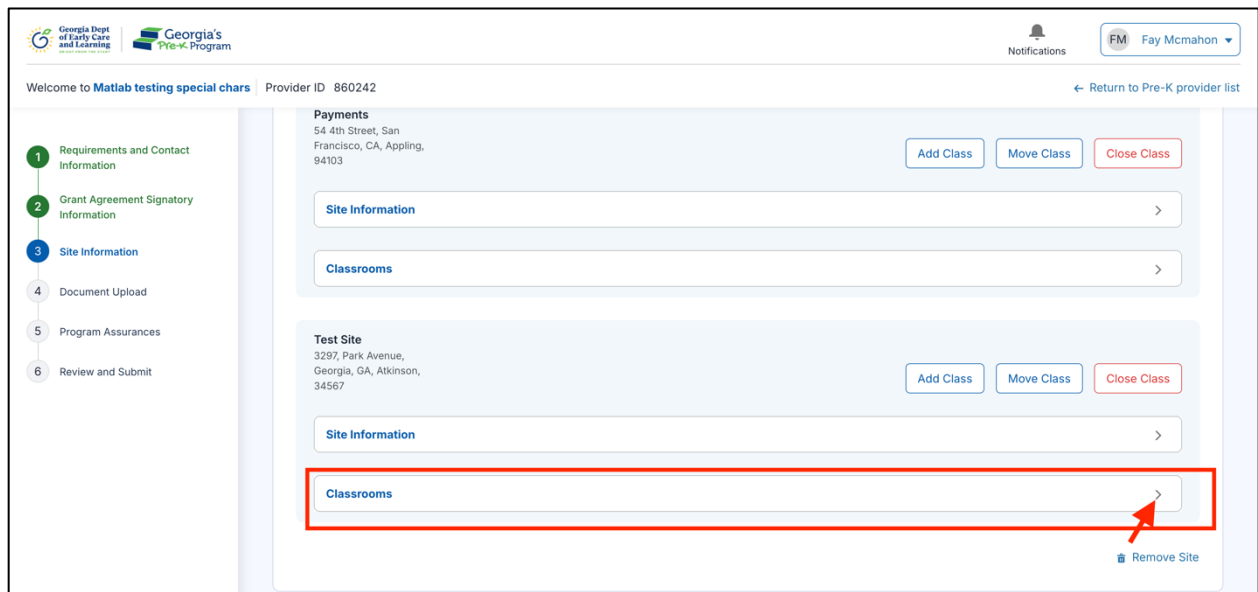
The **Add New Class** pop-up window will be displayed.

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.

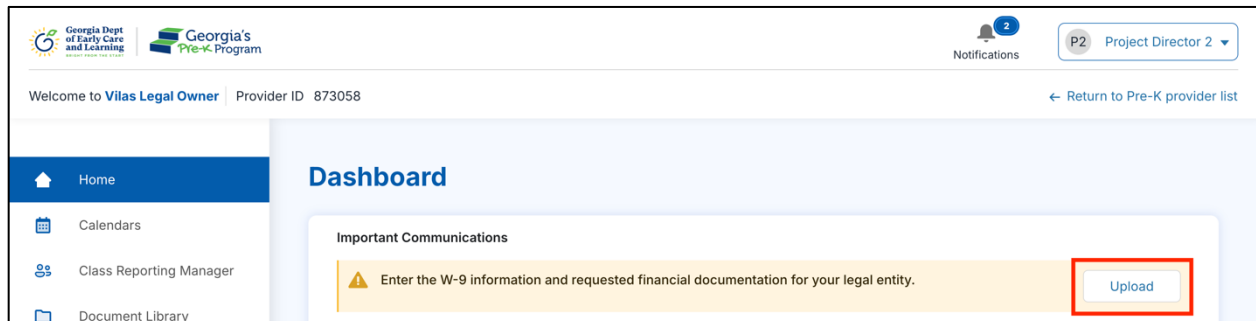


W9 and TIN Verification Submission for Newly Funded Providers

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

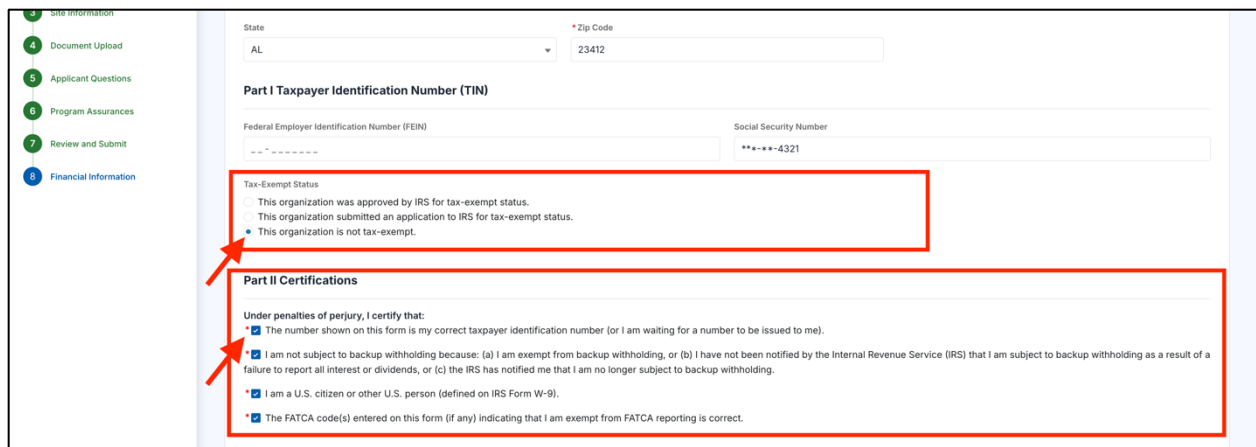
To submit the W9 and TIN form, perform the following steps:

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

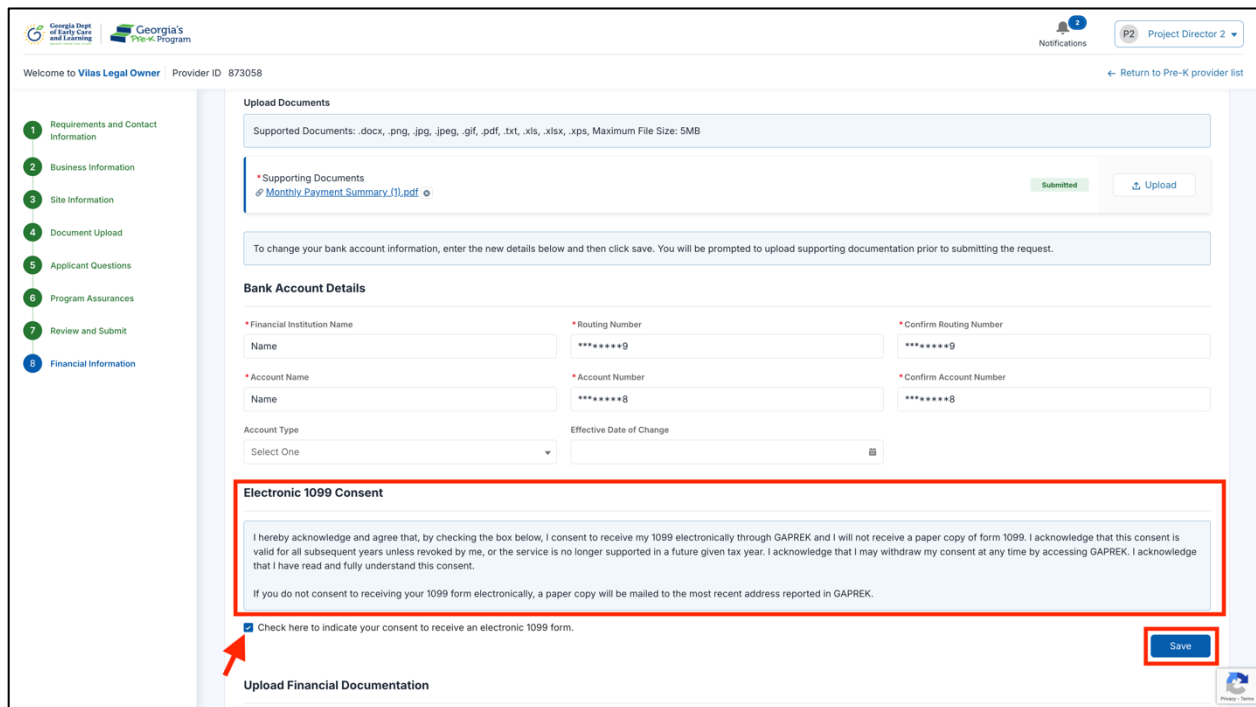


**The Taxpayer Information (W-9) page will be displayed.*

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.



Welcome to Vilas Legal Owner Provider ID: 873058

Upload Documents

Supported Documents: .docx, .png, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps, Maximum File Size: 5MB

* Supporting Documents
[Monthly Payment Summary \(1\).pdf](#)

Submitted Upload

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.

Bank Account Details

* Financial Institution Name
 Name

* Routing Number
 *****9

* Confirm Routing Number
 *****9

* Account Name
 Name

* Account Number
 *****8

* Confirm Account Number
 *****8

Account Type
 Select One

Effective Date of Change

Electronic 1099 Consent

I hereby acknowledge and agree that, by checking the box below, I consent to receive my 1099 electronically through GAPREK and I will not receive a paper copy of form 1099. I acknowledge that this consent is valid for all subsequent years unless revoked by me, or the service is no longer supported in a future given tax year. I acknowledge that I may withdraw my consent at any time by accessing GAPREK. I acknowledge that I have read and fully understand this consent.

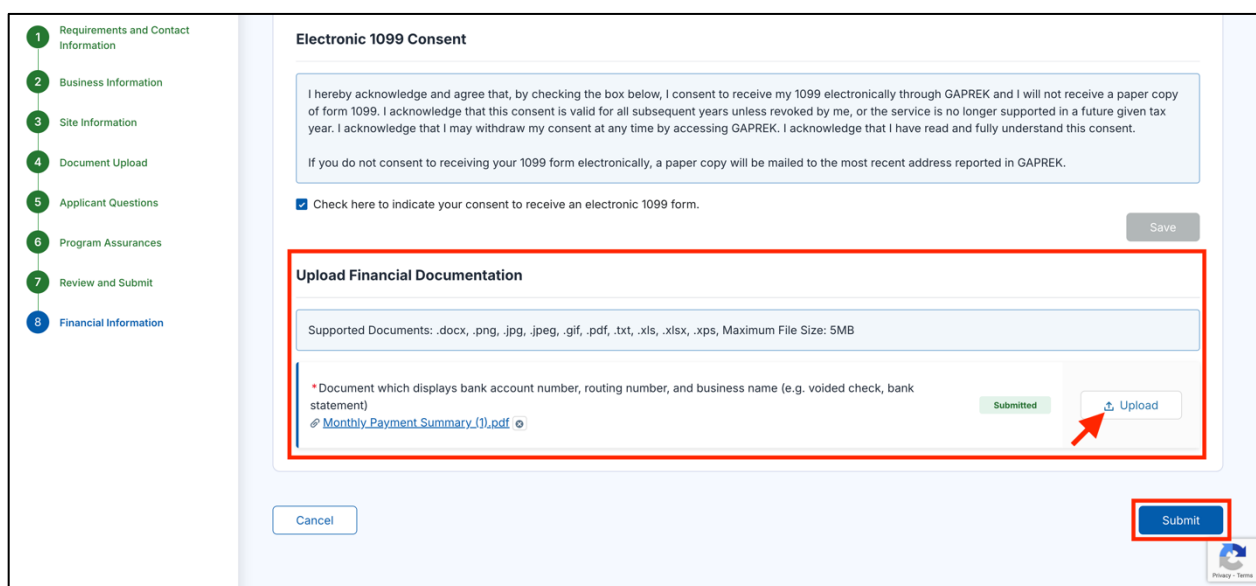
If you do not consent to receiving your 1099 form electronically, a paper copy will be mailed to the most recent address reported in GAPREK.

☒ Check here to indicate your consent to receive an electronic 1099 form.

Save

Upload Financial Documentation

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



Electronic 1099 Consent

I hereby acknowledge and agree that, by checking the box below, I consent to receive my 1099 electronically through GAPREK and I will not receive a paper copy of form 1099. I acknowledge that this consent is valid for all subsequent years unless revoked by me, or the service is no longer supported in a future given tax year. I acknowledge that I may withdraw my consent at any time by accessing GAPREK. I acknowledge that I have read and fully understand this consent.

If you do not consent to receiving your 1099 form electronically, a paper copy will be mailed to the most recent address reported in GAPREK.

☒ Check here to indicate your consent to receive an electronic 1099 form.

Save

Upload Financial Documentation

Supported Documents: .docx, .png, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps, Maximum File Size: 5MB

* Document which displays bank account number, routing number, and business name (e.g. voided check, bank statement)
[Monthly Payment Summary \(1\).pdf](#)

Submitted Upload

Cancel

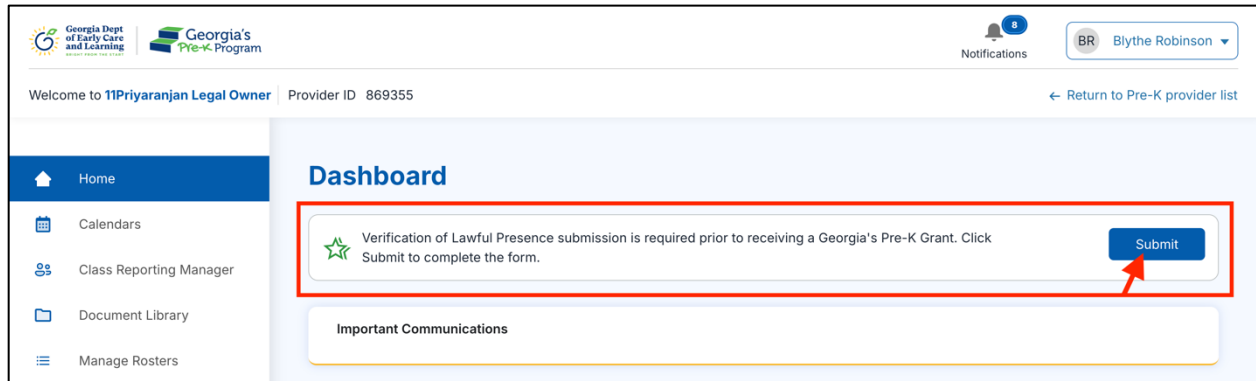
Submit

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.

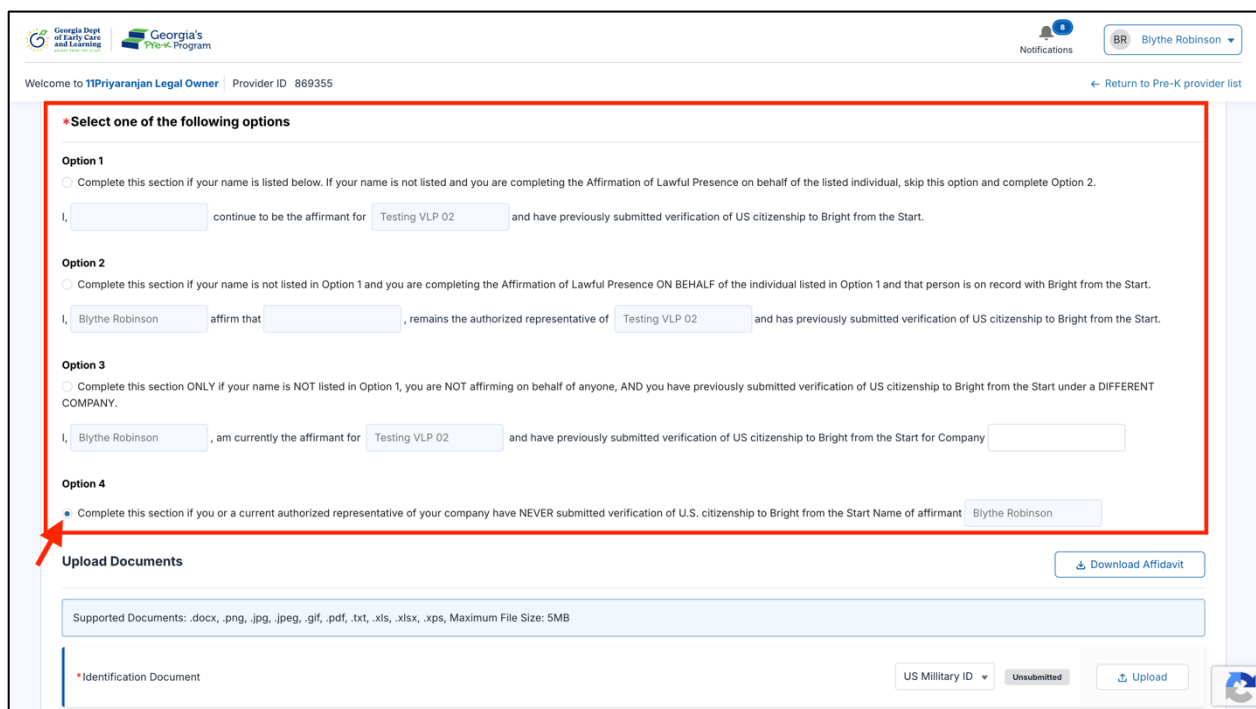
To submit the Verification of Lawful Presence form, perform the following steps:

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.



***Select one of the following options**

Option 1

☐ Complete this section if your name is listed below. If your name is not listed and you are completing the Affirmation of Lawful Presence on behalf of the listed individual, skip this option and complete Option 2.

I, continue to be the affiant for Testing VLP 02 and have previously submitted verification of US citizenship to Bright from the Start.

Option 2

☐ Complete this section if your name is not listed in Option 1 and you are completing the Affirmation of Lawful Presence ON BEHALF of the individual listed in Option 1 and that person is on record with Bright from the Start.

I, Blythe Robinson affirm that , remains the authorized representative of Testing VLP 02 and has previously submitted verification of US citizenship to Bright from the Start.

Option 3

☐ Complete this section ONLY if your name is NOT listed in Option 1, you are NOT affirming on behalf of anyone, AND you have previously submitted verification of US citizenship to Bright from the Start under a DIFFERENT COMPANY.

I, Blythe Robinson , am currently the affiant for Testing VLP 02 and have previously submitted verification of US citizenship to Bright from the Start for Company

Option 4

☒ Complete this section if you or a current authorized representative of your company have NEVER submitted verification of U.S. citizenship to Bright from the Start Name of affiant Blythe Robinson

Upload Documents

[Download Affidavit](#)

Supported Documents: .docx, .png, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps, Maximum File Size: 5MB

***Identification Document**

US Military ID Unsubmitted [Upload](#)

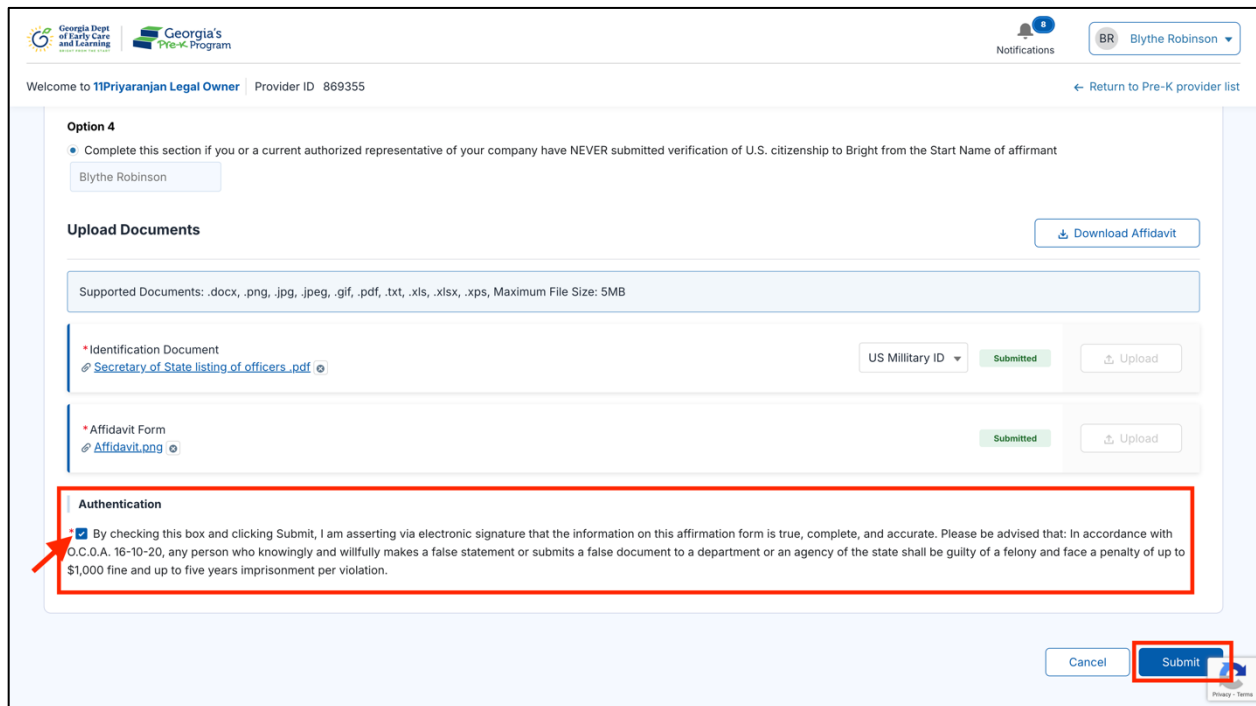
4. If you have chosen Option 4, upload the **Identification Document** and **Affidavit Form** using the **Upload** button.

Notes:

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



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



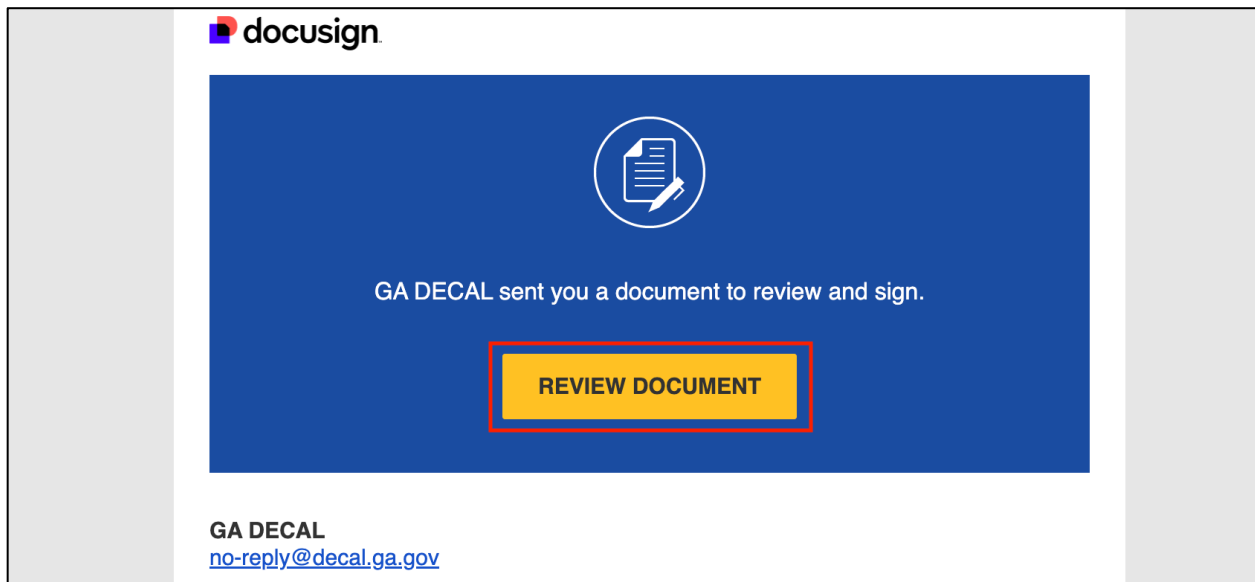
**Upon successful submission, the Verification of Lawful Presence submitted successfully message will be displayed on the page.*

Delegation of Authority (DocuSign)

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

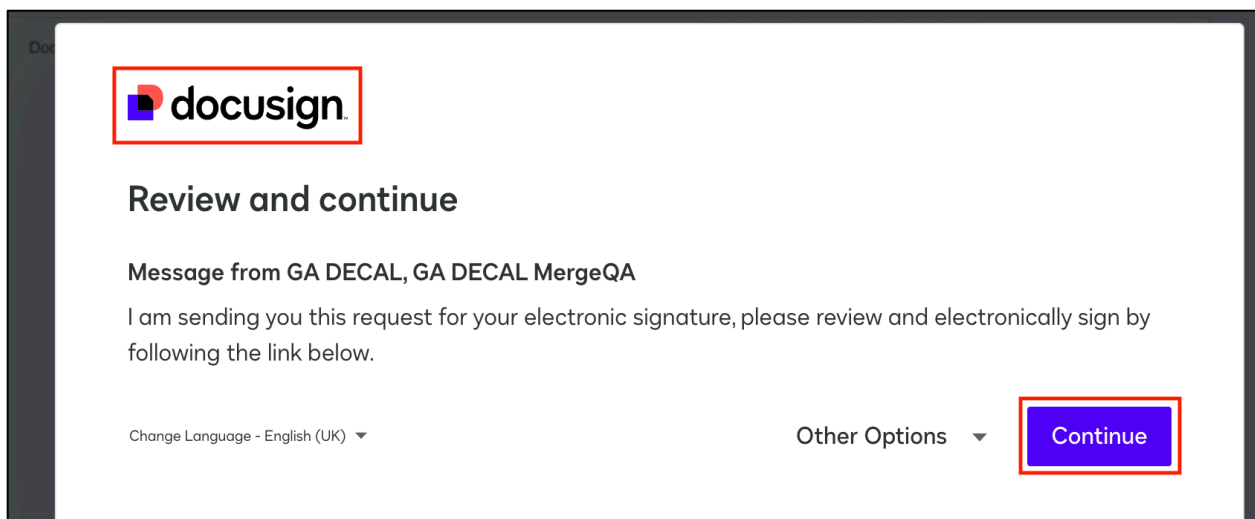
To review and submit the Delegation of Authority form, perform the following steps:

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



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

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




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

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

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

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www.docusign.com



**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

Delegation of Authority from School District to Board of Education

Dear Pre-K Provider:

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

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

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

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

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.



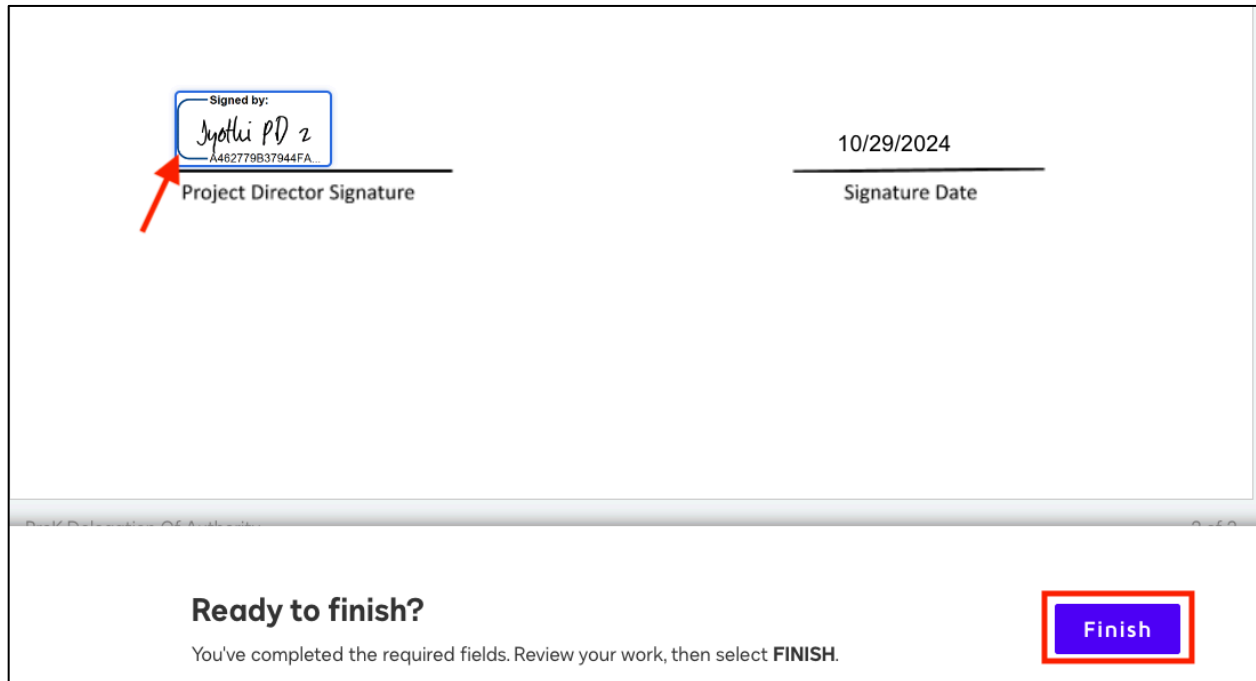
Project Director Signature

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.



Signed by: Mohli PD 2
A462779B37944FA

Project Director Signature

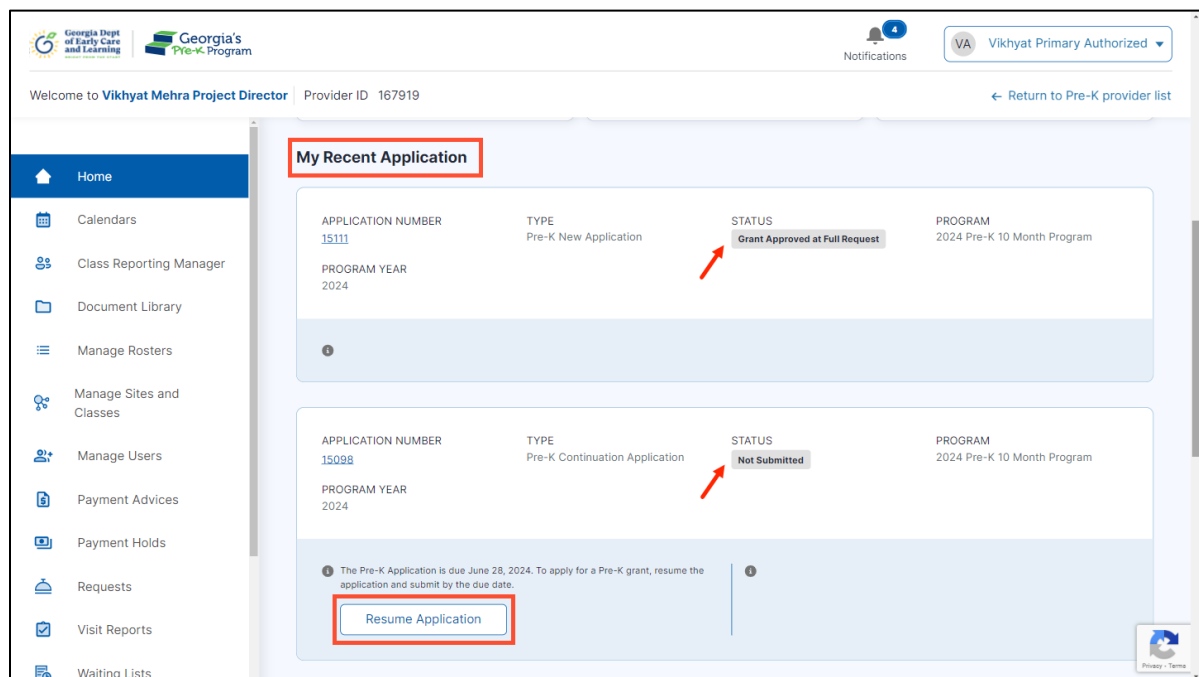
10/29/2024
Signature Date

Ready to finish?
You've completed the required fields. Review your work, then select **FINISH**.

Finish

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.



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

My Recent Application

APPLICATION NUMBER	TYPE	STATUS	PROGRAM
15111	Pre-K New Application	Grant Approved at Full Request	2024 Pre-K 10 Month Program
15098	Pre-K Continuation Application	Not Submitted	2024 Pre-K 10 Month Program

The Pre-K Application is due June 28, 2024. To apply for a Pre-K grant, resume the application and submit by the due date.

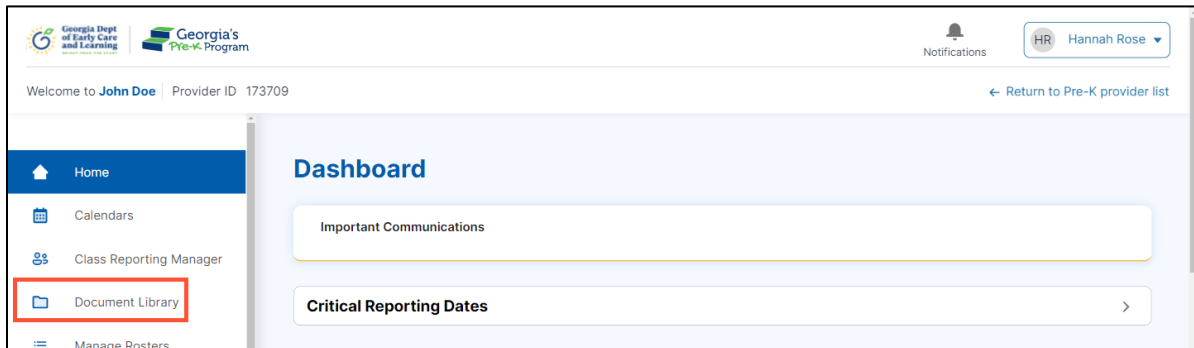
Resume Application

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.

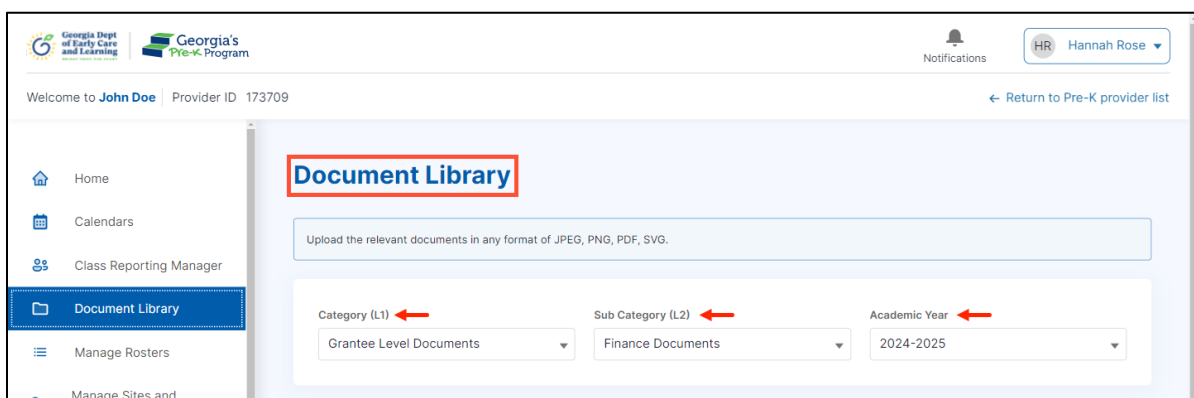


You will be directed to the Documents Library page.

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.

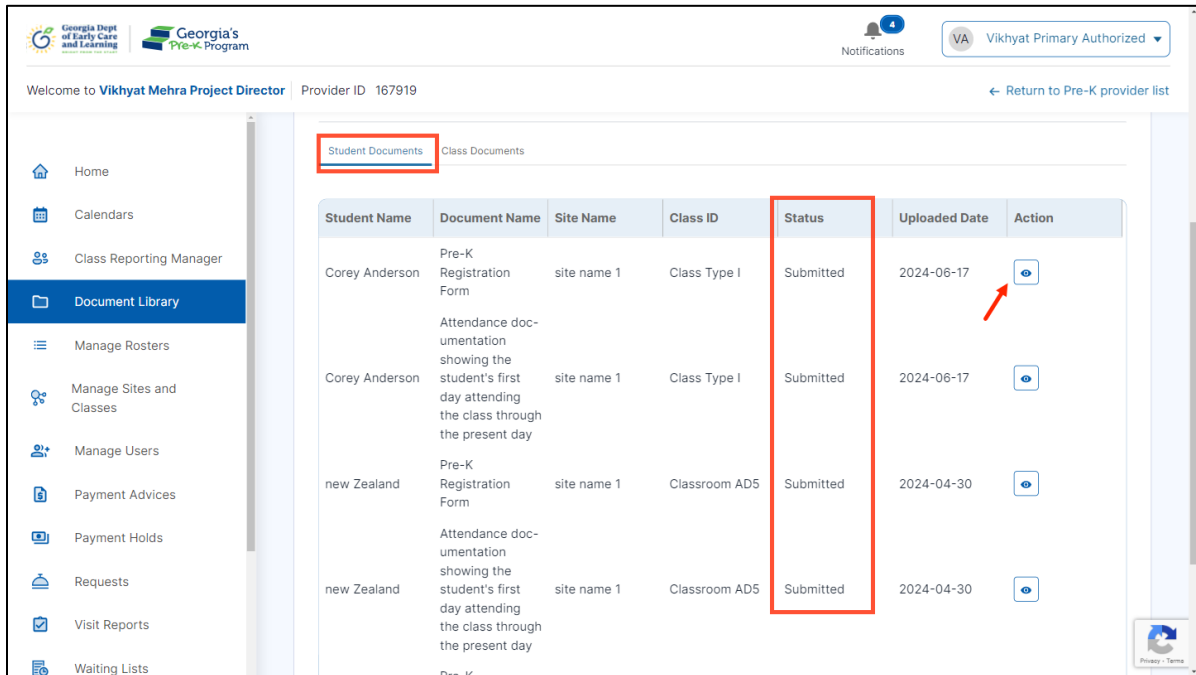
- c. Select the *year range* from the **Academic Year** drop-down list.



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).



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

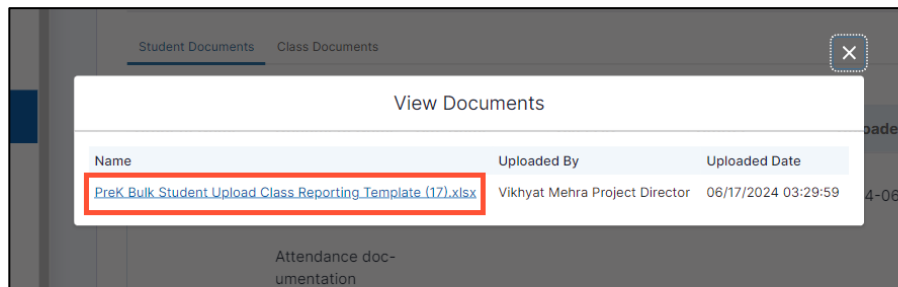
← Return to Pre-K provider list

Student Documents | Class Documents

Student Name	Document Name	Site Name	Class ID	Status	Uploaded Date	Action
Corey Anderson	Pre-K Registration Form	site name 1	Class Type I	Submitted	2024-06-17	
Corey Anderson	Attendance documentation showing the student's first day attending the class through the present day	site name 1	Class Type I	Submitted	2024-06-17	
new Zealand	Pre-K Registration Form	site name 1	Classroom AD5	Submitted	2024-04-30	
new Zealand	Attendance documentation showing the student's first day attending the class through the present day	site name 1	Classroom AD5	Submitted	2024-04-30	

The view documents pop-up window will be displayed.

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



View Documents

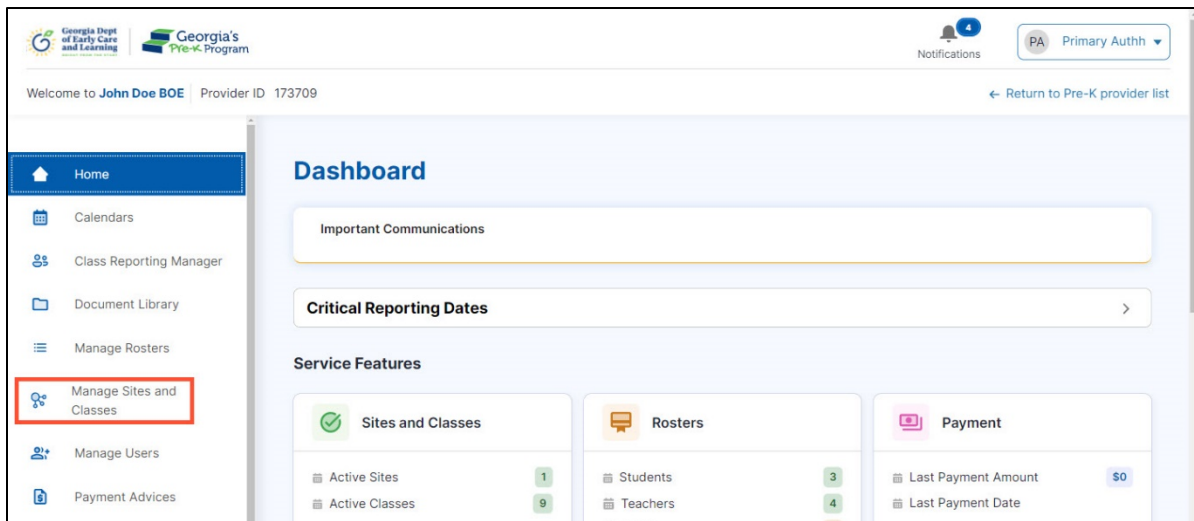
Name	Uploaded By	Uploaded Date
PreK Bulk Student Upload Class Reporting Template (17).xlsx	Vikhyat Mehra Project Director	06/17/2024 03:29:59

MANAGING SITES AND CLASSES

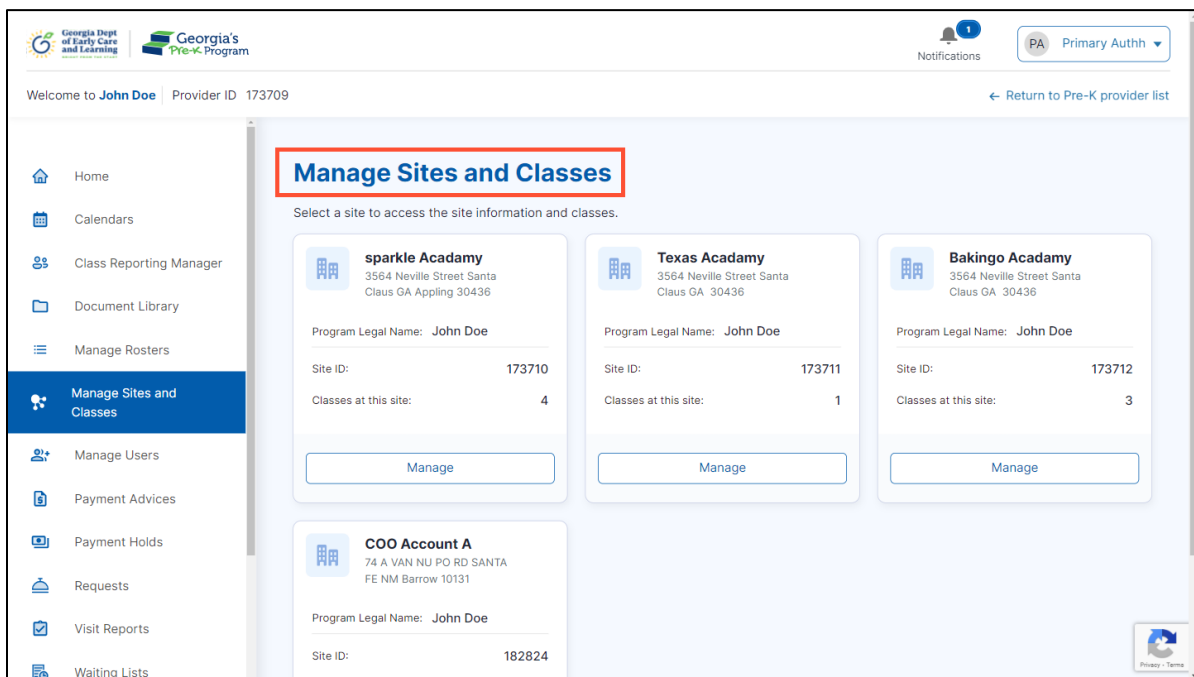
This responsibility involves overseeing site operations to ensure compliance with program guidelines and optimizing educational environments. Managing classes includes class movements and class closure.

To view Site details, perform the following steps:

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



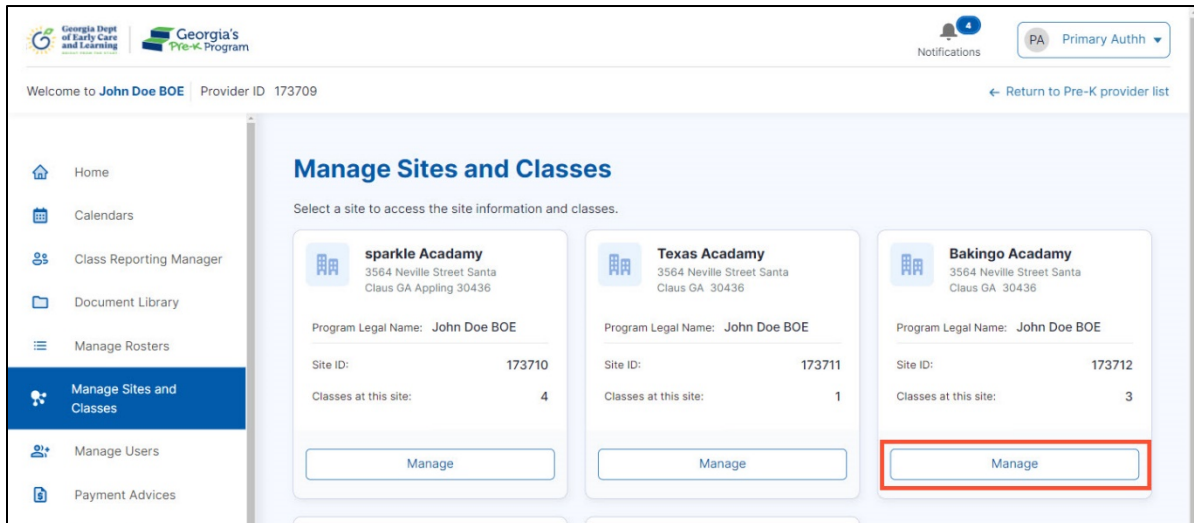
You will be directed to the Manage Sites and Classes page.



Sites

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

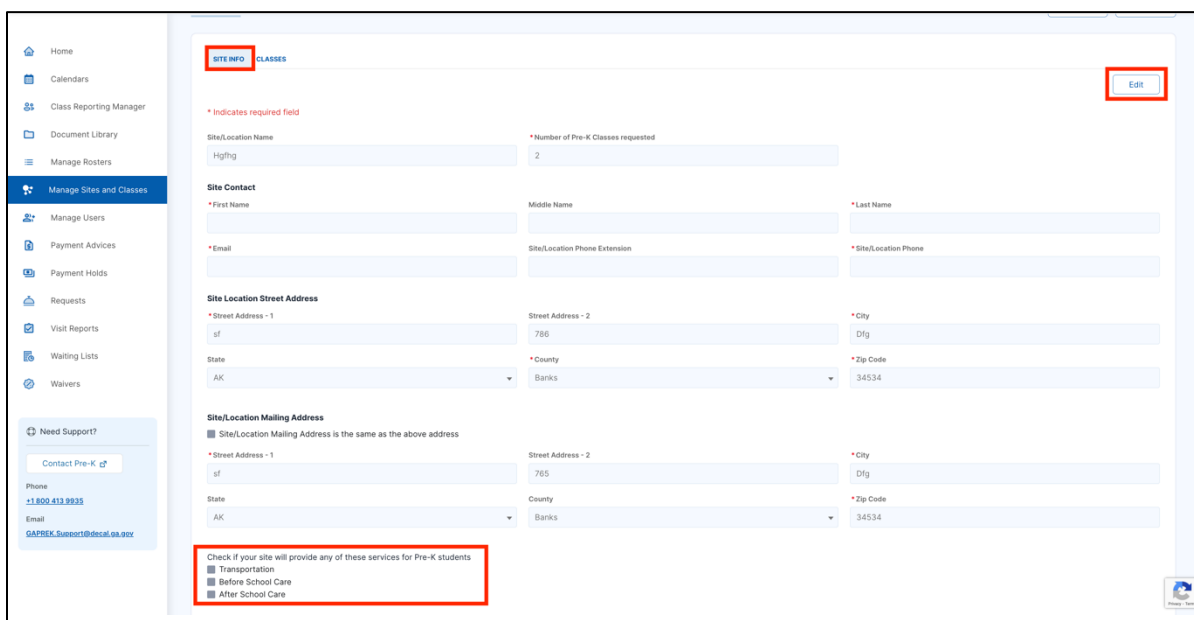
1. Click the **Manage** button on the desired Site tile.



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.



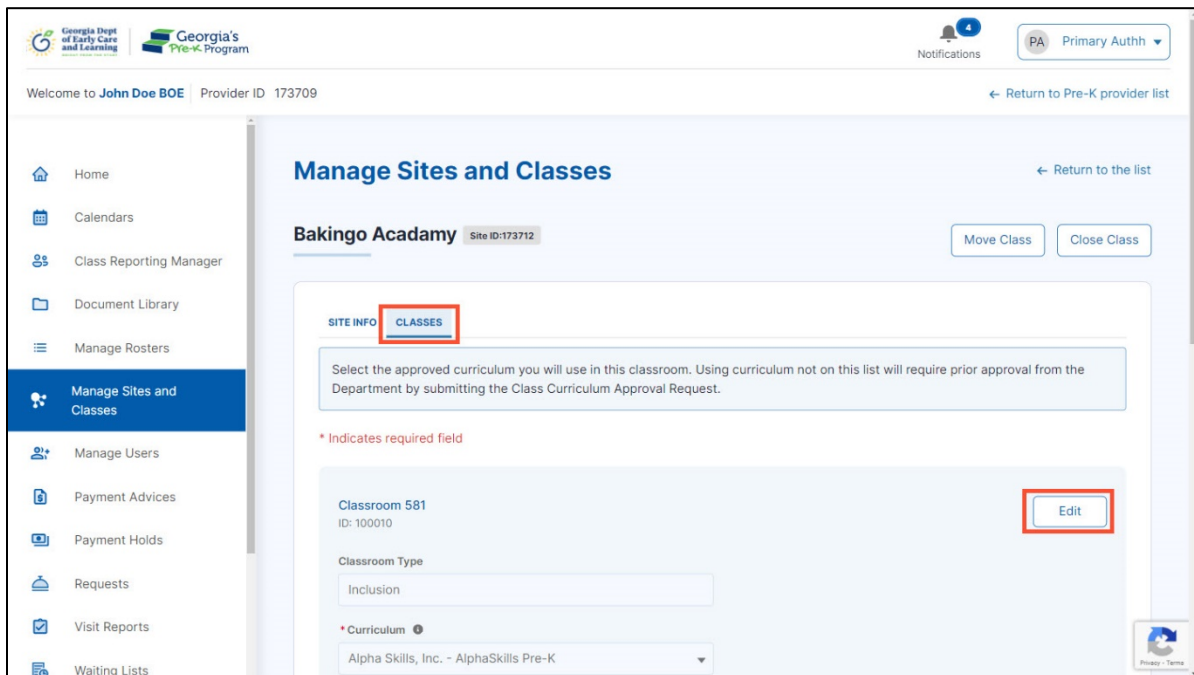
Classes

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.



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

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

Notifications | PA Primary Authh

← Return to Pre-K provider list

Manage Sites and Classes

← Return to the list

Bakingo Academy

Site ID: 173712

Move Class | Close Class

SITE INFO | **CLASSES**

Select the approved curriculum you will use in this classroom. Using curriculum not on this list will require prior approval from the Department by submitting the Class Curriculum Approval Request.

* Indicates required field

Classroom 581
ID: 100010

Classroom Type
Inclusion

* **Curriculum**
Alpha Skills, Inc. - AlphaSkills Pre-K

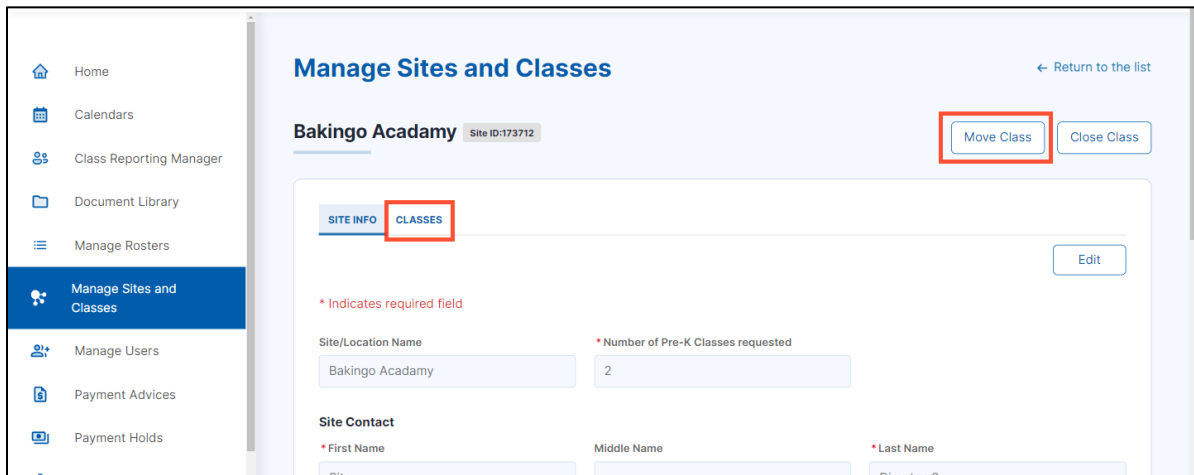
Edit

Privacy - Terms

Moving a Class

To move the Class, perform the following steps:

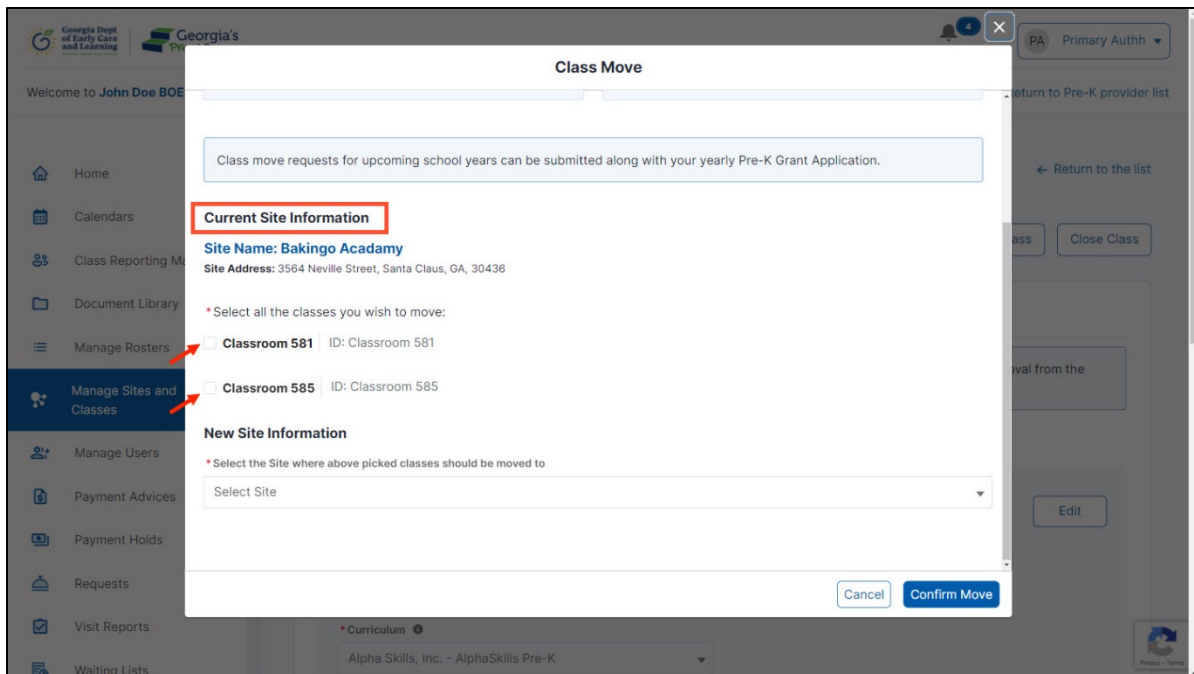
1. On the Manage Sites and Classes page, select the **Class** tab, then click the **Move Class** button.



The screenshot shows the 'Manage Sites and Classes' page for 'Bakingo Academy' (Site ID: 173712). The left sidebar contains navigation links: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes (selected), Manage Users, Payment Advices, and Payment Holds. The main content area has a 'Manage Sites and Classes' header with a 'Return to the list' link. Below the header, there are two tabs: 'SITE INFO' and 'CLASSES', with 'CLASSES' selected and highlighted by a red box. To the right of the tabs are 'Move Class' and 'Close Class' buttons, with 'Move Class' highlighted by a red box. Below the tabs, there is an 'Edit' button. The page displays site information and a list of classes. A red asterisk indicates required fields.

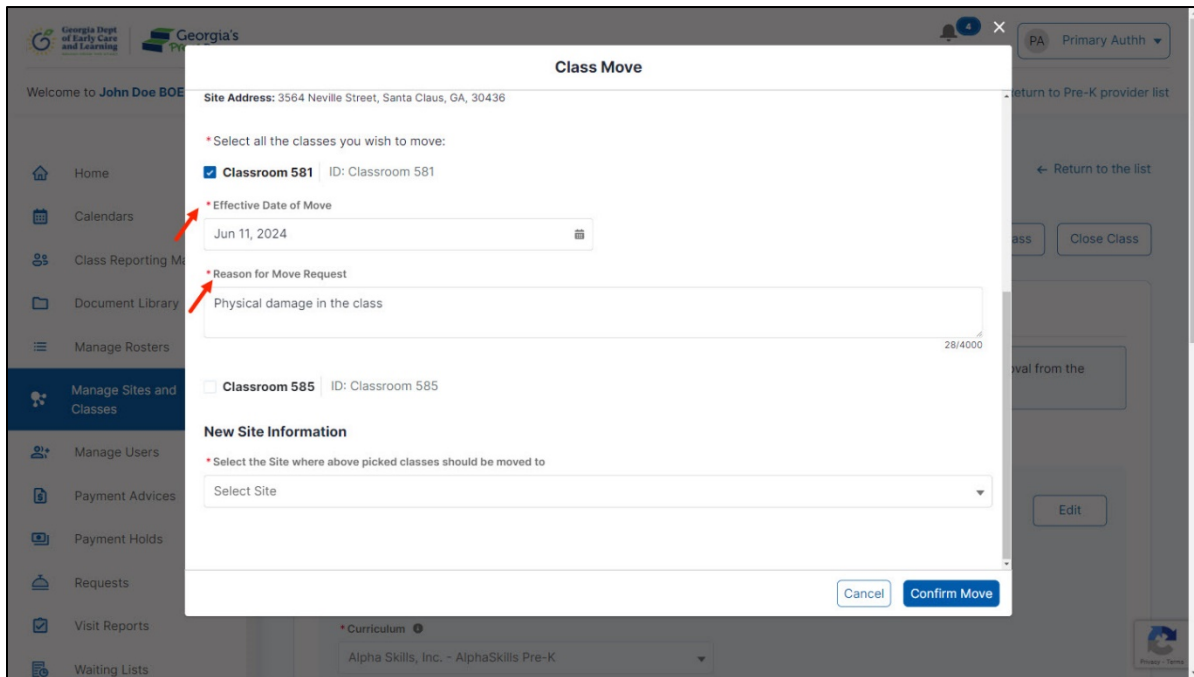
The Class Move pop-up window will be displayed.

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



The screenshot shows the 'Class Move' pop-up window. The window has a title bar with 'Class Move' and a close button. Below the title bar, there is a text box stating: 'Class move requests for upcoming school years can be submitted along with your yearly Pre-K Grant Application.' The window is divided into two main sections: 'Current Site Information' and 'New Site Information'. The 'Current Site Information' section is highlighted with a red box and contains the following information: Site Name: Bakingo Academy, Site Address: 3564 Neville Street, Santa Claus, GA, 30436. Below this, there is a section titled '*Select all the classes you wish to move:' with two checkboxes: Classroom 581 (ID: Classroom 581) and Classroom 585 (ID: Classroom 585). The 'New Site Information' section contains a section titled '*Select the Site where above picked classes should be moved to' with a dropdown menu labeled 'Select Site'. At the bottom of the window, there are 'Cancel' and 'Confirm Move' buttons. The background shows the 'Manage Sites and Classes' page with the 'CLASSES' tab selected.

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



Class Move

Site Address: 3564 Neville Street, Santa Claus, GA, 30436

* Select all the classes you wish to move:

☒ Classroom 581 ID: Classroom 581

* Effective Date of Move

Jun 11, 2024

* Reason for Move Request

Physical damage in the class

☐ Classroom 585 ID: Classroom 585

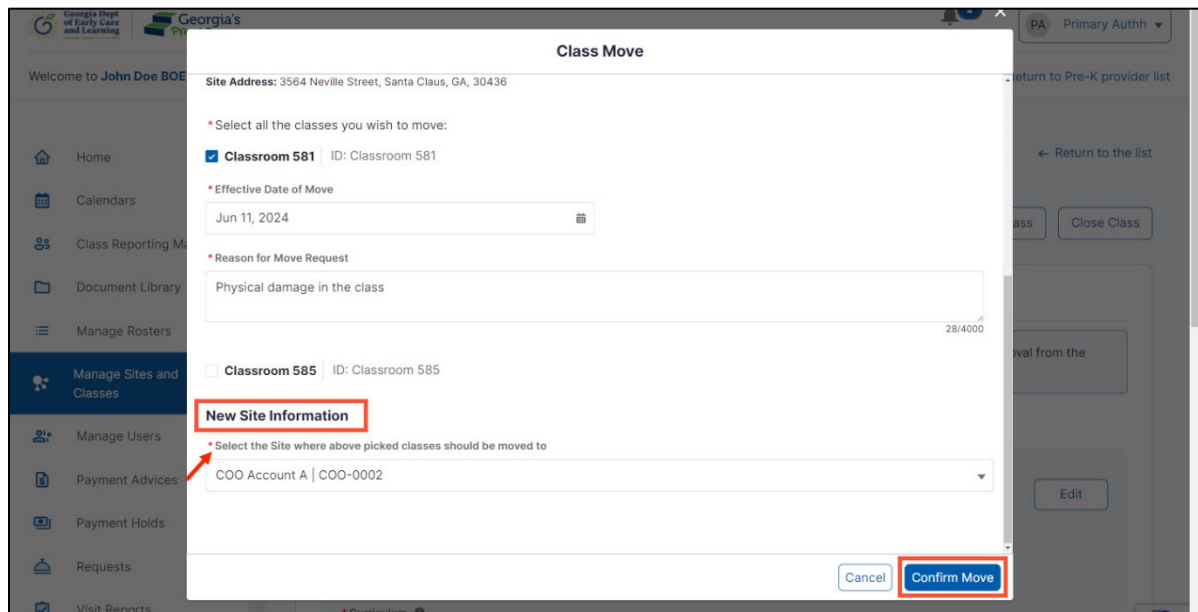
New Site Information

* Select the Site where above picked classes should be moved to

Select Site

Cancel Confirm Move

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.



Class Move

Site Address: 3564 Neville Street, Santa Claus, GA, 30436

* Select all the classes you wish to move:

☒ Classroom 581 ID: Classroom 581

* Effective Date of Move

Jun 11, 2024

* Reason for Move Request

Physical damage in the class

☐ Classroom 585 ID: Classroom 585

New Site Information

* Select the Site where above picked classes should be moved to

COO Account A | COO-0002

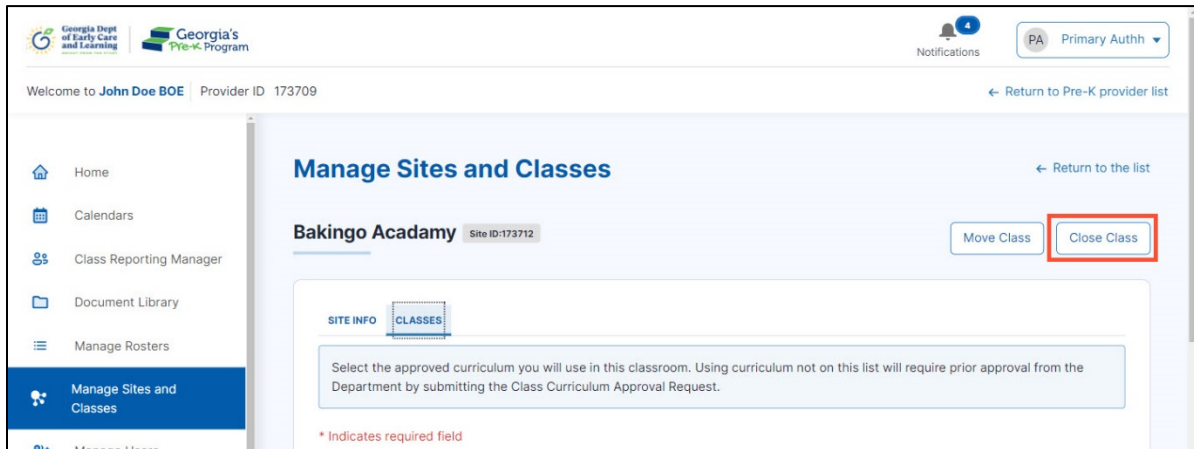
Cancel Confirm Move

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

Closing the Class

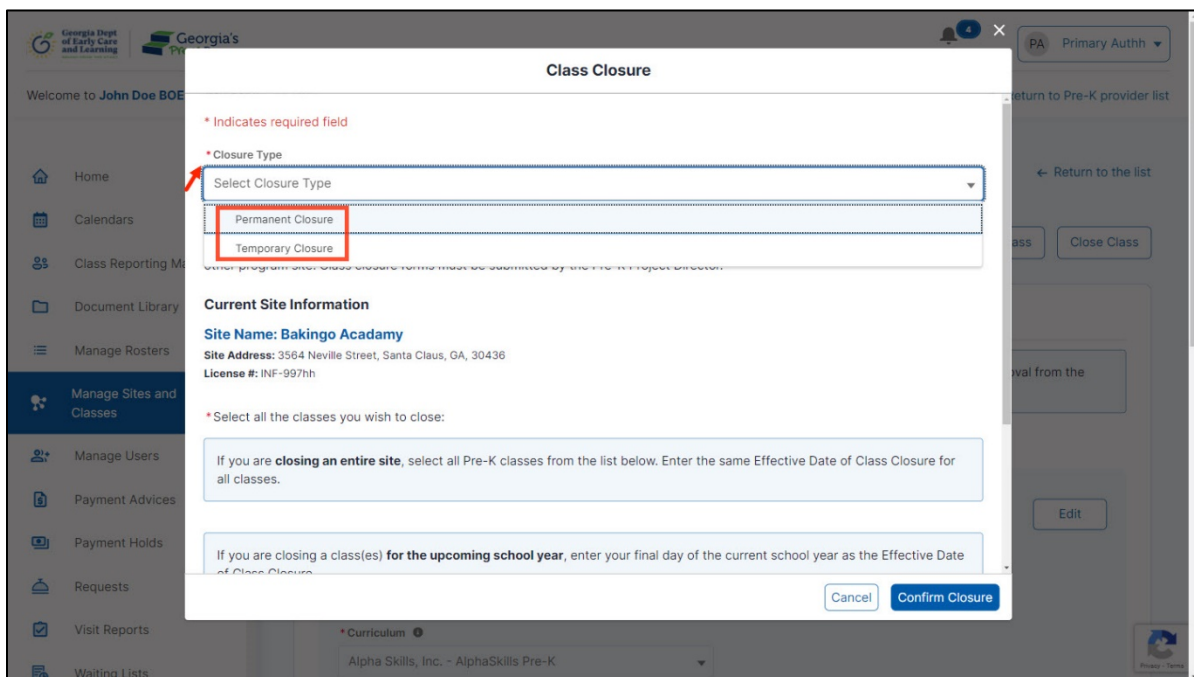
To close the Class, perform the following steps:

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

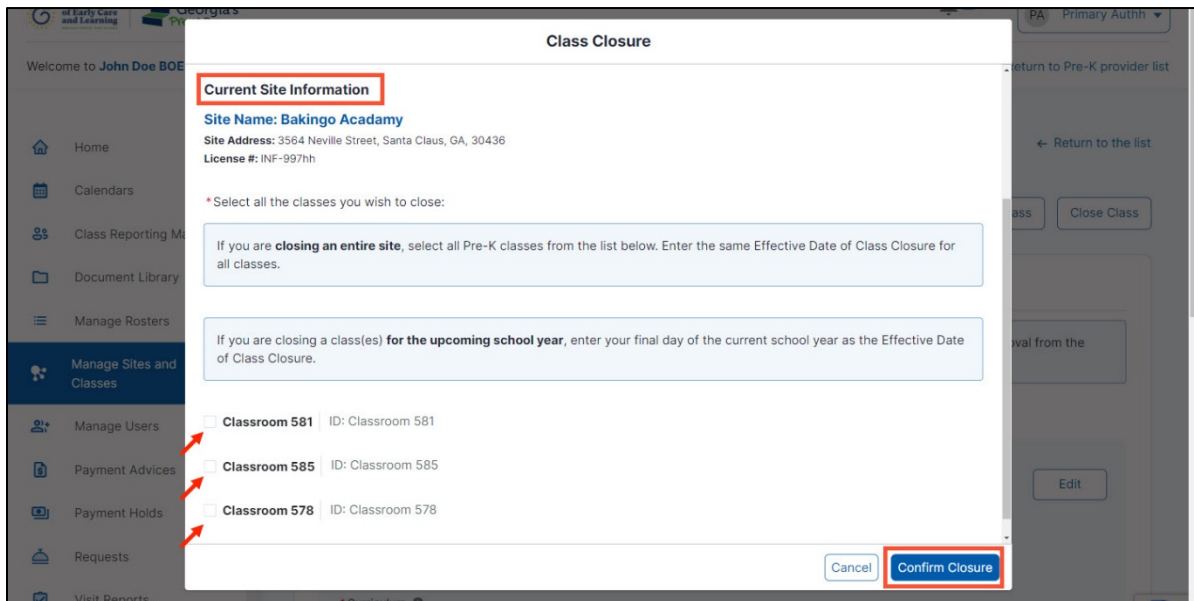


The Class Closure pop-up window will be displayed.

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



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



Class Closure

Welcome to John Doe BOE

Current Site Information

Site Name: Bakingo Academy
 Site Address: 3564 Neville Street, Santa Claus, GA, 30436
 License #: INF-997hh

* Select all the classes you wish to close:

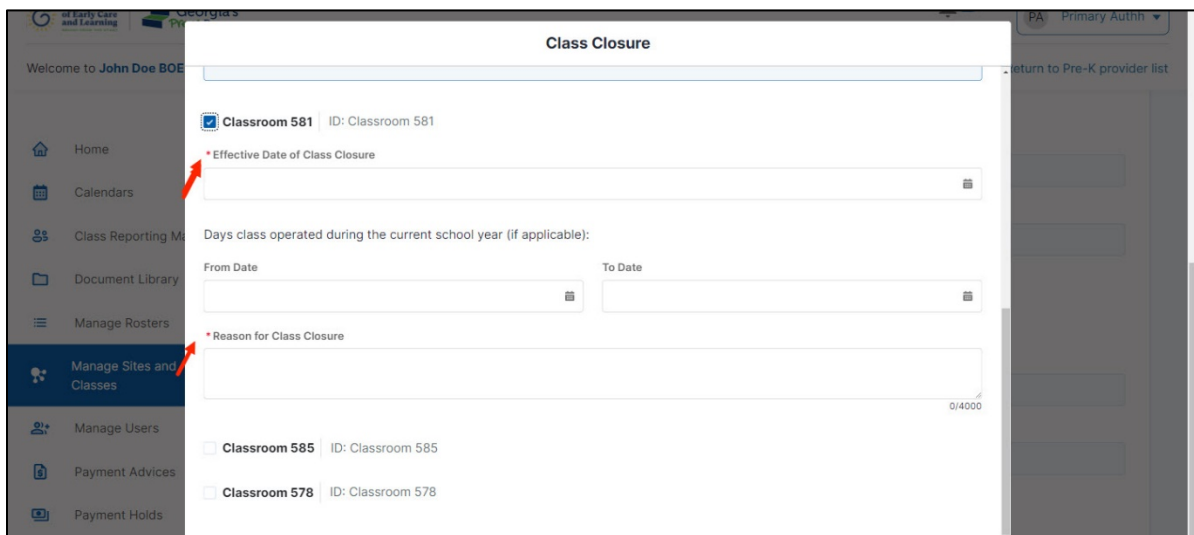
If you are **closing an entire site**, select all Pre-K classes from the list below. Enter the same Effective Date of Class Closure for all classes.

If you are closing a class(es) **for the upcoming school year**, enter your final day of the current school year as the Effective Date of Class Closure.

☐ Classroom 581 ID: Classroom 581
☐ Classroom 585 ID: Classroom 585
☐ Classroom 578 ID: Classroom 578

Cancel **Confirm Closure**

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



Class Closure

Welcome to John Doe BOE

☒ Classroom 581 ID: Classroom 581

* Effective Date of Class Closure

Days class operated during the current school year (if applicable):

From Date To Date

* Reason for Class Closure

☐ Classroom 585 ID: Classroom 585
☐ Classroom 578 ID: Classroom 578

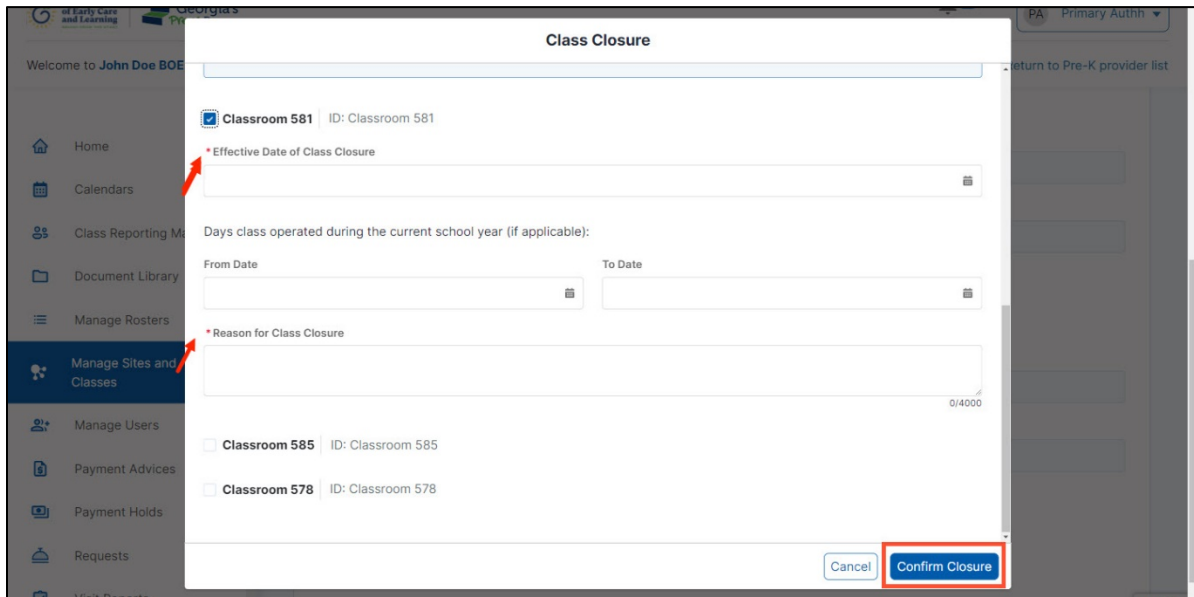
Note: If you select the **Closure Type** as *Temporary Closure* option, you will need to enter a Reopen Date.



Anticipated Date for Class to Reopen

* Reopen Date

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



The screenshot shows a 'Class Closure' modal form. The form has a title bar 'Class Closure' and a search bar. Below the search bar, there is a list of classrooms with checkboxes. 'Classroom 581' is selected, and its ID is 'Classroom 581'. Below this, there is a field for 'Effective Date of Class Closure' with a calendar icon. Below that, there is a section for 'Days class operated during the current school year (if applicable):' with 'From Date' and 'To Date' fields, each with a calendar icon. Below this, there is a field for 'Reason for Class Closure' with a text area and a character count '0/4000'. At the bottom, there is a list of classrooms with checkboxes: 'Classroom 585' (ID: Classroom 585) and 'Classroom 578' (ID: Classroom 578). At the bottom right, there are two buttons: 'Cancel' and 'Confirm Closure'. The 'Confirm Closure' button is highlighted with a red box. A red arrow points to the 'Effective Date of Class Closure' field.

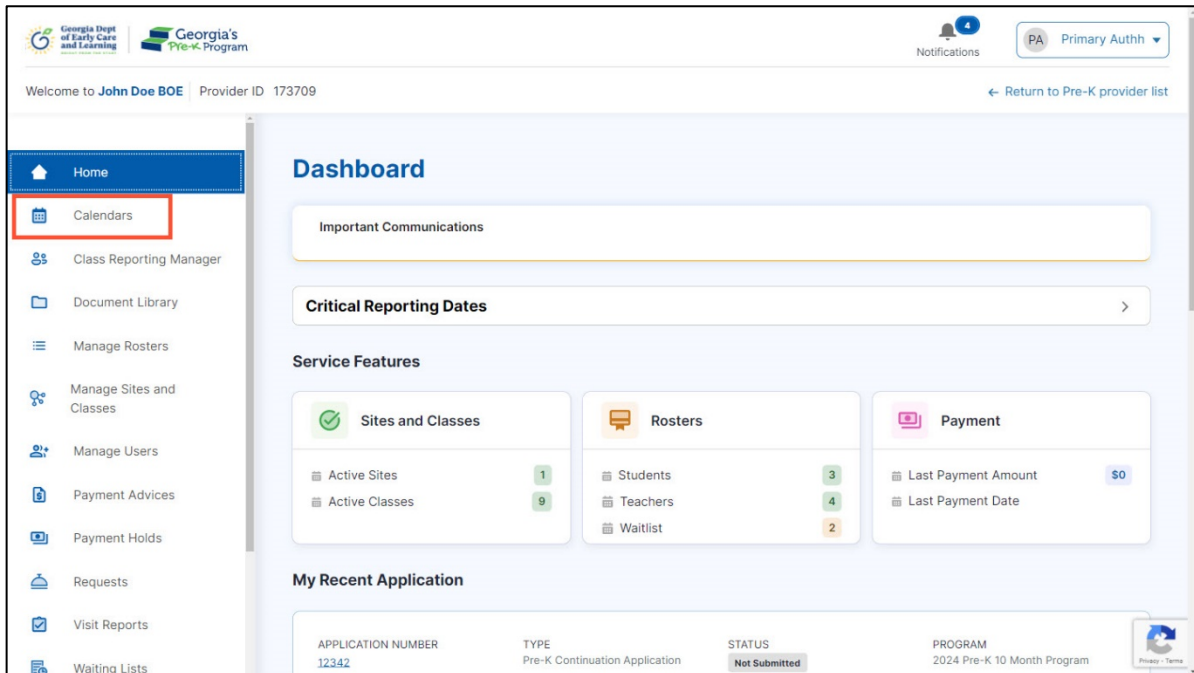
**After saving, a success message will be displayed on the page.*

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.



Dashboard

Important Communications

Critical Reporting Dates

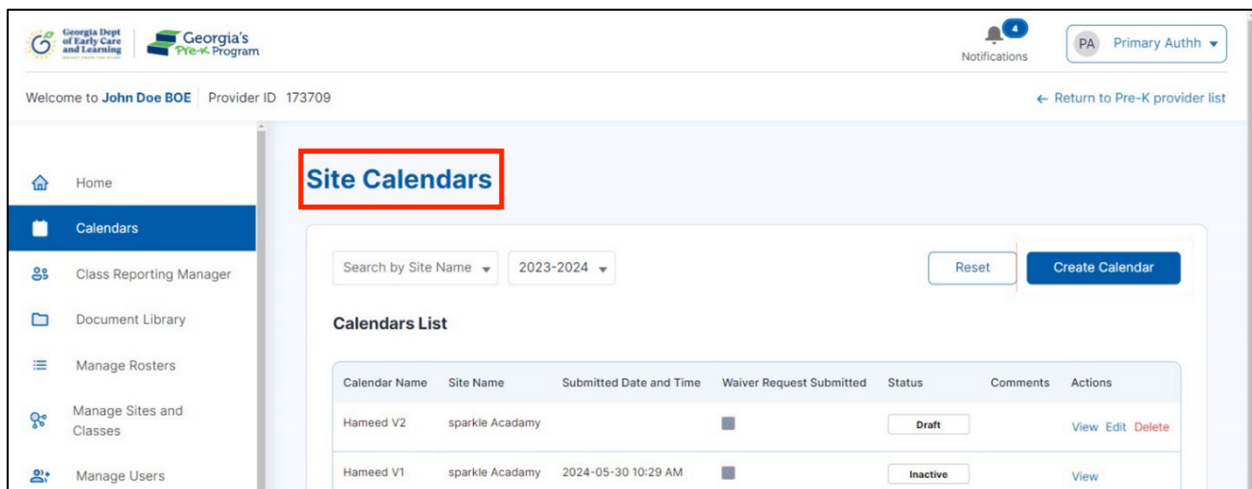
Service Features

- Sites and Classes**
 - Active Sites: 1
 - Active Classes: 9
- Rosters**
 - Students: 3
 - Teachers: 4
 - Waitlist: 2
- Payment**
 - Last Payment Amount: \$0
 - Last Payment Date

My Recent Application

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

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



Site Calendars

Search by Site Name: 2023-2024

Reset Create Calendar

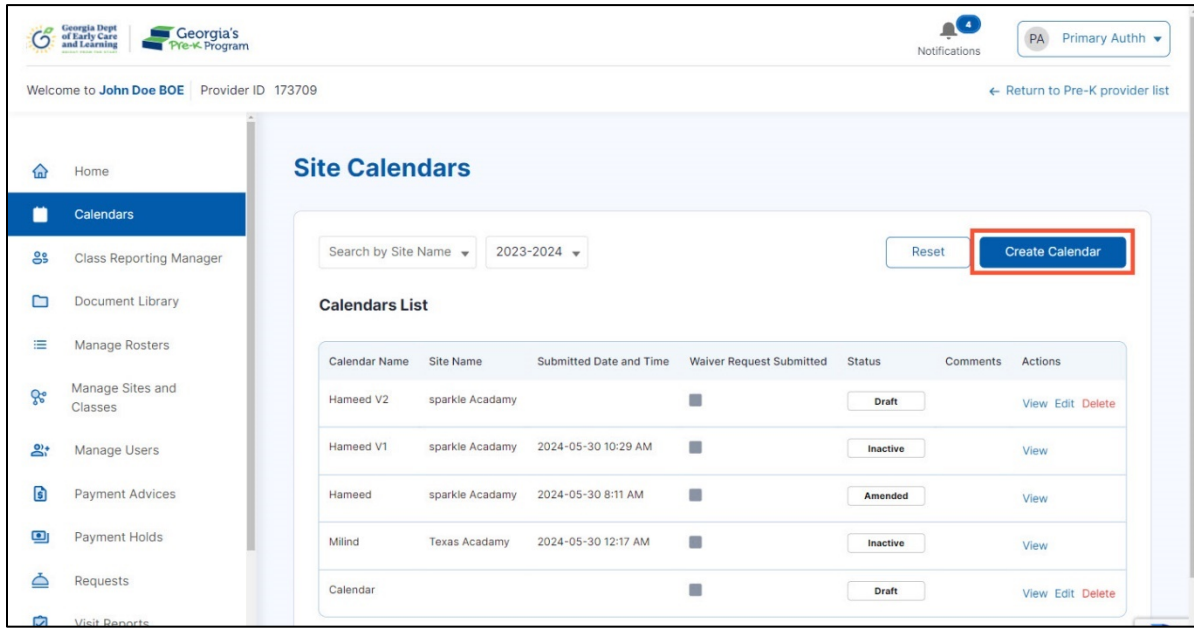
Calendars List

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Hameed V2	sparkle Academy			Draft		View Edit Delete
Hameed V1	sparkle Academy	2024-05-30 10:29 AM		Inactive		View

Creating Calendar

To create the Calendar, perform the following steps:

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

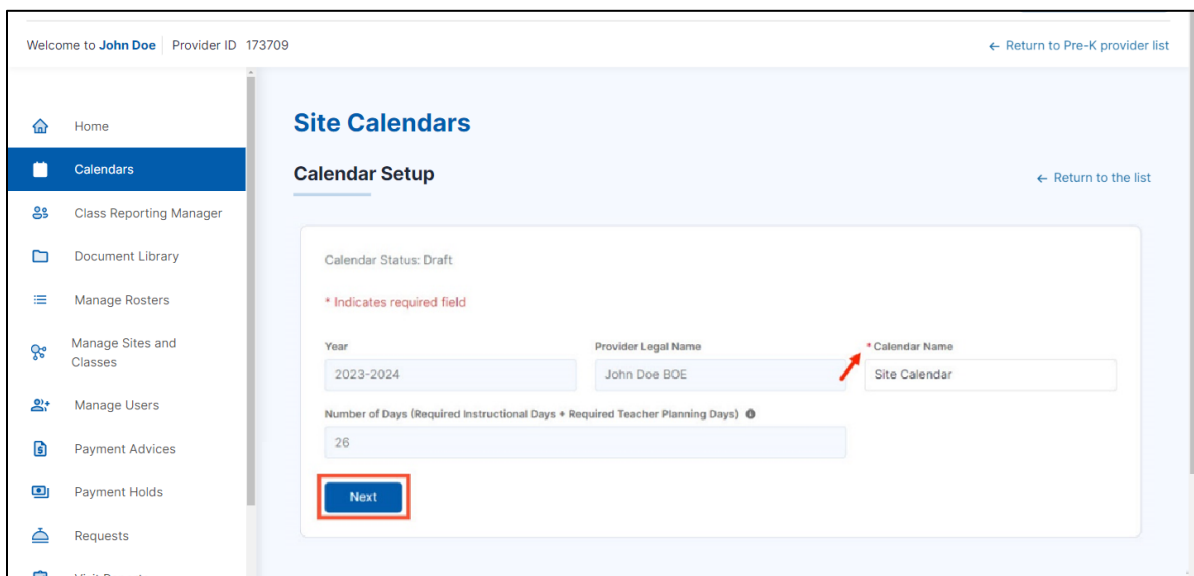


The screenshot shows the 'Site Calendars' page. On the left is a navigation menu with 'Calendars' selected. The main area has a search bar with '2023-2024' selected and a 'Create Calendar' button highlighted with a red box. Below is a table of existing calendars.

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. The 'Calendar Name' field is highlighted with a red box and a red arrow. The 'Next' button is also highlighted with a red box.

Calendar Status: Draft

* Indicates required field

Year: 2023-2024

Provider Legal Name: John Doe BOE

* Calendar Name: Site Calendar

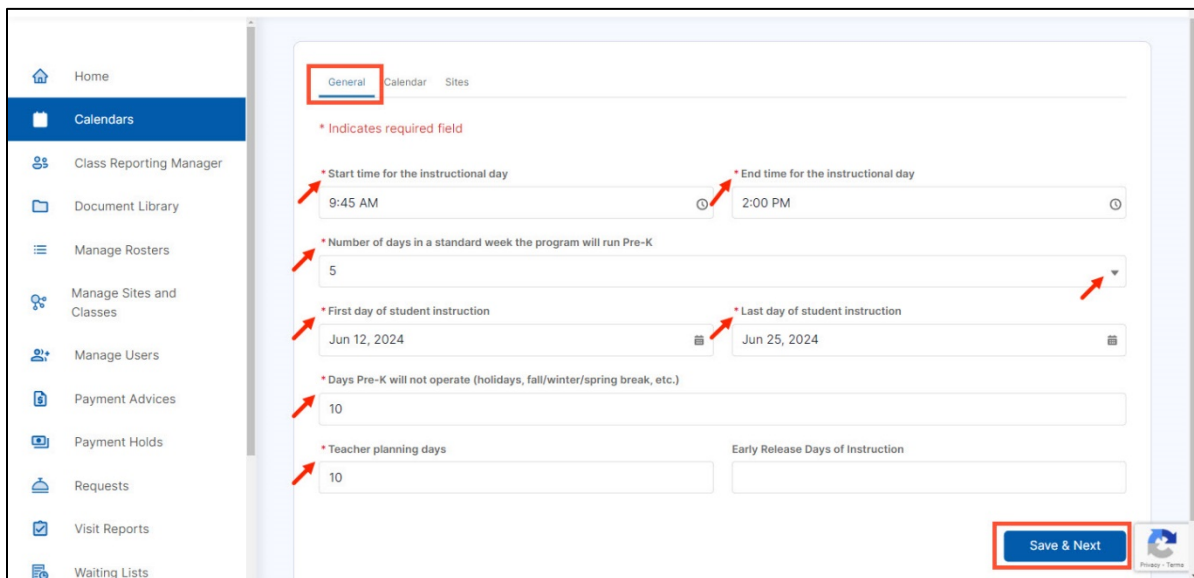
Number of Days (Required Instructional Days + Required Teacher Planning Days): 26

Next

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

On the General tab, enter the following information:

- Select the *time* in the **Start time for the instructional day** field.
 - Select the *time* in the **End time for the instructional day** field.
 - Select the *days* in the **Number of days in a standard week the program will run Pre-K** drop-down list.
 - 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.
 - 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.
 - Enter the *value* in the **Days Pre-K will not operate (holidays, fall/winter/spring break, etc.)** textbox.
Note: Teacher planning days should be less than 10 days.
 - Enter the *value* in the **Teacher planning days** textbox.
Note: Teacher planning days should be less than 10 days.
- 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:

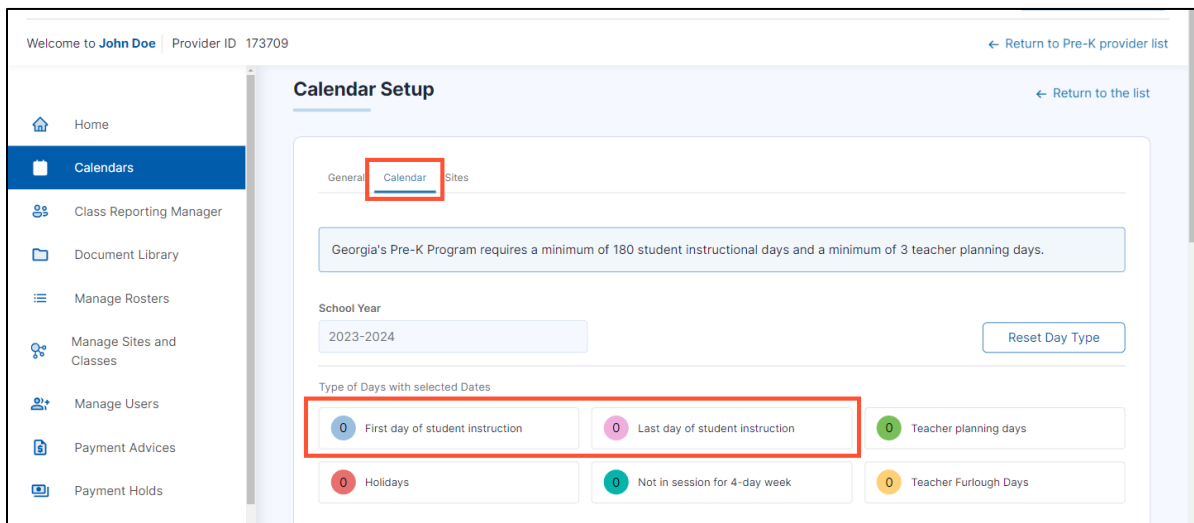
- The Instructional days and hours entered on the General page must match the pre-determined Calendar days and hours . If they don't match, you won't be able to submit the Calendar. If the number of days and hours entered do not meet the pre-set

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.



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

← Return to Pre-K provider list

Calendar Setup

← Return to the list

General **Calendar** Sites

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 3 teacher planning days.

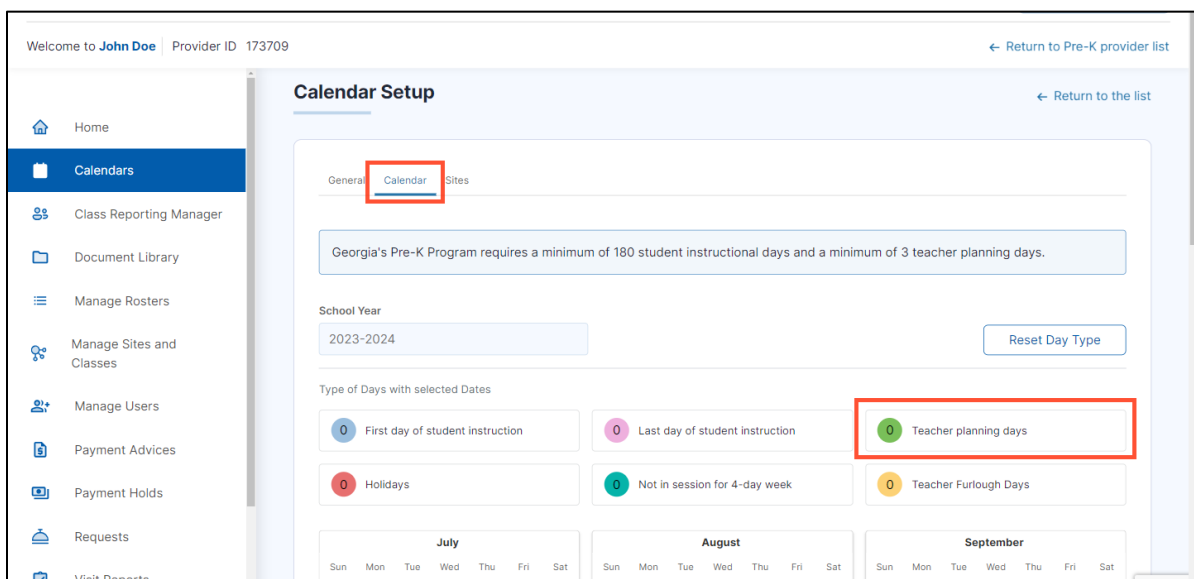
School Year: 2023-2024 Reset Day Type

Type of Days with selected Dates

0	First day of student instruction	0	Last day of student instruction	0	Teacher planning days
0	Holidays	0	Not in session for 4-day week	0	Teacher Furlough Days

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.



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

← Return to Pre-K provider list

Calendar Setup

← Return to the list

General **Calendar** Sites

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 3 teacher planning days.

School Year: 2023-2024 Reset Day Type

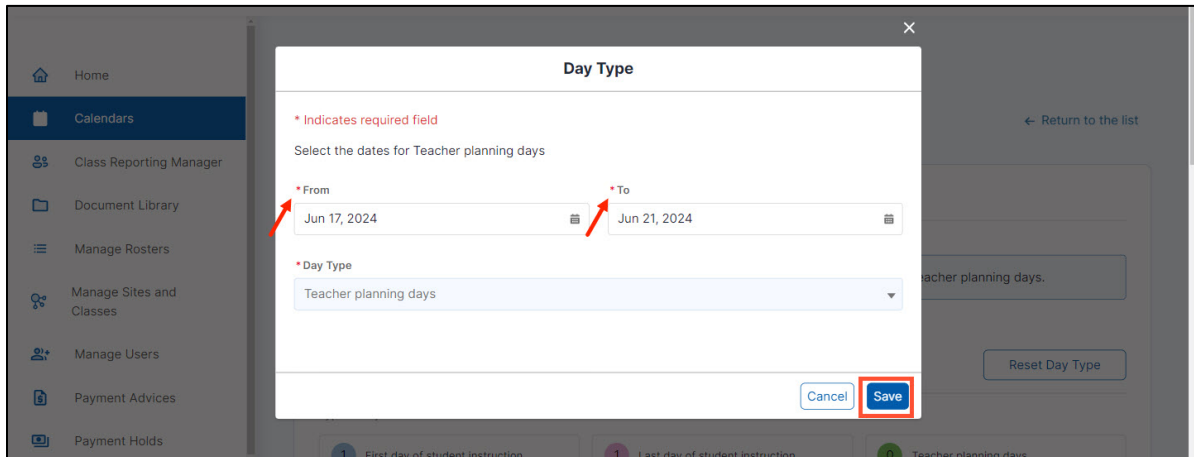
Type of Days with selected Dates

0	First day of student instruction	0	Last day of student instruction	0	Teacher planning days
0	Holidays	0	Not in session for 4-day week	0	Teacher Furlough Days

July August September

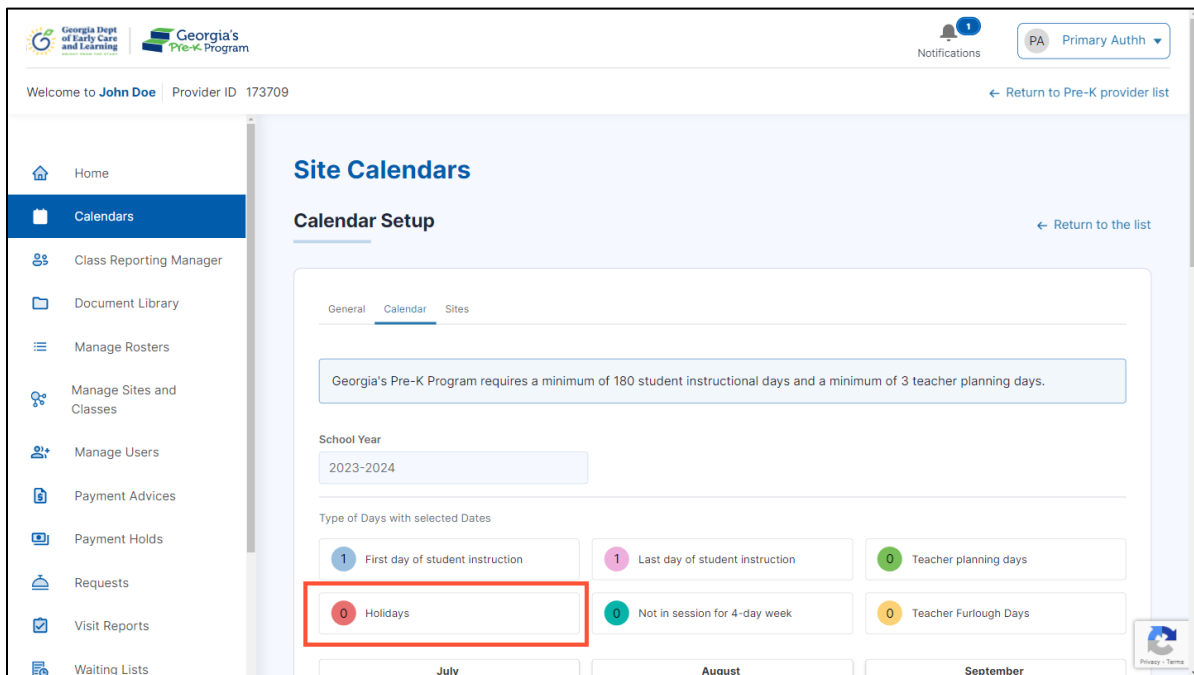
Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

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.*

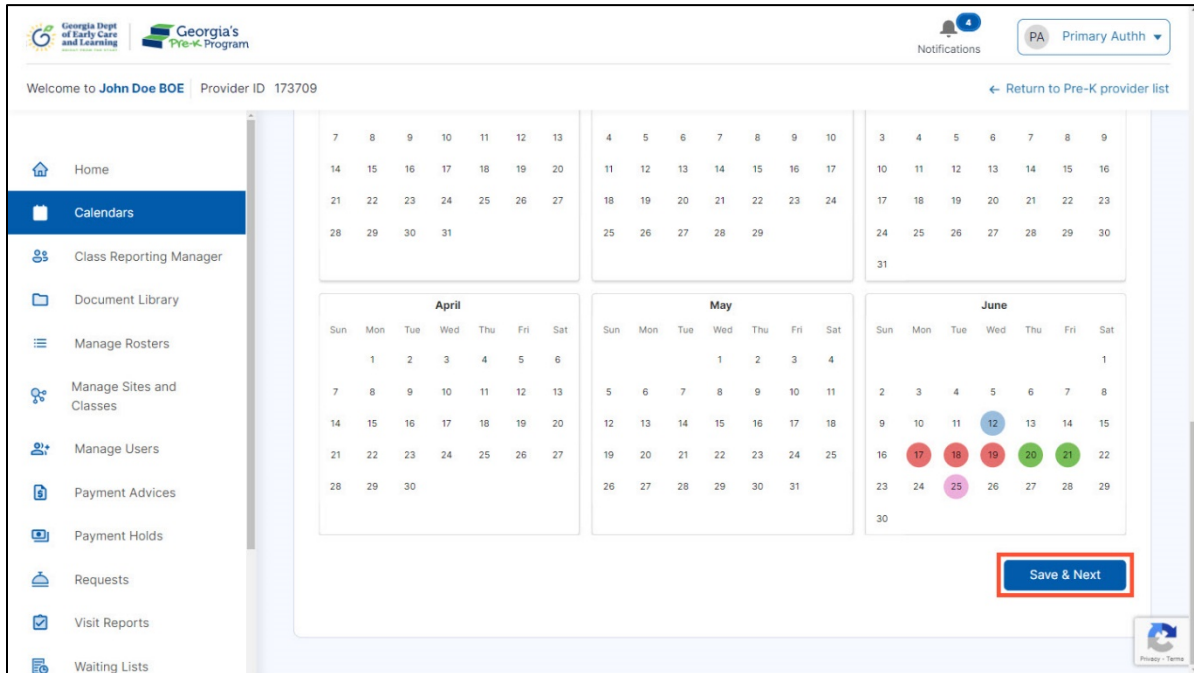
6. To add the holidays, click the **Holidays** button and follow the instructions under [Step 5](#).



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

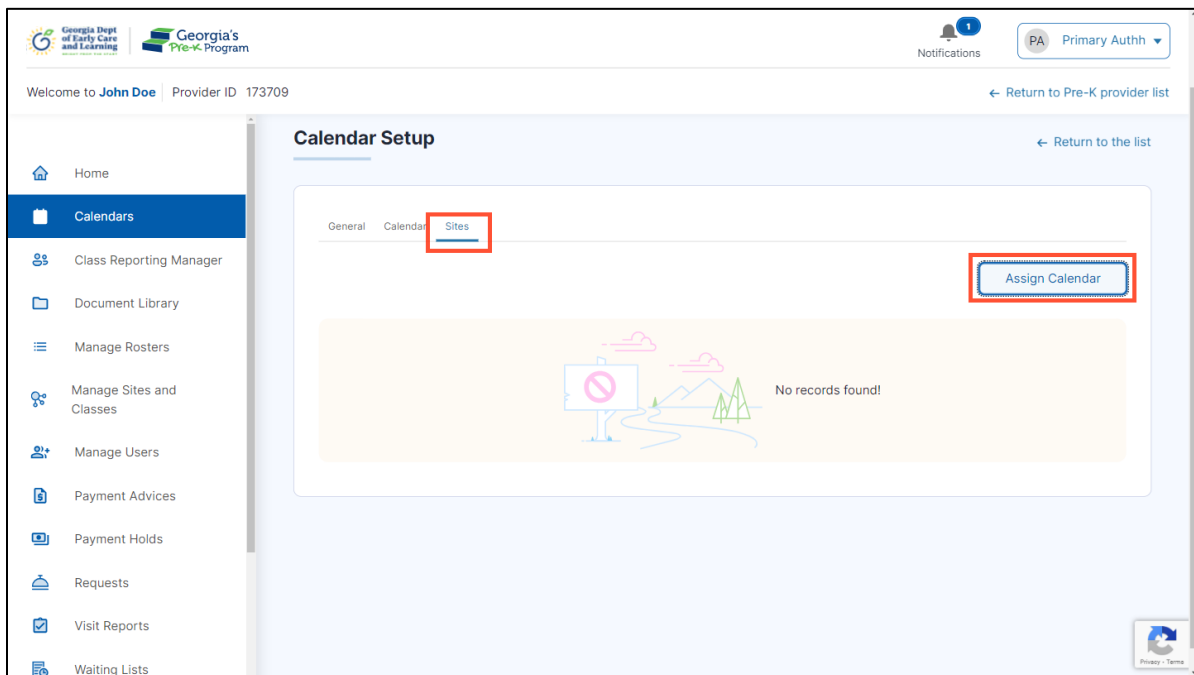
You will be directed to the **Calendar** tab on the Site Calendars > Calendar Setup page.

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



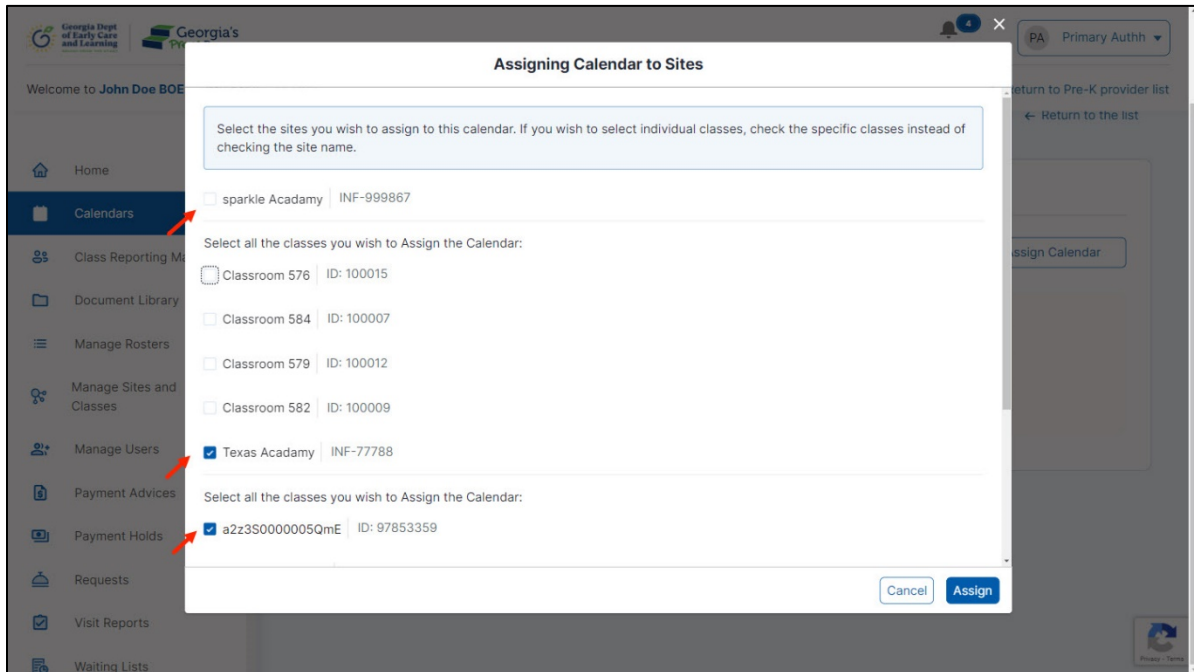
You will be directed to the **Sites** tab on the Site Calendars > Calendar Setup page.

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

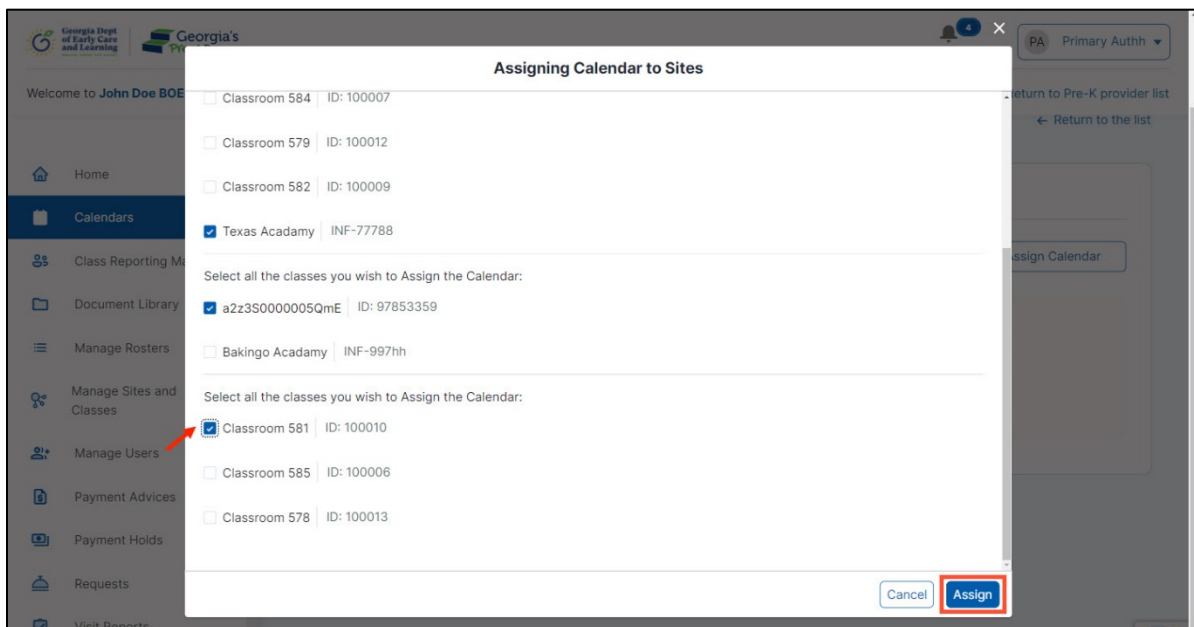


The Assigning Calendar to Sites pop-up window will be displayed.

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.



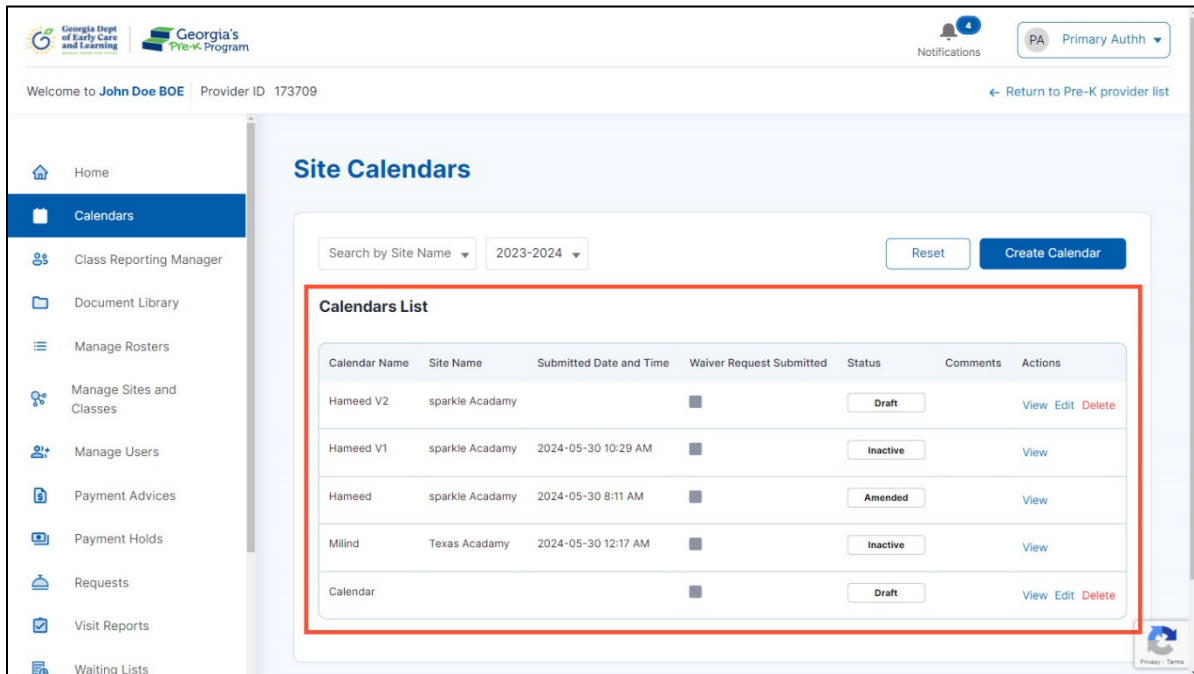
10. Click the **Assign** button.



**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.

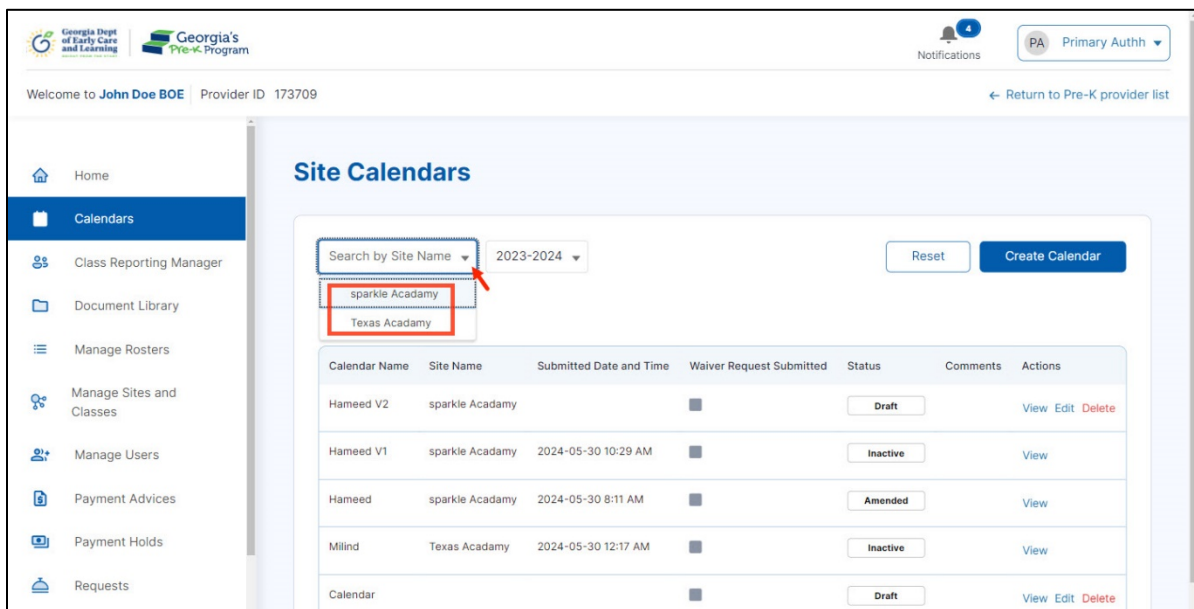


The screenshot shows the 'Site Calendars' page in the Georgia's Pre-K Program system. The page header includes the Georgia Dept of Early Care and Learning logo, the user's name 'John Doe BOE', and the Provider ID '173709'. A sidebar on the left contains navigation links: Home, Calendars (selected), Class 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 is titled 'Site Calendars' and features a search bar with 'Search by Site Name' and a dropdown for '2023-2024'. 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

To view the Calendar, perform the following steps:

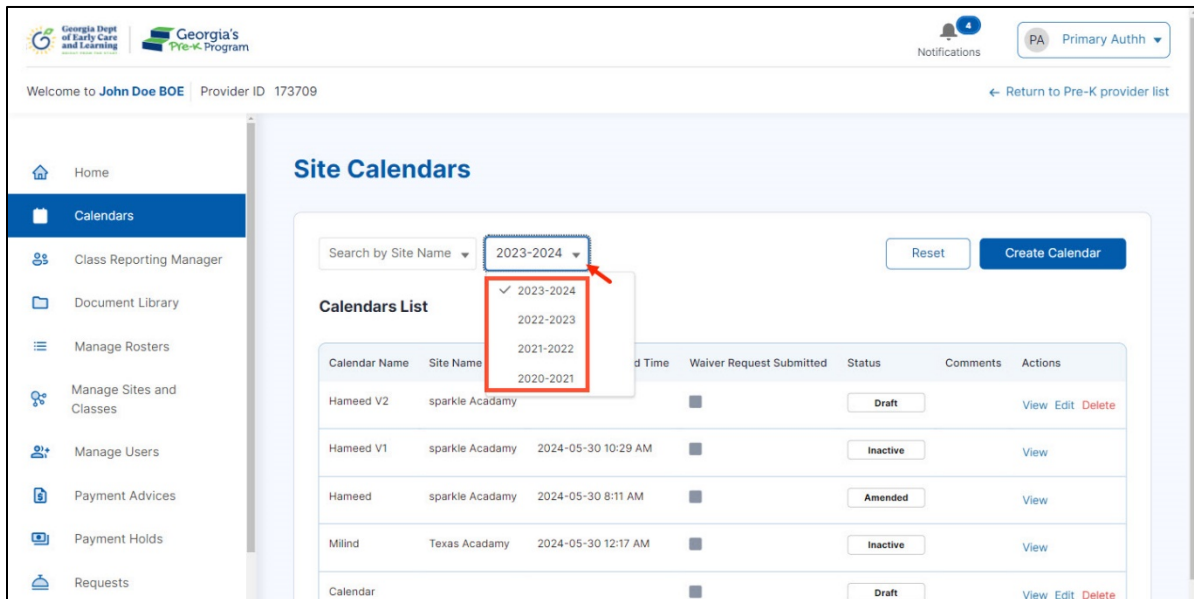
1. To view the calendar based on the Site Name, select the *Site Name* from the **Search by Site Name** drop-down list.



This screenshot shows the 'Site Calendars' page with the 'Search by Site Name' dropdown menu open. The dropdown list displays two options: 'sparkle Academy' and 'Texas Academy'. A red box highlights the dropdown menu, and a red arrow points to the 'sparkle Academy' option. The rest of the page, including the sidebar and the 'Calendars List' table, is identical to the previous screenshot.

- 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.

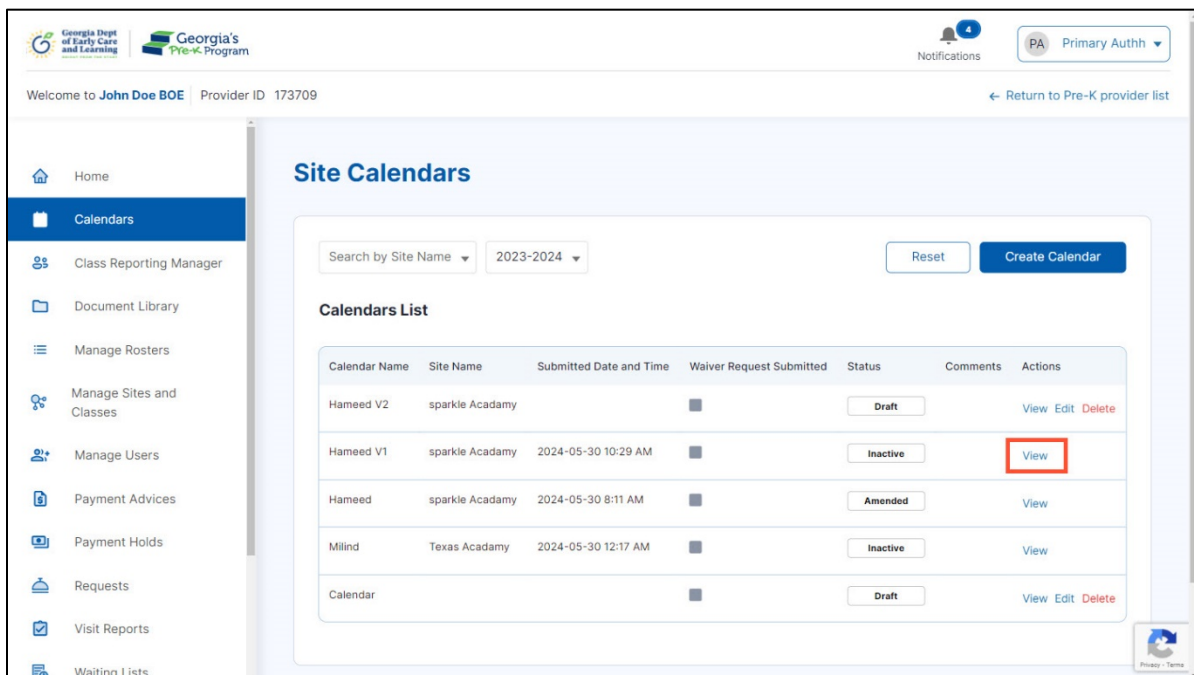


The screenshot shows the 'Site Calendars' page. A dropdown menu for the year range is open, showing options: 2023-2024 (selected), 2022-2023, 2021-2022, and 2020-2021. The 'Calendars List' table below shows several entries with their respective statuses and actions.

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

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

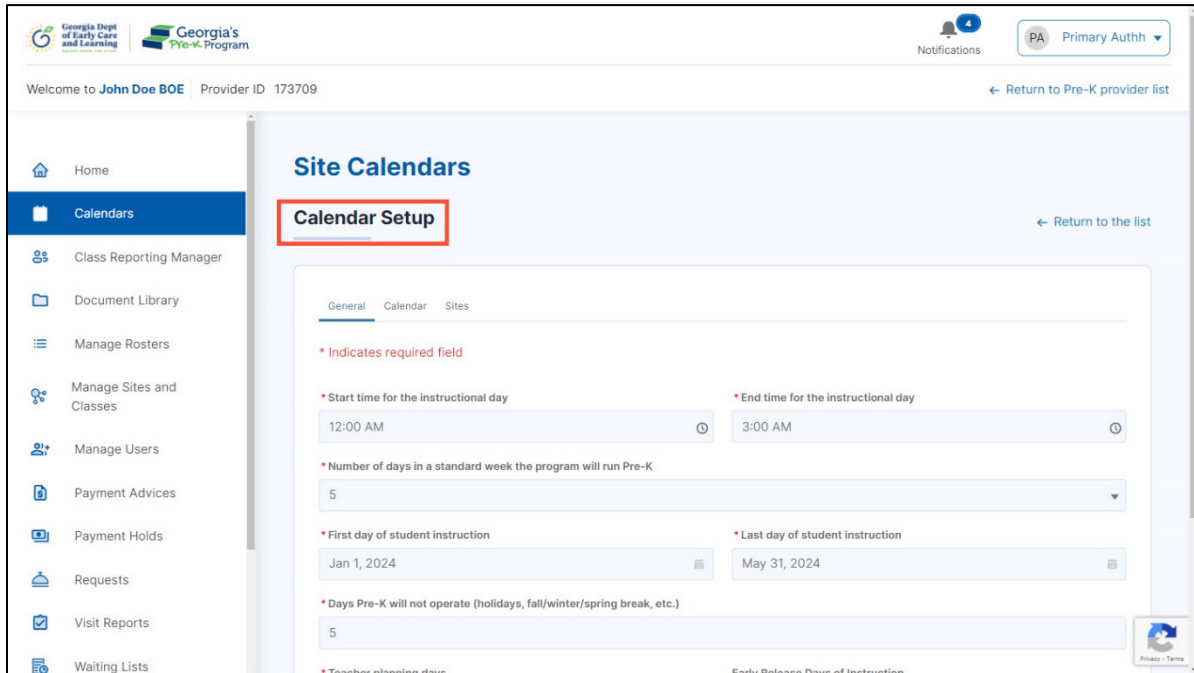
- Click the **View** hyperlink to view the respective calendar.



The screenshot shows the 'Site Calendars' page with the year range set to 2023-2024. The 'Calendars List' table is updated. The 'View' hyperlink for the 'Hameed V1' entry is highlighted with a red box.

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 Calendar Setup page.



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

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

Notifications | PA Primary Authh

← 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

Site Calendars

Calendar Setup

← Return to the list

General | Calendar | Sites

* Indicates required field

* Start time for the instructional day: 12:00 AM

* End time for the instructional day: 3:00 AM

* Number of days in a standard week the program will run Pre-K: 5

* First day of student instruction: Jan 1, 2024

* Last day of student instruction: May 31, 2024

* Days Pre-K will not operate (holidays, fall/winter/spring break, etc.): 5

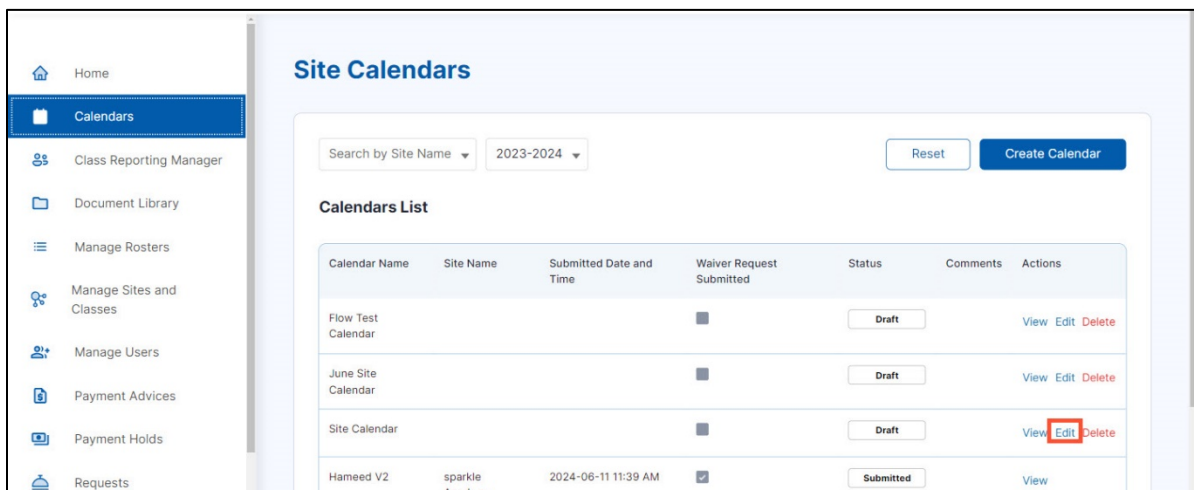
* Teacher planning days

Early Release Days of Instruction

Editing Calendar

To edit the Calendar, perform the following steps:

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



Home | **Calendars** | Class Reporting Manager | Document Library | Manage Rosters | Manage Sites and Classes | Manage Users | Payment Advices | Payment Holds | Requests

Site Calendars

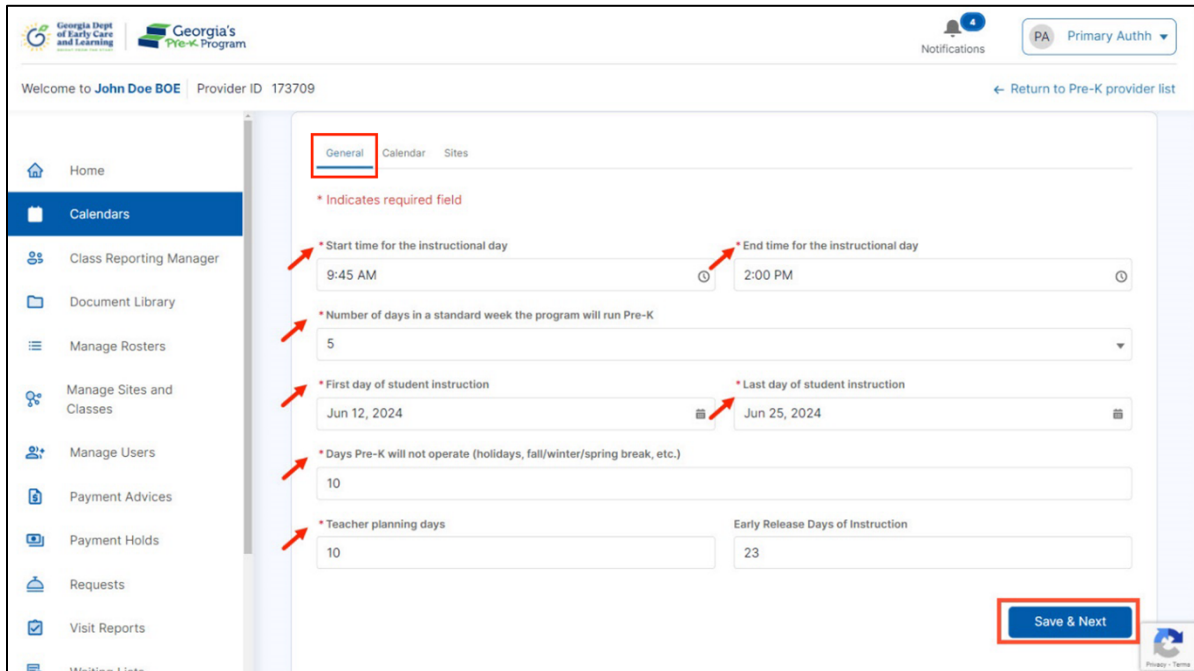
Search by Site Name | 2023-2024 | Reset | Create Calendar

Calendars List

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Flow Test Calendar			<input type="checkbox"/>	Draft		View Edit Delete
June Site Calendar			<input type="checkbox"/>	Draft		View Edit Delete
Site Calendar			<input type="checkbox"/>	Draft		View Edit Delete
Hameed V2	sparkle Academy	2024-06-11 11:39 AM	<input checked="" type="checkbox"/>	Submitted		View

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.



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

Notifications PA Primary Auth

← Return to Pre-K provider list

Home Calendars Sites

* Indicates required field

* Start time for the instructional day 9:45 AM

* End time for the instructional day 2:00 PM

* Number of days in a standard week the program will run Pre-K 5

* First day of student instruction Jun 12, 2024

* Last day of student instruction Jun 25, 2024

* Days Pre-K will not operate (holidays, fall/winter/spring break, etc.) 10

* Teacher planning days 10

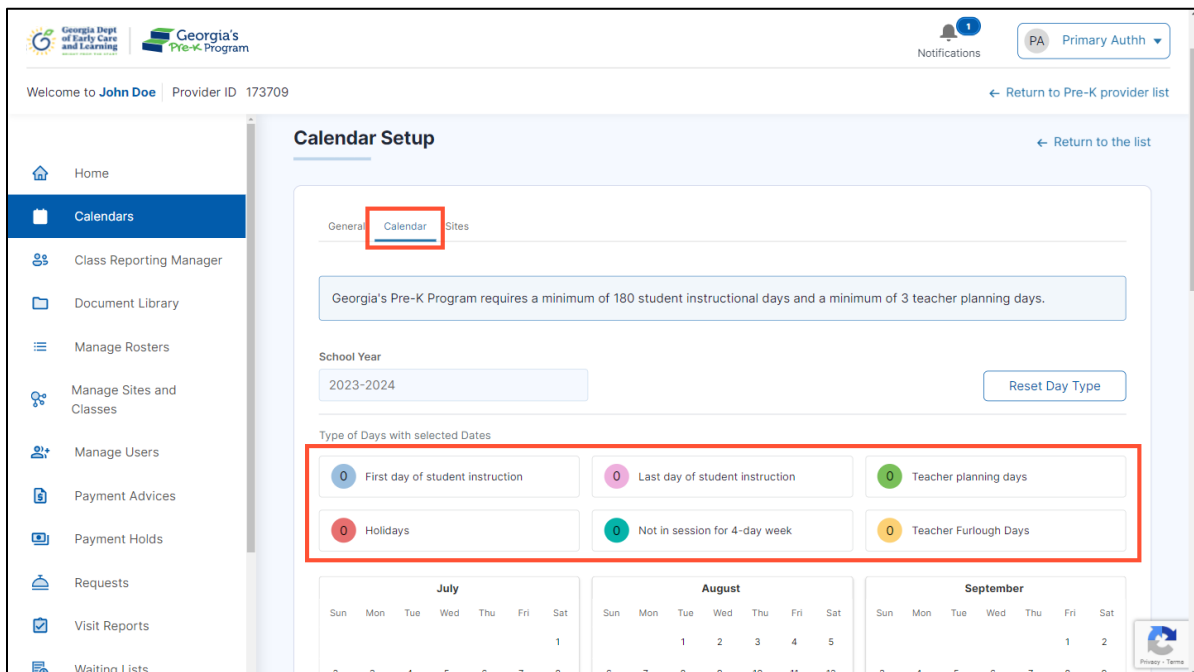
Early Release Days of Instruction 23

Save & Next

**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.



Welcome to **John Doe** Provider ID 173709

Notifications PA Primary Auth

← Return to Pre-K provider list

Home Calendars Sites

Calendar Setup

← Return to the list

Georgia's Pre-K Program requires a minimum of 180 student instructional days and a minimum of 3 teacher planning days.

School Year 2023-2024

Reset Day Type

Type of Days with selected Dates

0 First day of student instruction

0 Last day of student instruction

0 Teacher planning days

0 Holidays

0 Not in session for 4-day week

0 Teacher Furlough Days

July

Sun Mon Tue Wed Thu Fri Sat

2 3 4 5 6 7 8 1

August

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7 8 9 10 11 12

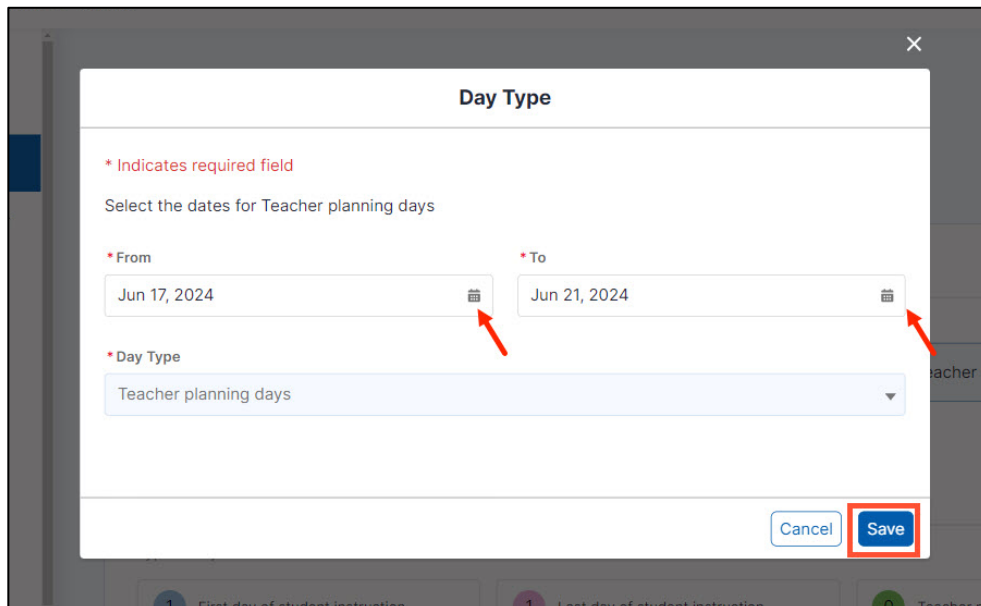
September

Sun Mon Tue Wed Thu Fri Sat

3 4 5 6 7 8 9 1 2

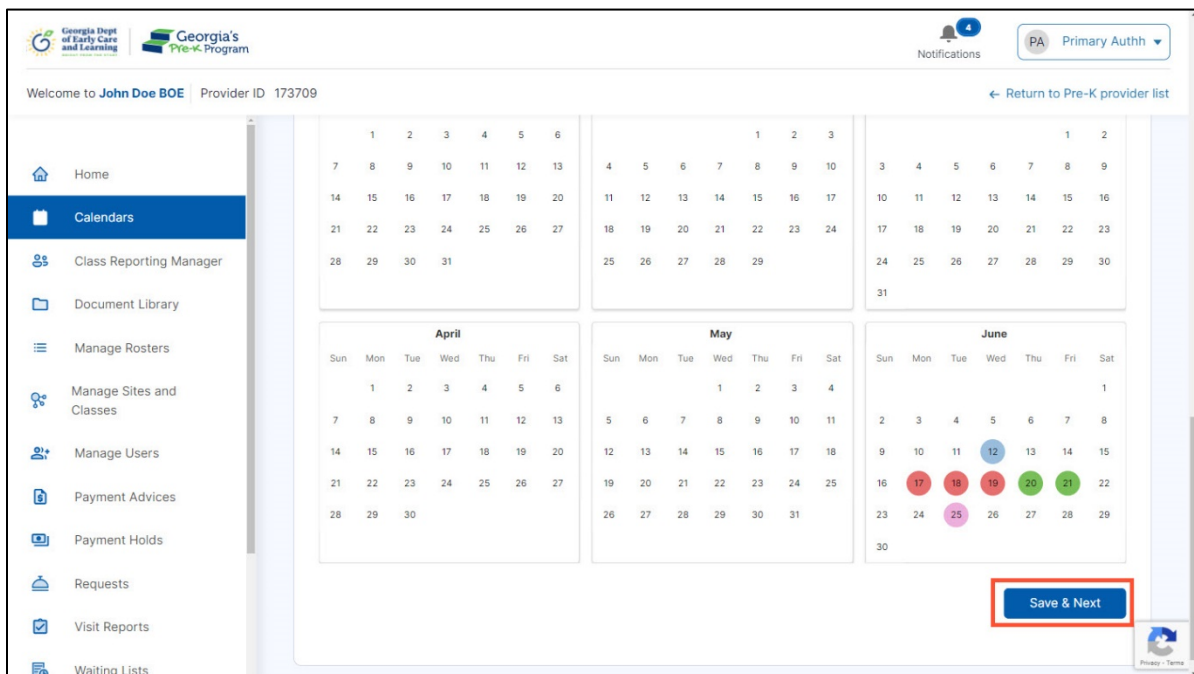
The Day Type pop-up window will be displayed.

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



The image shows a 'Day Type' pop-up window. At the top, it says 'Day Type' with a close button (X). Below that, a red asterisk indicates a required field. The text 'Select the dates for Teacher planning days' is displayed. There are two date selection fields: '* From' with the date 'Jun 17, 2024' and '* To' with the date 'Jun 21, 2024'. Both fields have a calendar icon to their right. Below these is a '* Day Type' dropdown menu currently set to 'Teacher planning days'. At the bottom right, there are 'Cancel' and 'Save' buttons. Red arrows point to the calendar icons and the 'Save' button.

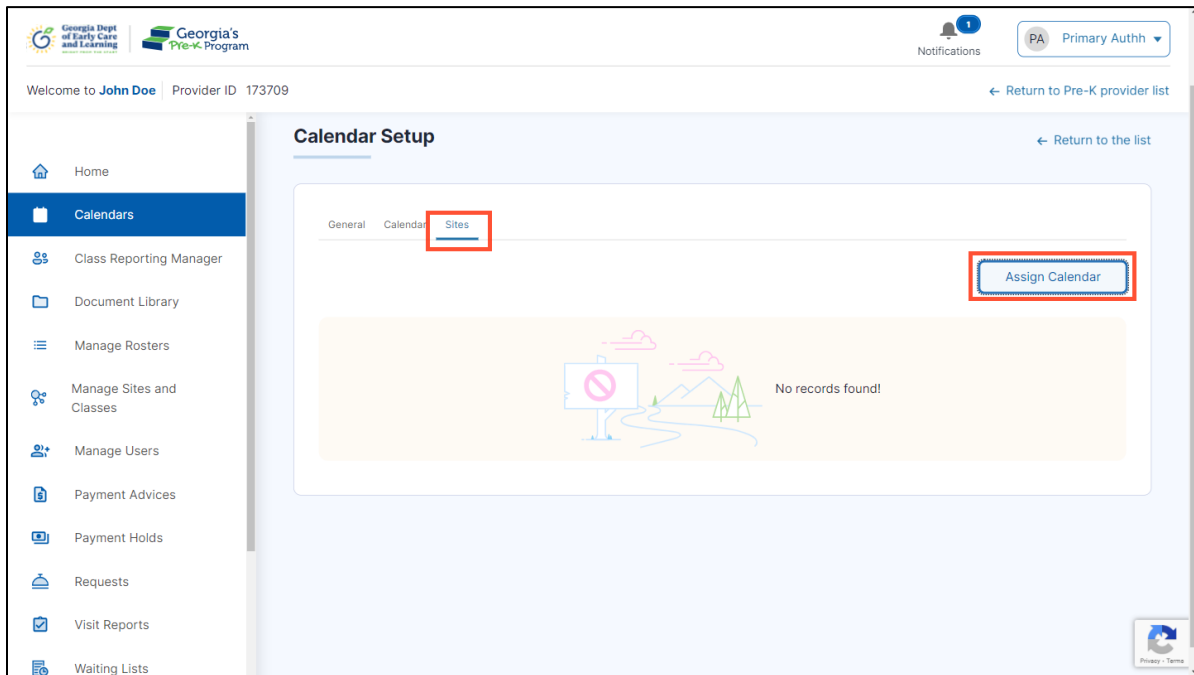
- On the Calendar Setup page, scroll down and click the **Save & Next** button.



The image shows the 'Calendar Setup' page in the Georgia's Pre-K Program system. The top navigation bar includes the Georgia Dept of Early Care and Learning logo, the user 'John Doe BOE' with Provider ID 173709, and a 'Primary Auth' dropdown. A sidebar on the left lists various functions like Home, Calendars, Class Reporting Manager, etc. The main area displays three monthly calendars for April, May, and June. The June calendar has several dates highlighted with colored circles (blue, red, green, purple). At the bottom right, a 'Save & Next' button is highlighted with a red box.

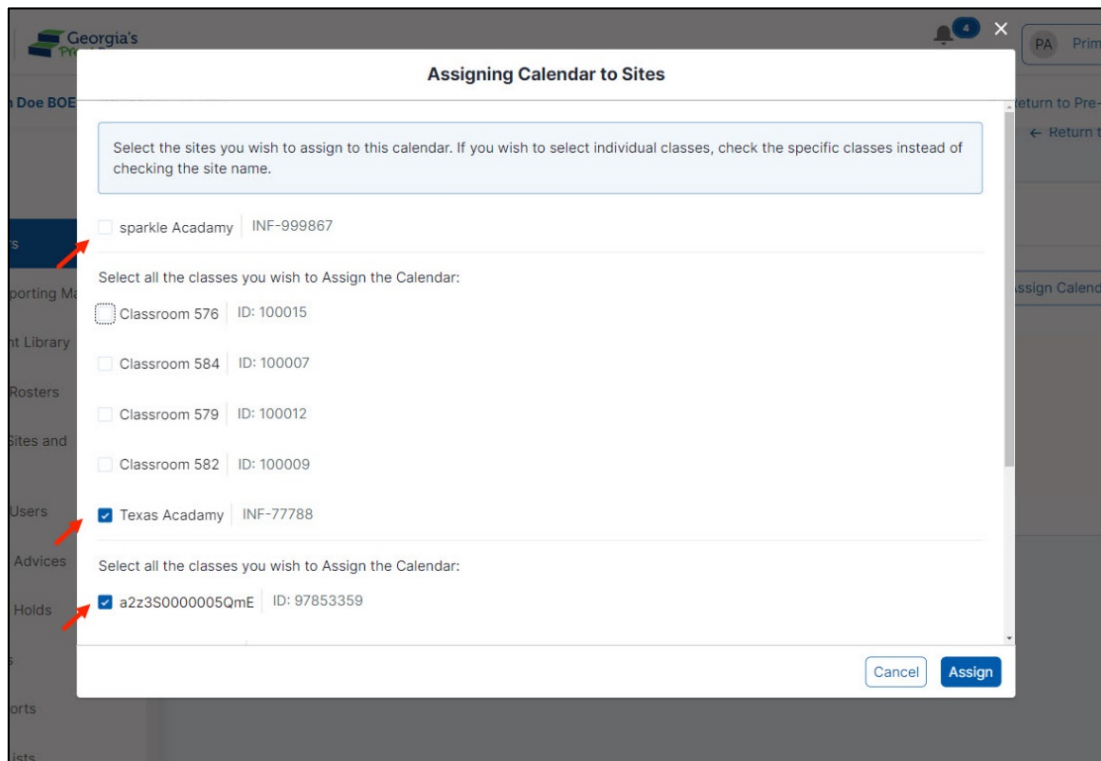
You will be directed to the Sites tab of the Calendar Setup page.

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.



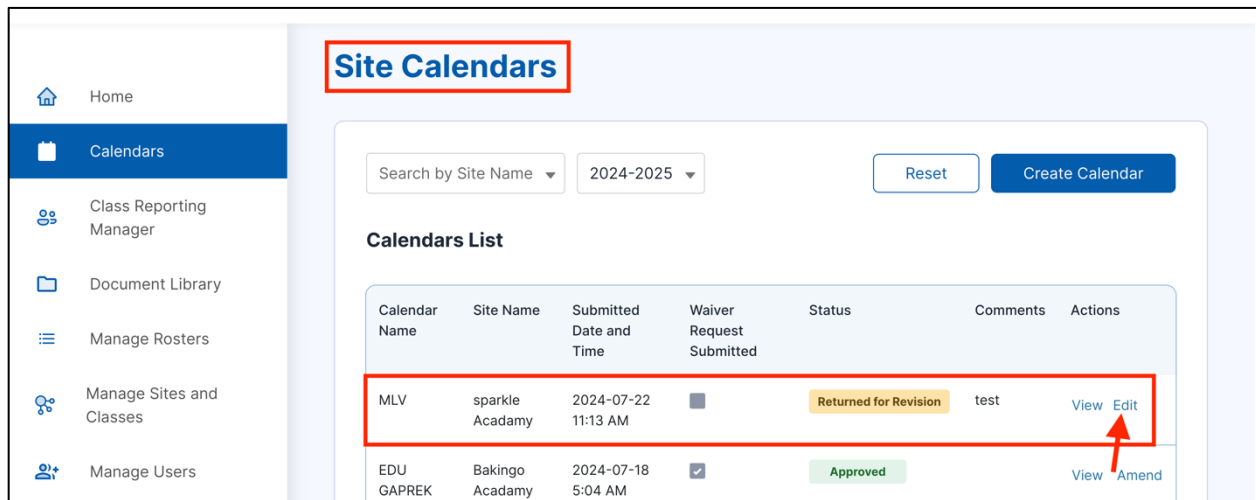
**After saving, a success message will be displayed on the screen.*

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.

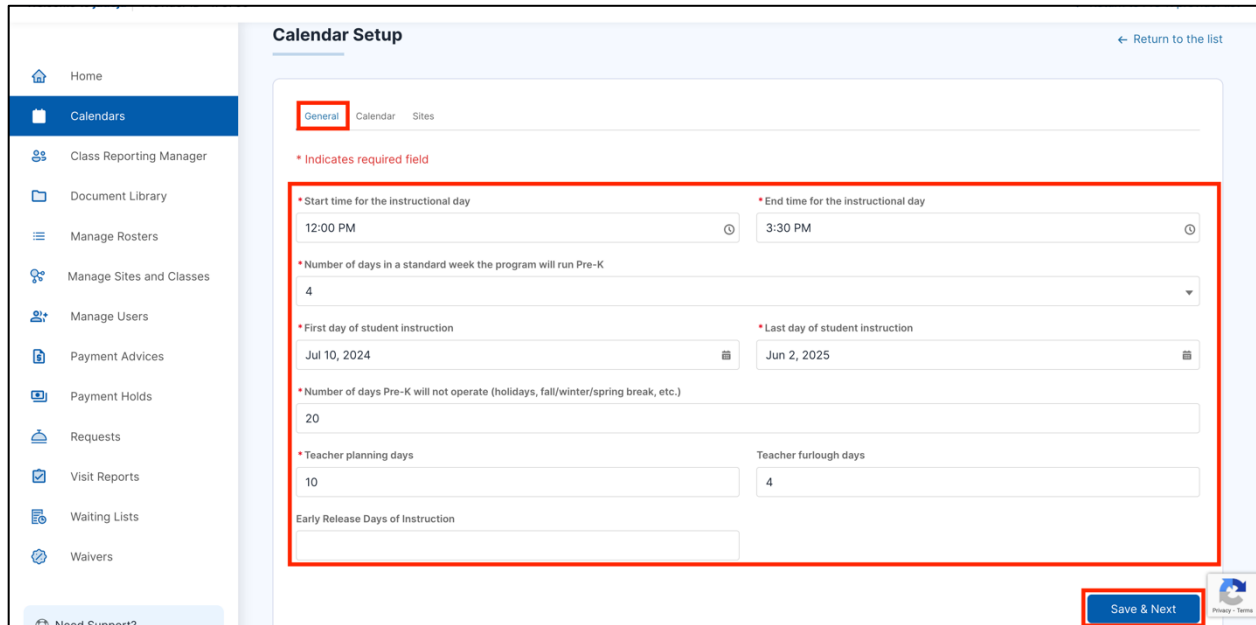
To update the calendar, perform the following steps:

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.

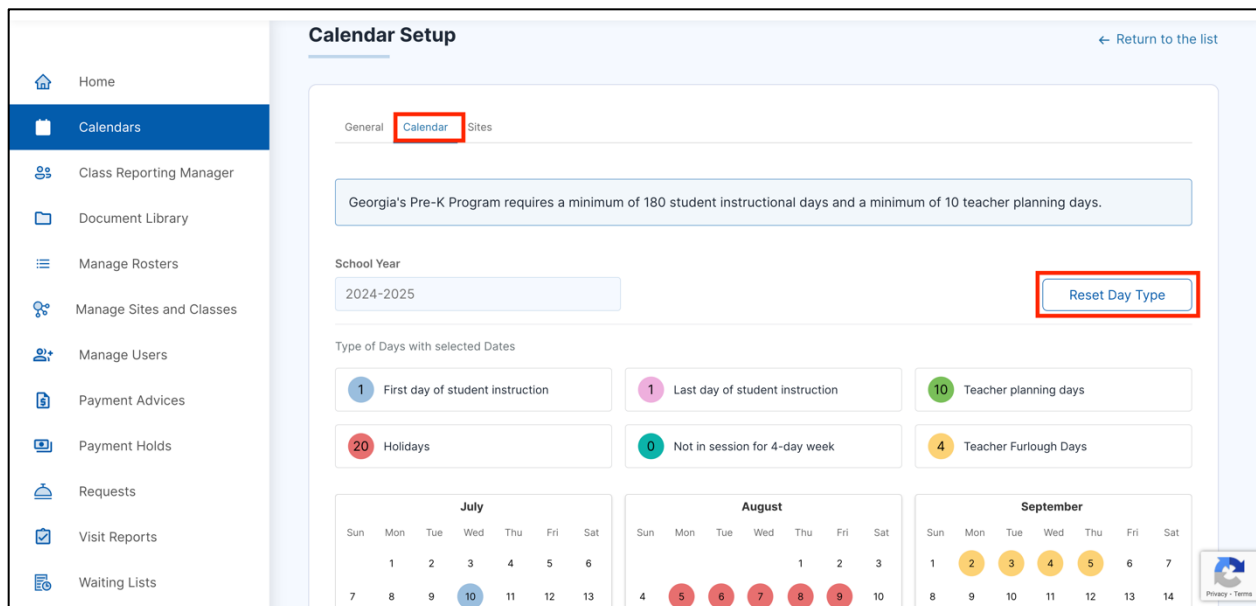
2. On the General tab, edit the required fields, then click the **Save & Next** button.



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

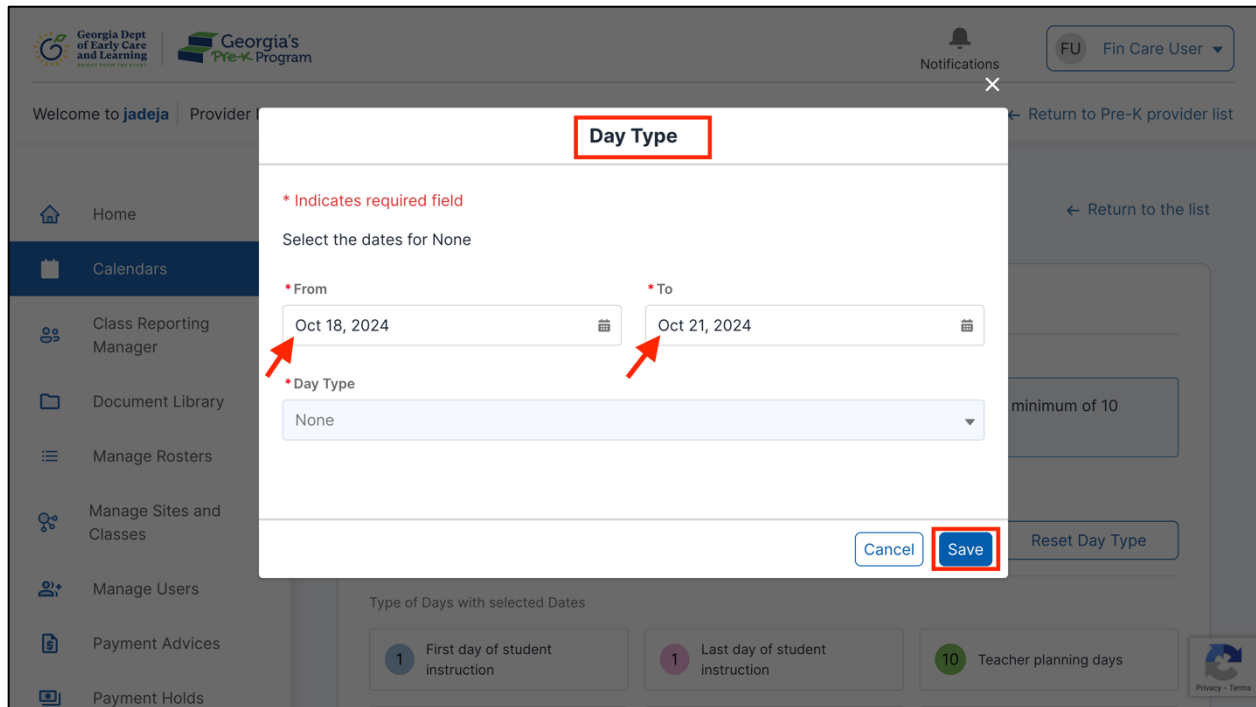
You will be directed to the **Calendar** tab on the Calendar Setup page.

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.

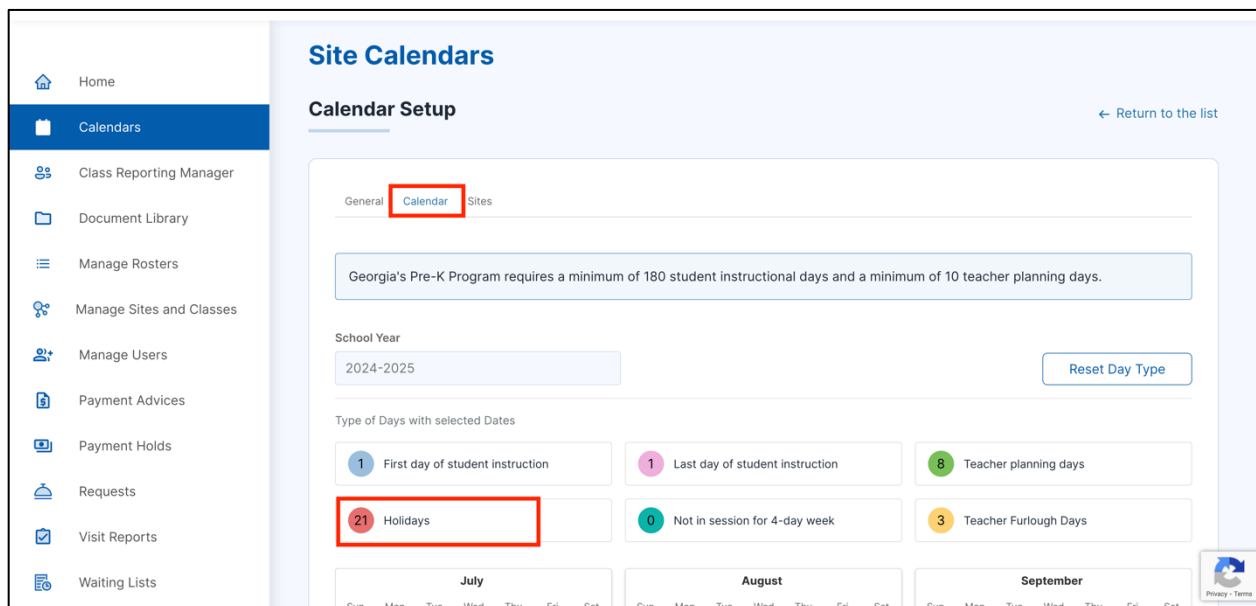
- On the Day Type pop-up window, enter the **From** and **To** dates, then click the **Save** button.



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

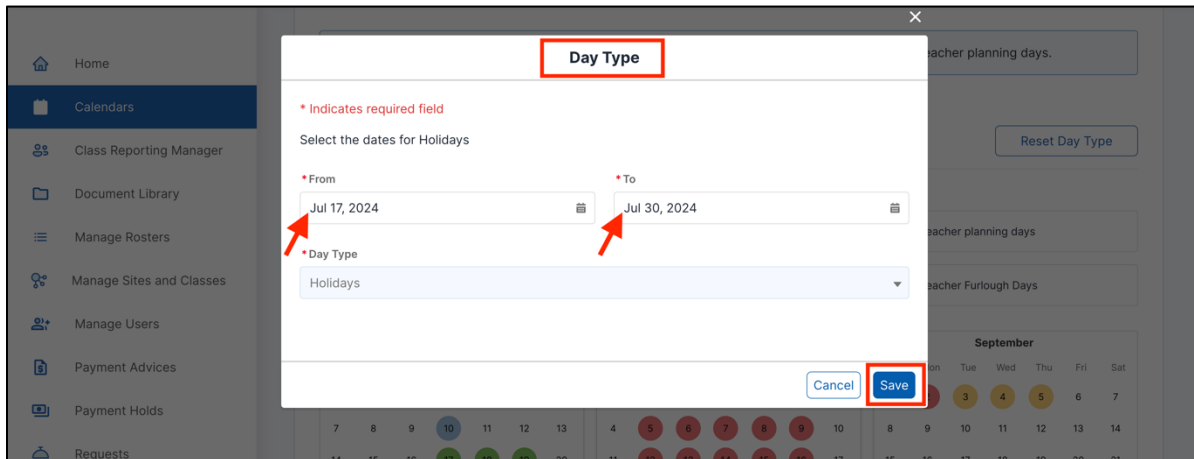
- To update the Type of days with Selected Dates, click the required *Data Type* button.

Note: The below screenshot below shows the process of assigning new dates for **Holidays**.



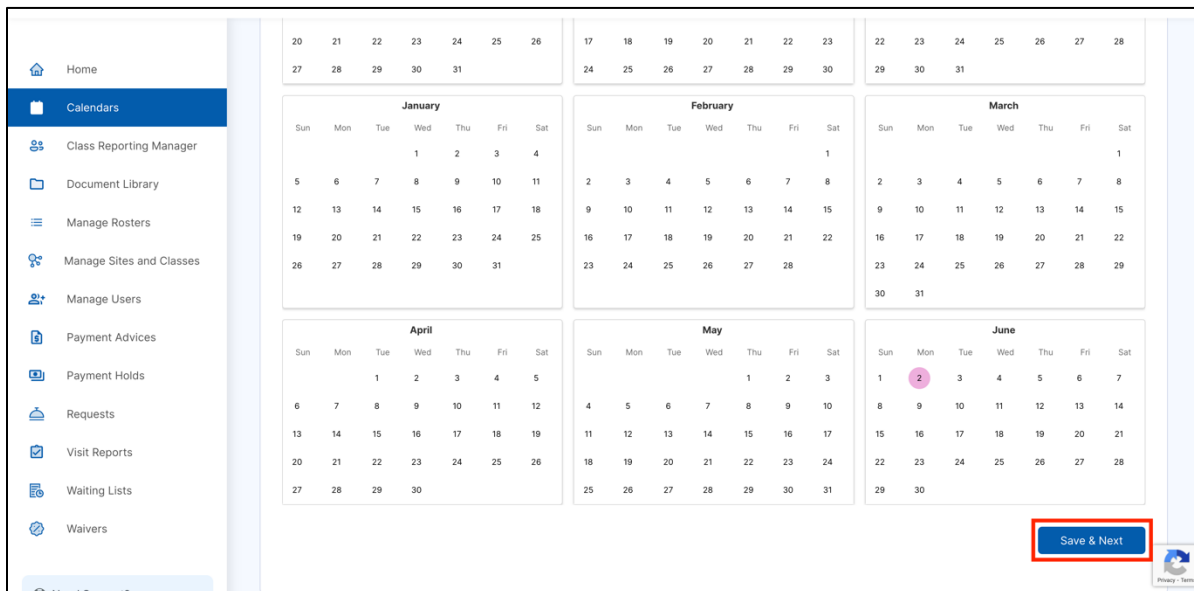
12. The Day Type pop-up window will be displayed, enter the required details:

- 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.*

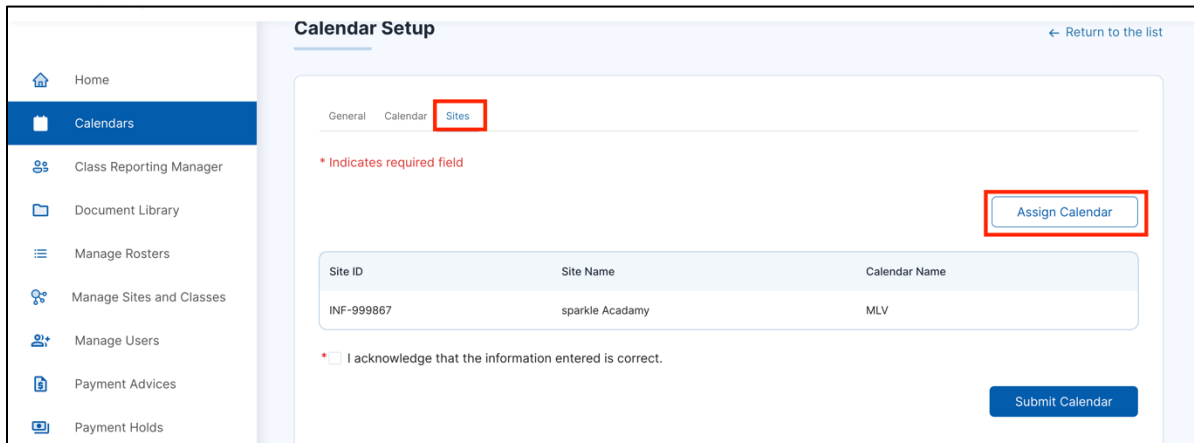
5. On the Calendar Setup page, scroll down and click the **Save & Next** button.



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.



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

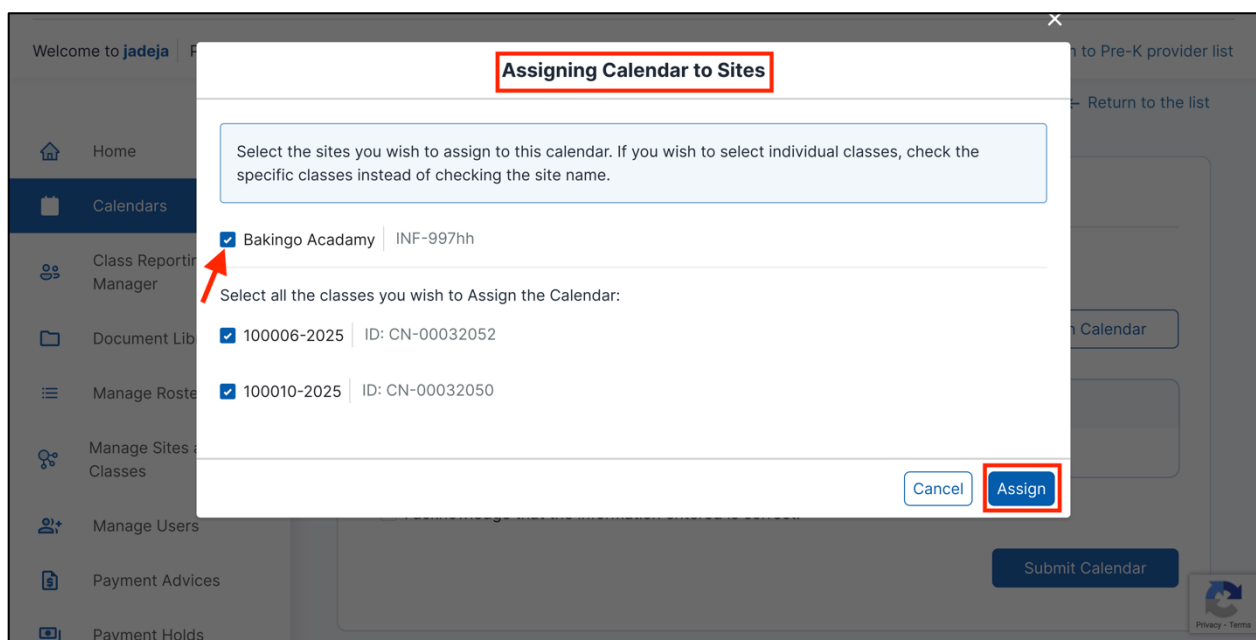
☐ I acknowledge that the information entered is correct.

Submit Calendar

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.



Assigning Calendar to Sites

Select the sites you wish to assign to this calendar. If you wish to select individual classes, check the specific classes instead of checking the site name.

☒ Bakingo Academy | INF-997hh

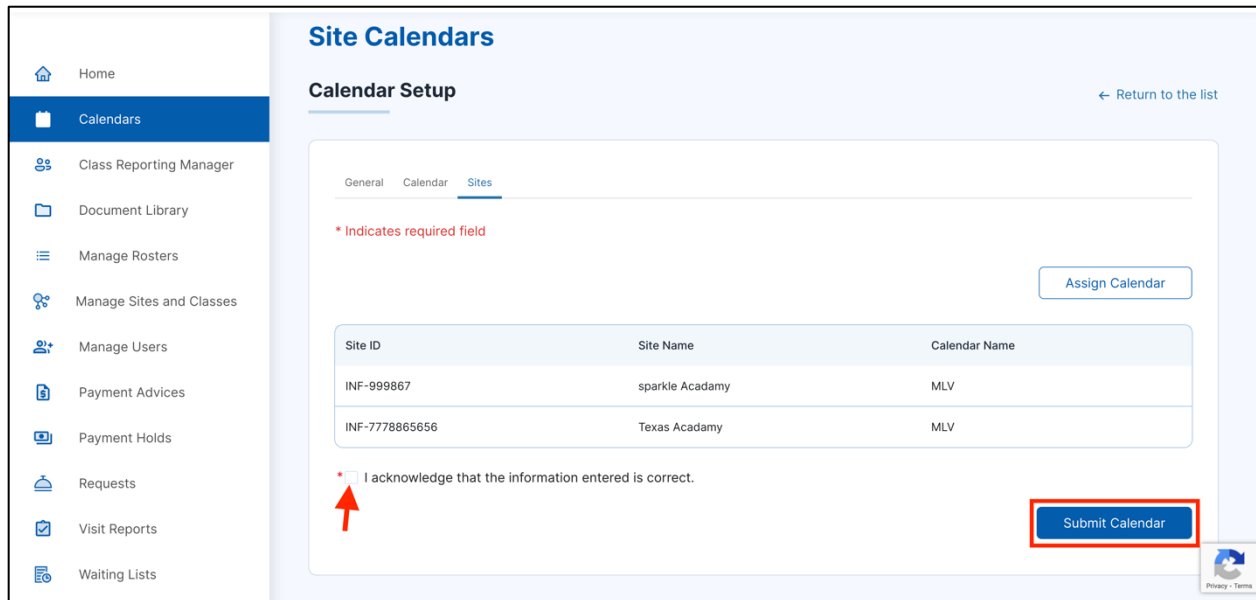
Select all the classes you wish to Assign the Calendar:

☒ 100006-2025 | ID: CN-00032052

☒ 100010-2025 | ID: CN-00032050

Cancel **Assign**

8. 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](#)

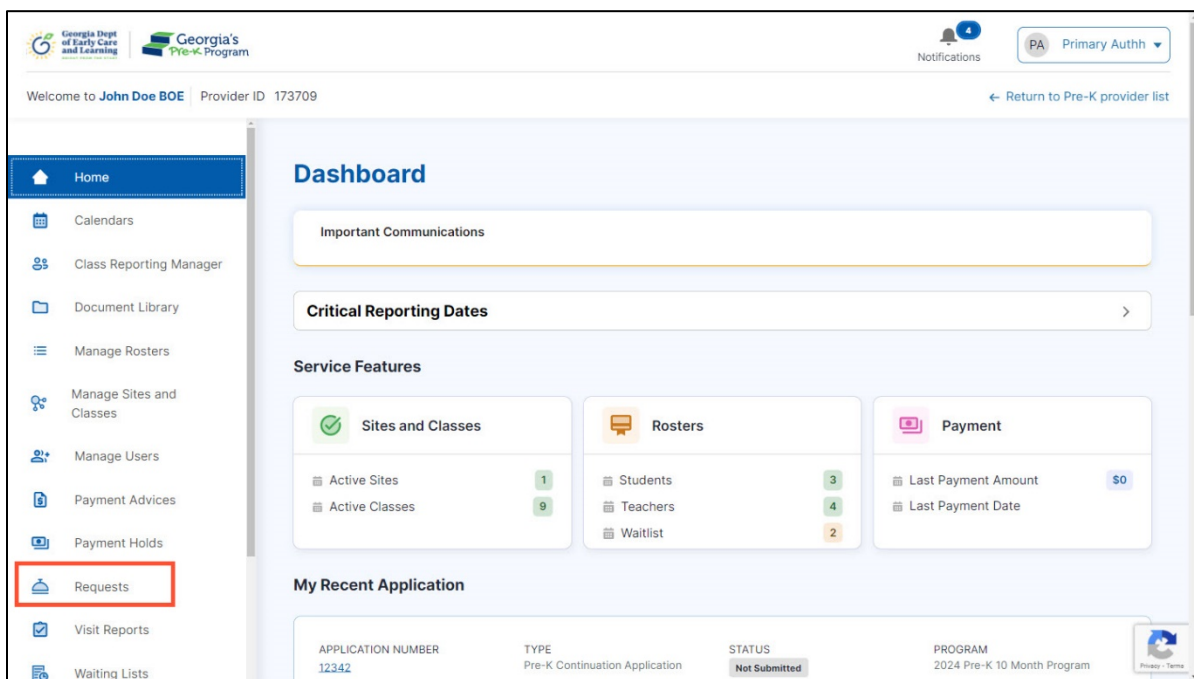
**After submission, a success message will be displayed on the page.*

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.

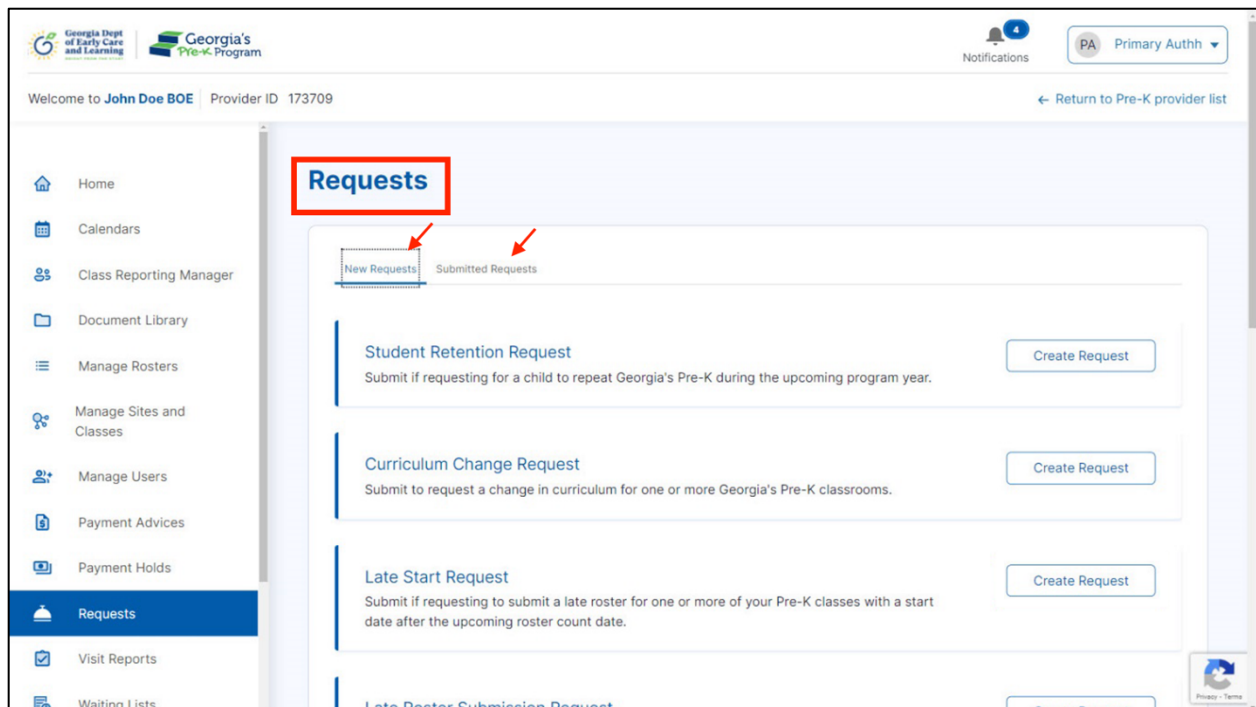
To create a Request, perform the following steps:

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



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.

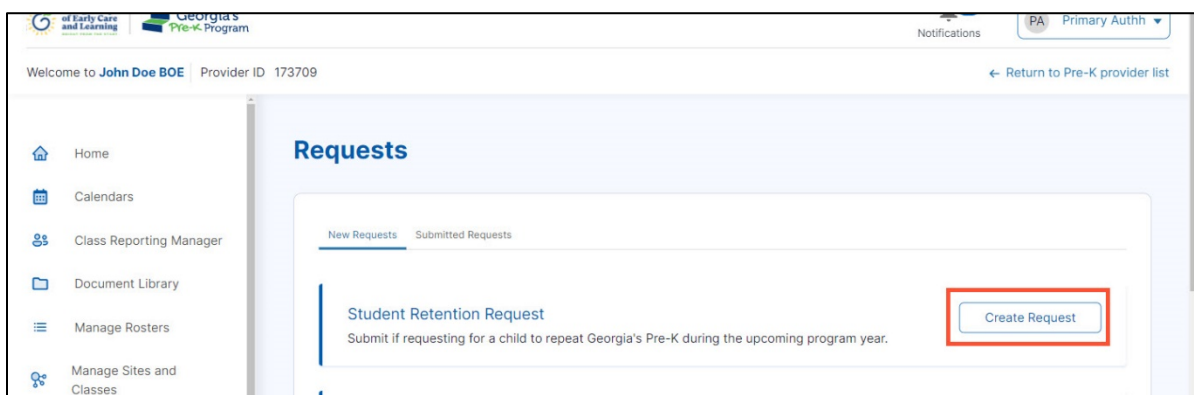


Student Retention Request

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.

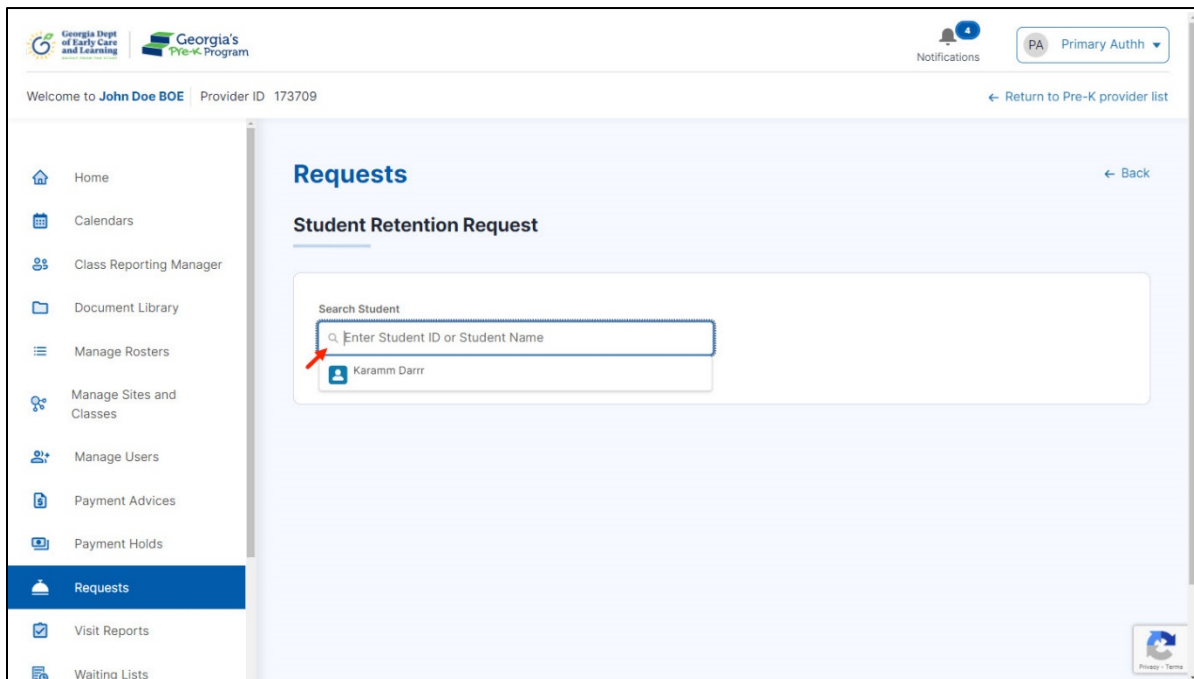
To create the Student Retention Request, perform the following steps:

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



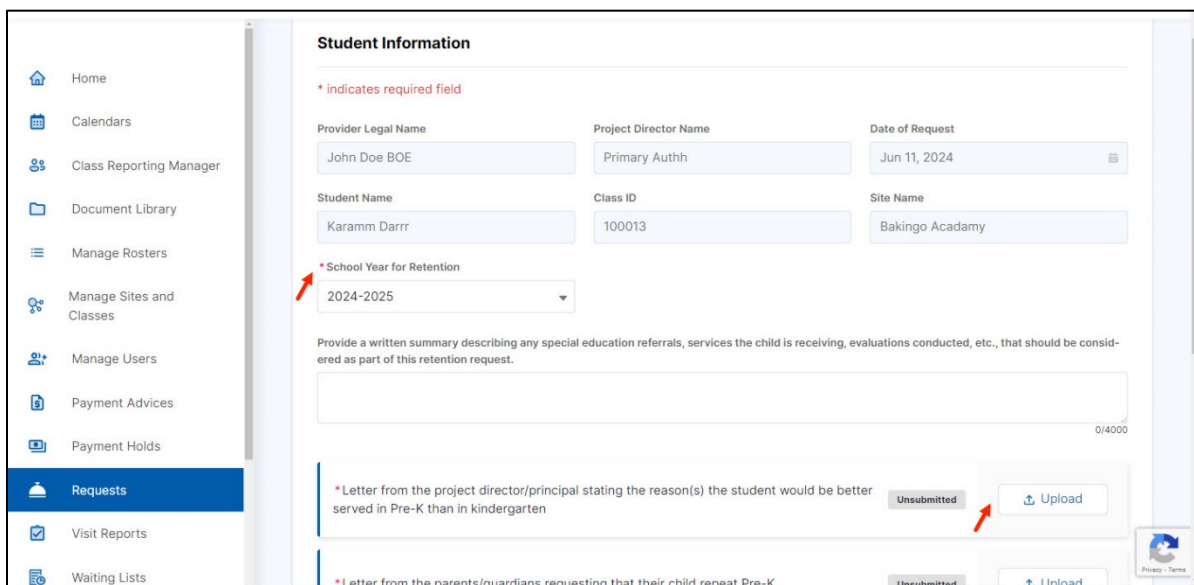
You will be directed to the Student Retention Request page.

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.

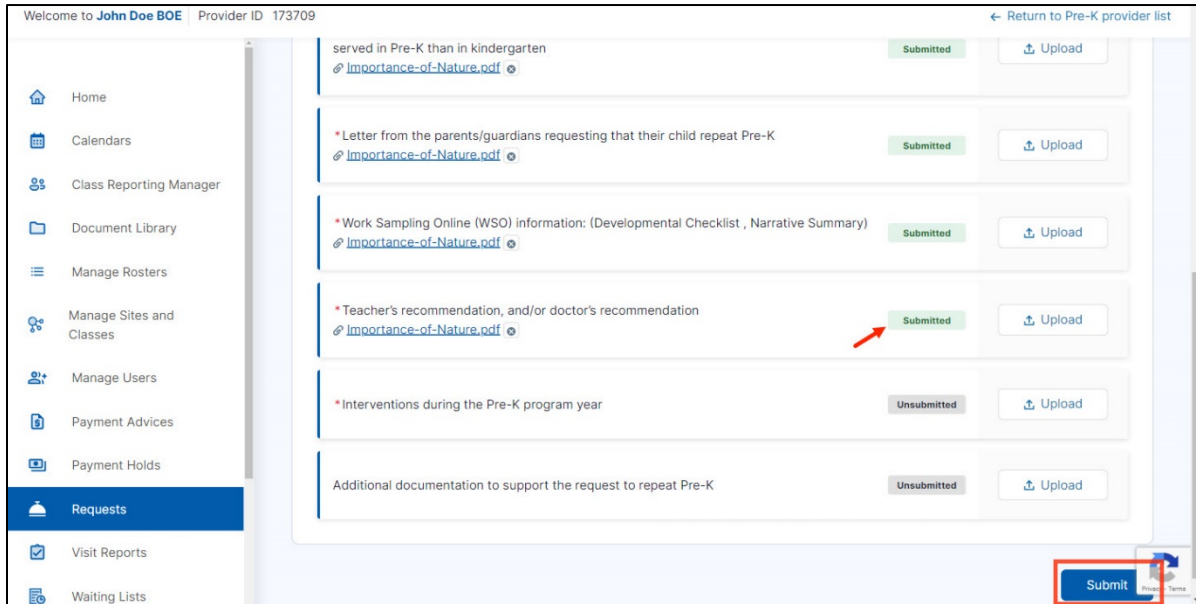


**The Upload Files pop-up window will be displayed.*

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.



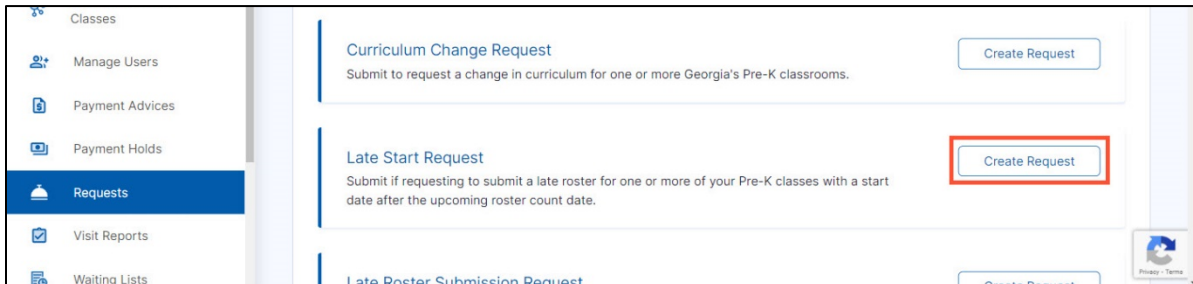
**After saving, a success message will be displayed on the page, and the request will be reflected under the Submitted Requests tab.*

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:

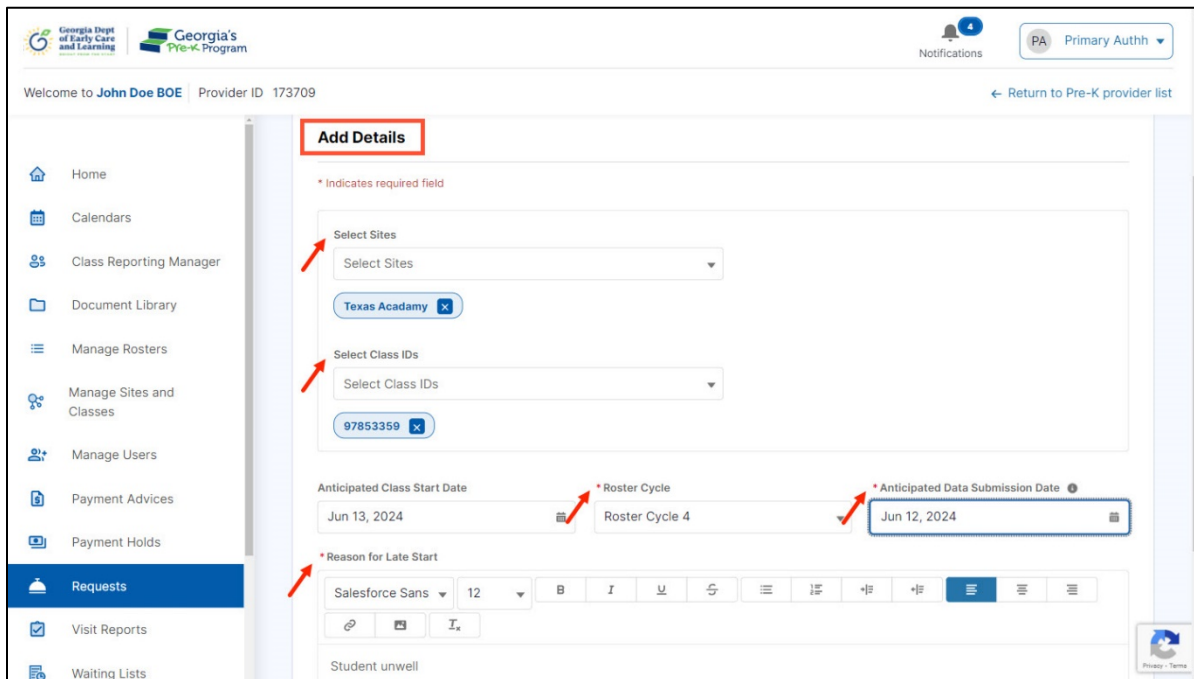
1. Navigate to the Request section of the Provider portal.
2. Click the **Create Request** button for the **Late Start Request**.



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)).
- Provider 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.

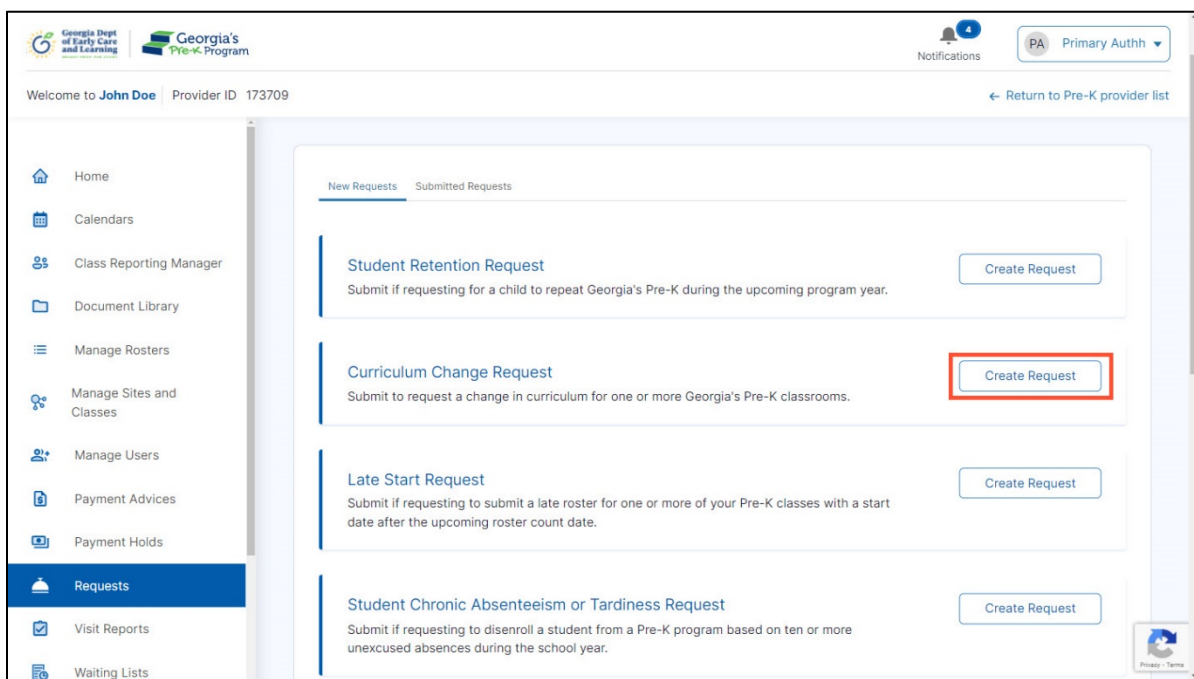
- If the request is not approved, you will receive a notification in the provider portal that includes the reason for not approving the request.
- If the request is approved, you will receive a notification in the provider portal and the roster due date for the Site(s) and Class ID(s) indicated on the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

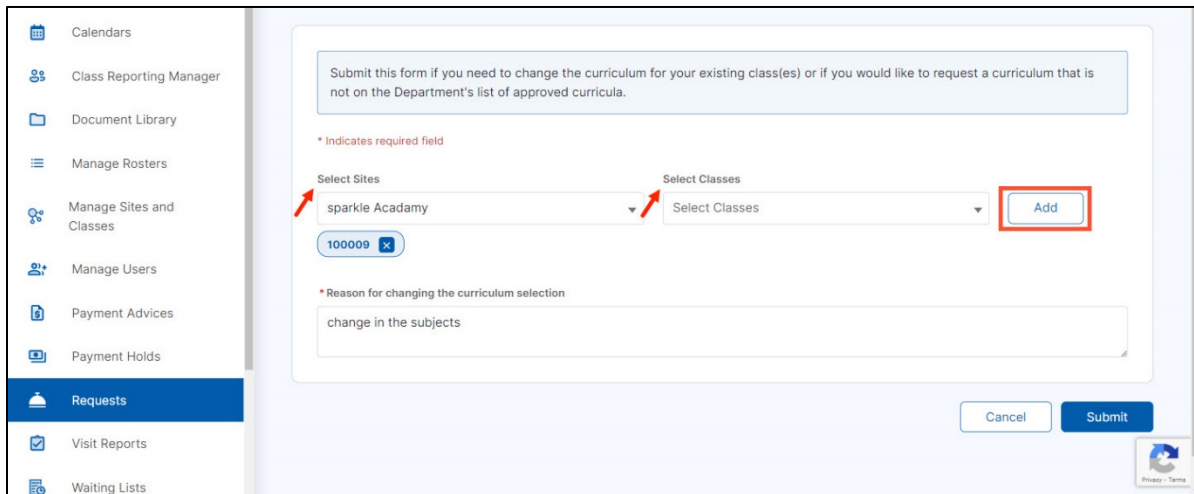
To create the Curriculum Change Request, perform the following steps:

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

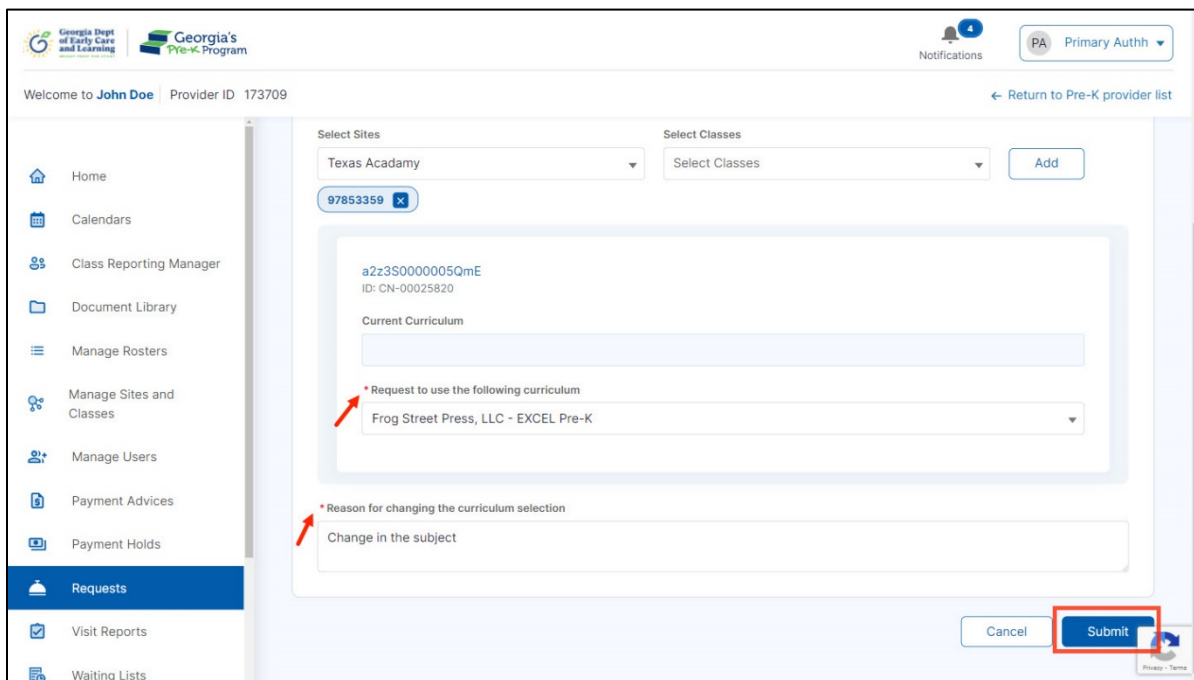


You will be directed to the Curriculum Change Request page.

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.



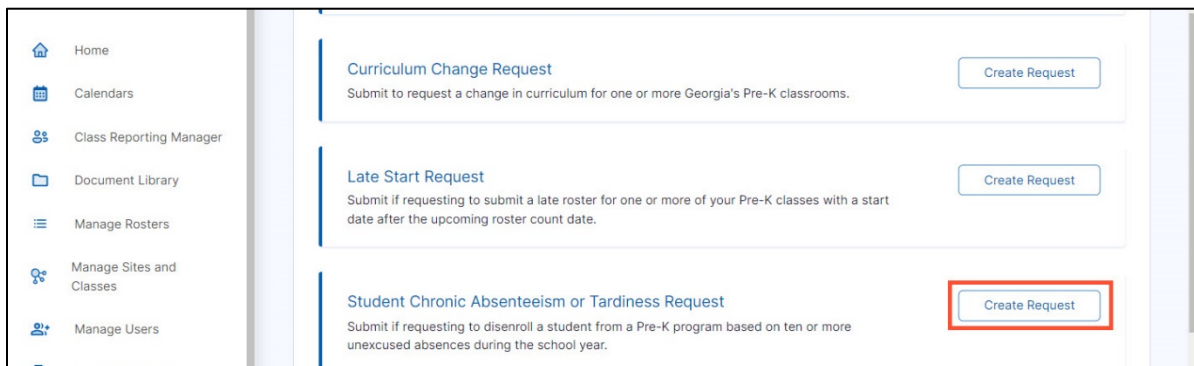
**After saving, a success message will be displayed on the page, and the request will be reflected under the Submitted Requests tab.*

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.

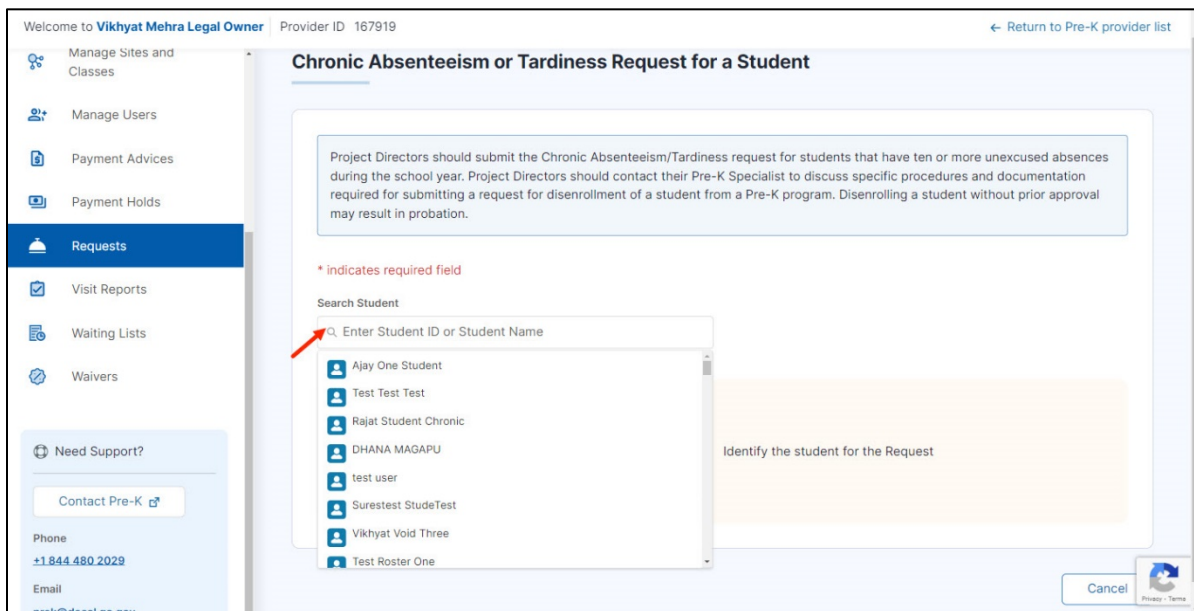
To create the Student Chronic Absenteeism or Tardiness Request, perform the following steps:

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



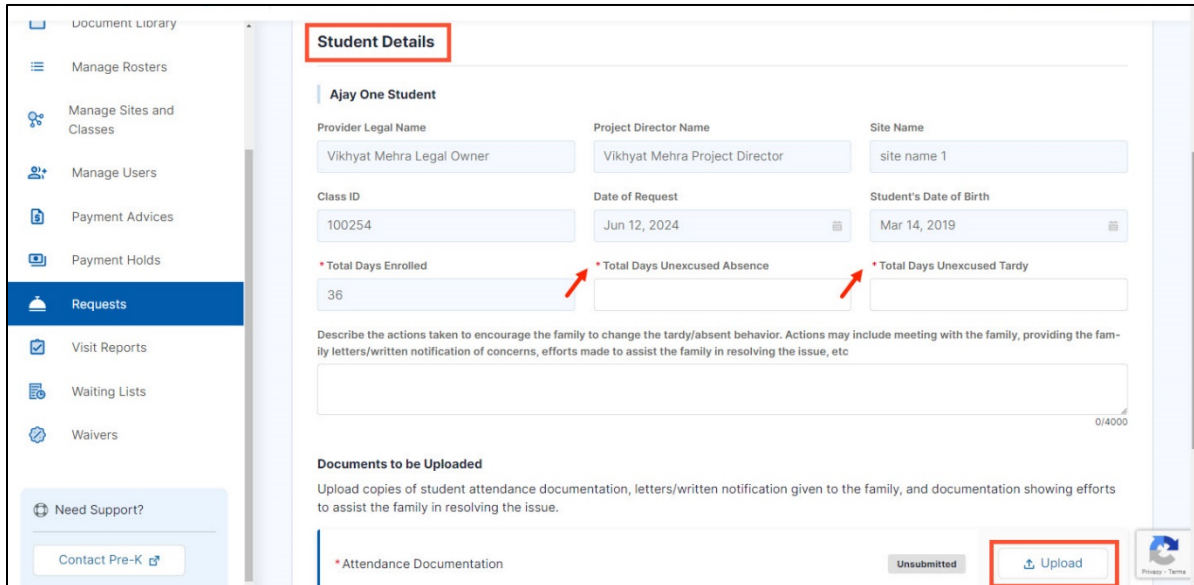
You will be directed to the Chronic Absenteeism or Tardiness Request for a Student page.

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.

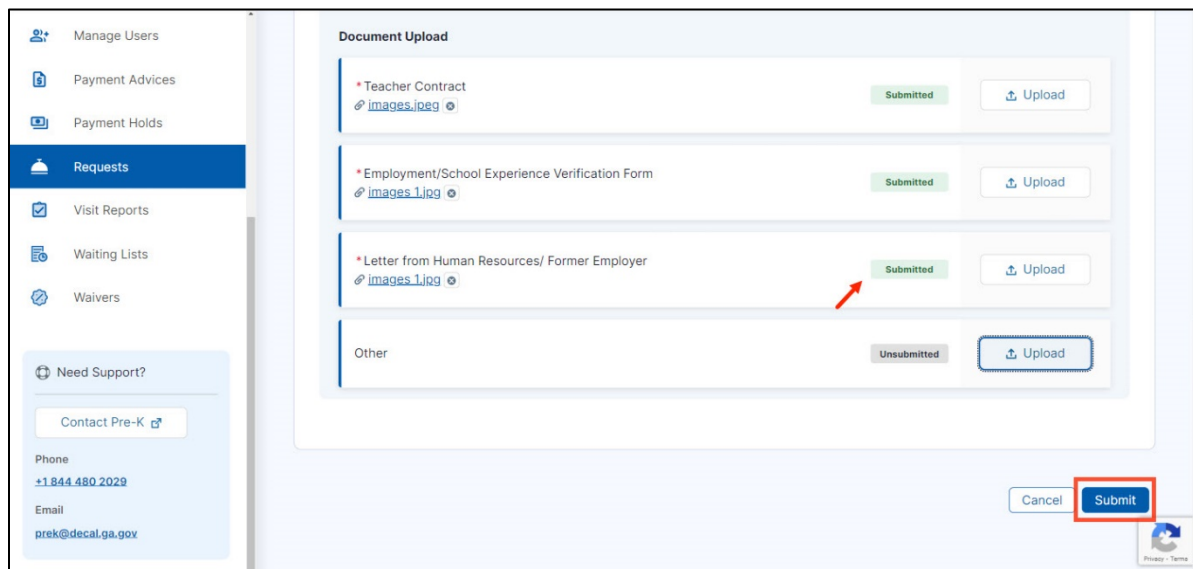


**The Upload Files pop-up window will be displayed.*

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.



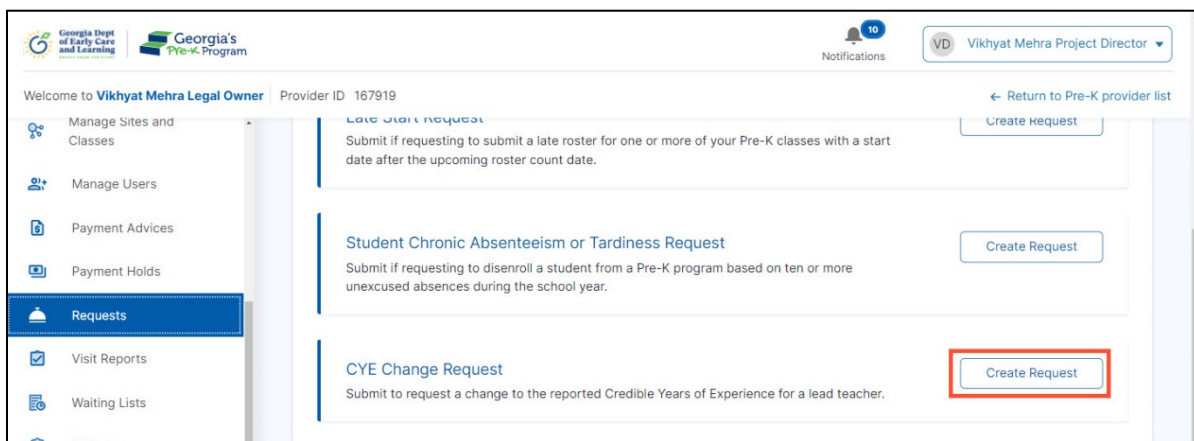
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

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.

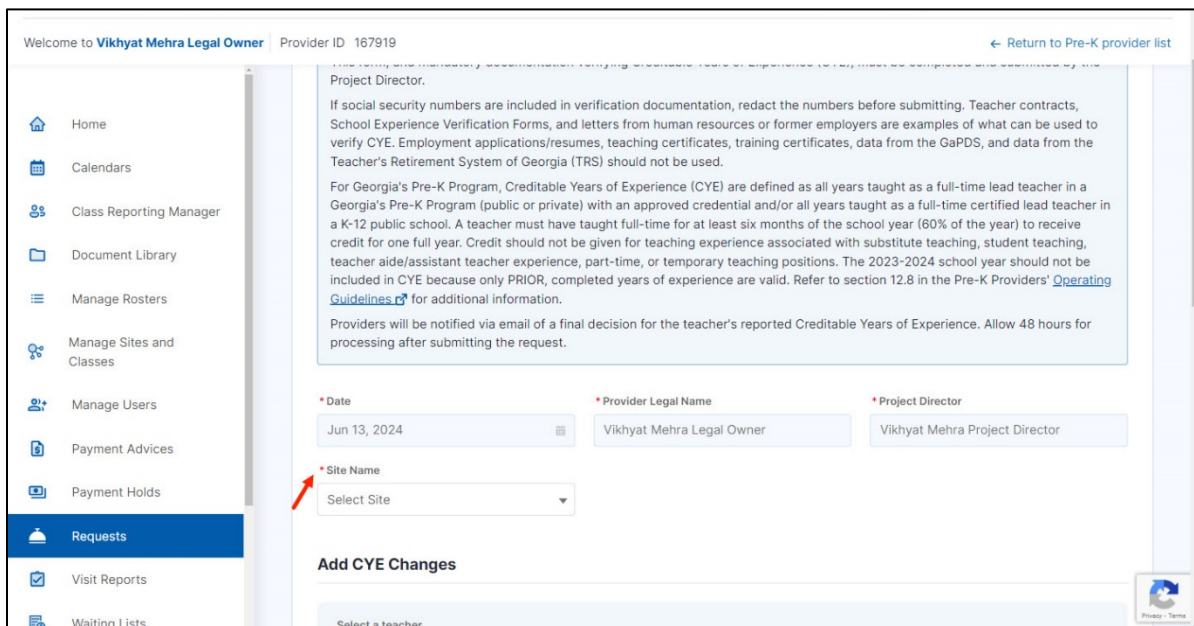
To create the CYE Change Request, perform the following steps:

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

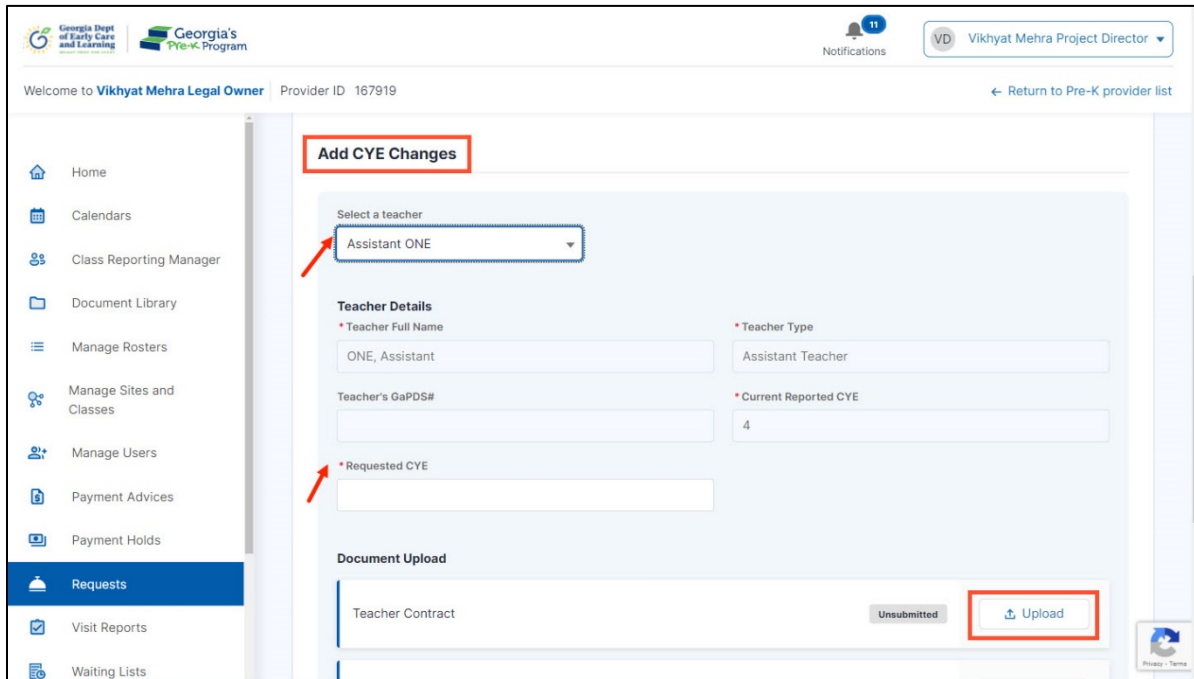


You will be directed to the CYE Request page.

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.

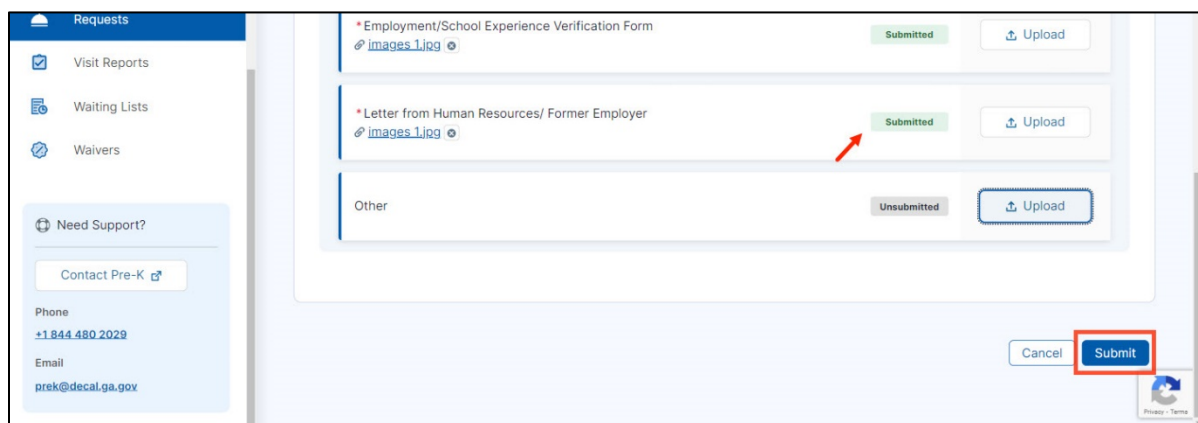


**The Upload Files pop-up window will be displayed.*

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.



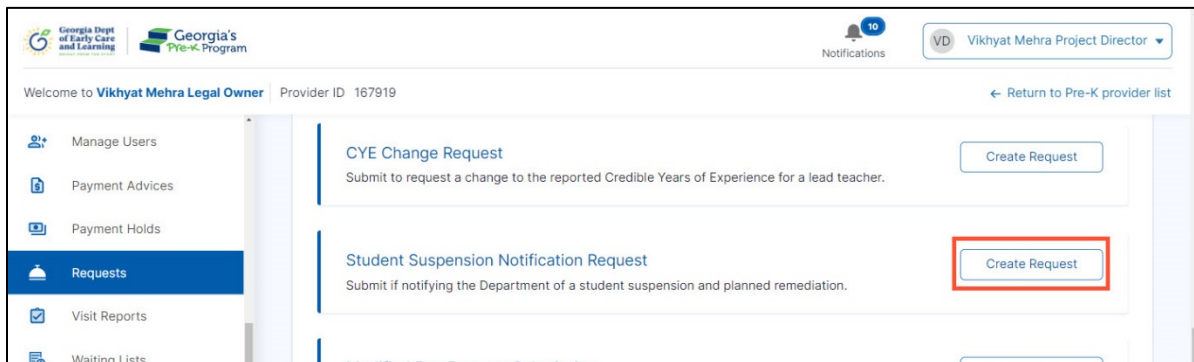
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

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.

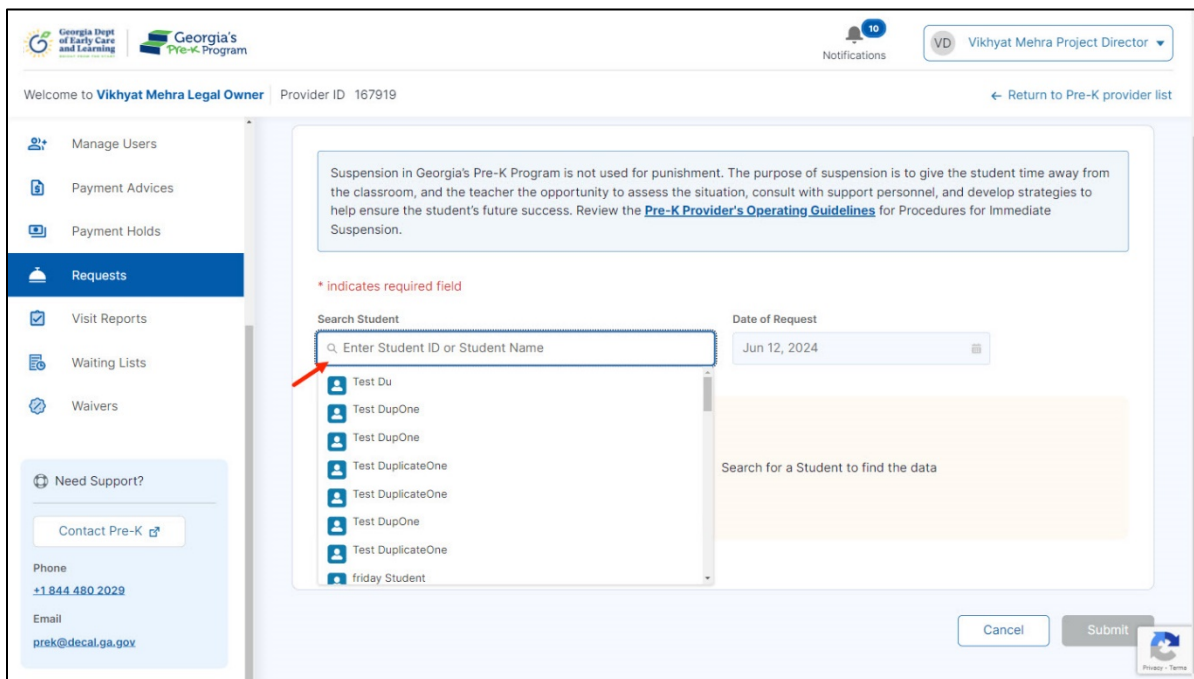
To create the Student Suspension Notification Request, perform the following steps:

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.

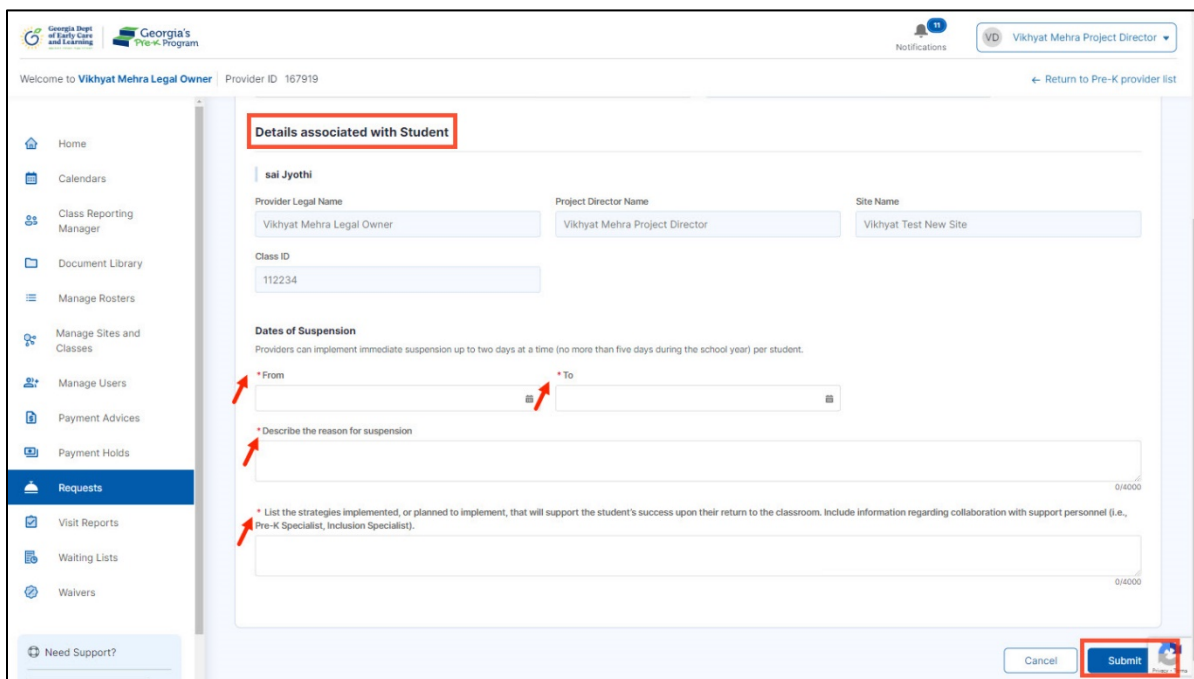


Selected student details will be extracted and displayed in the Details associated with the student section.

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 interface. The form is titled 'sai Jyothi' and includes 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)

Red arrows point to the 'From' and 'To' date fields, the 'Describe the reason for suspension' text area, and the 'List the strategies implemented...' text area. The 'Submit' button is highlighted with a red box.

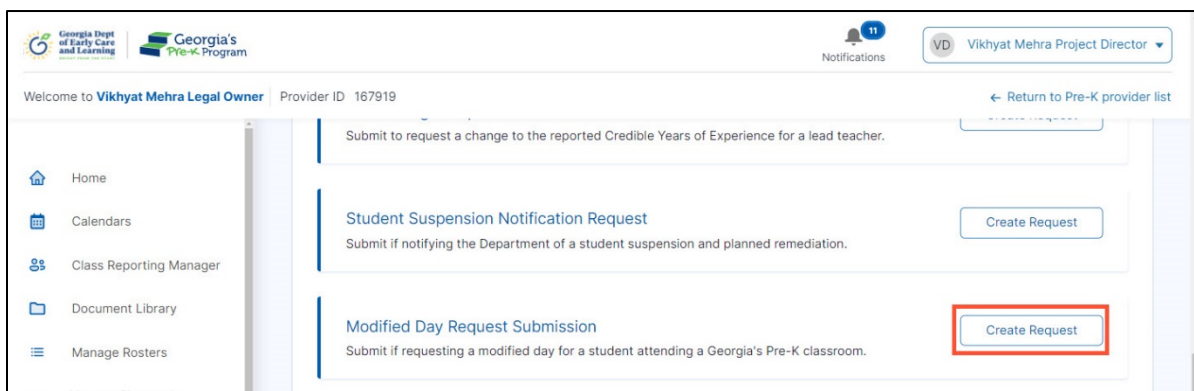
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

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.

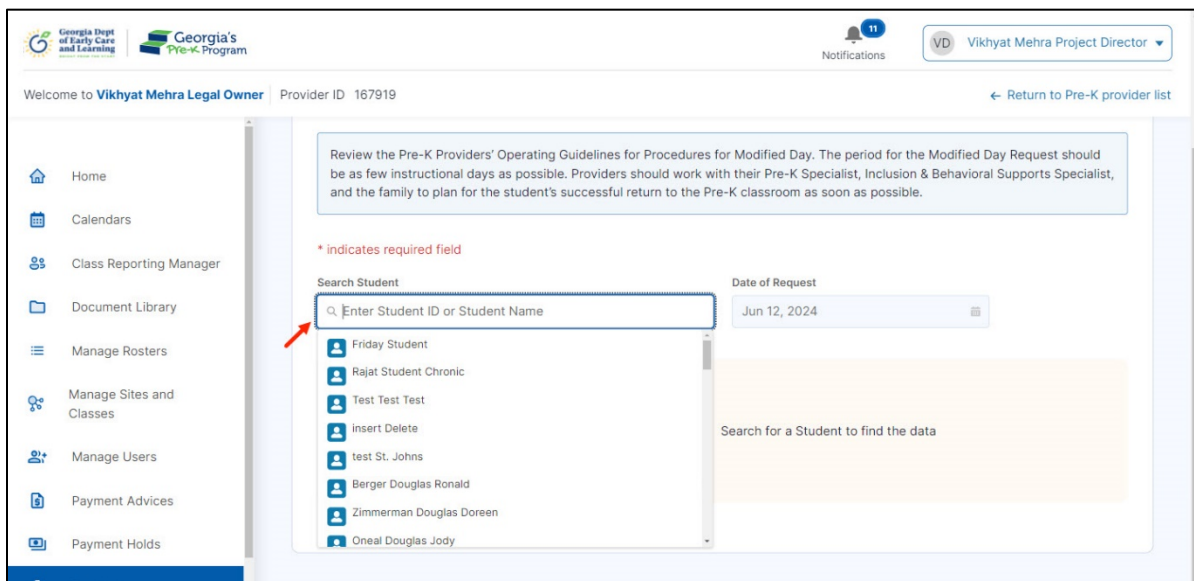
To create the Modified Day Request Submission, perform the following steps:

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



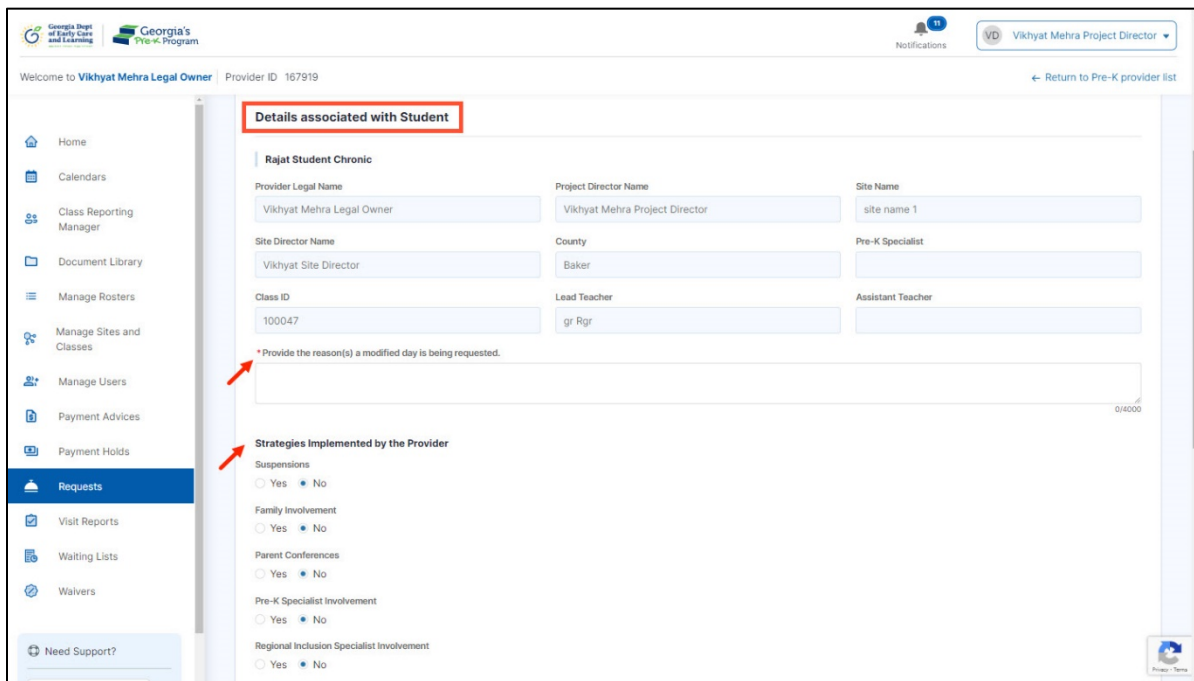
You will be directed to the Student Suspension Notification Request page.

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

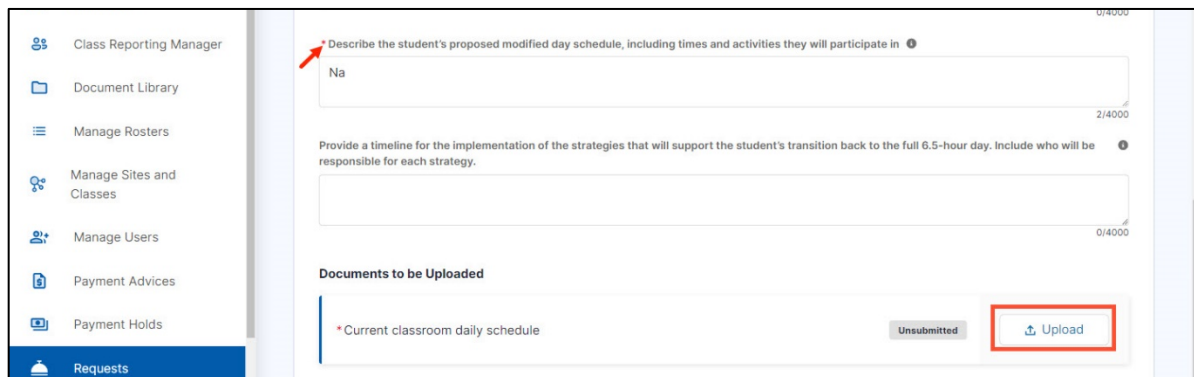


Selected student details will be extracted and displayed in the **Details associated with Student** section.

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.

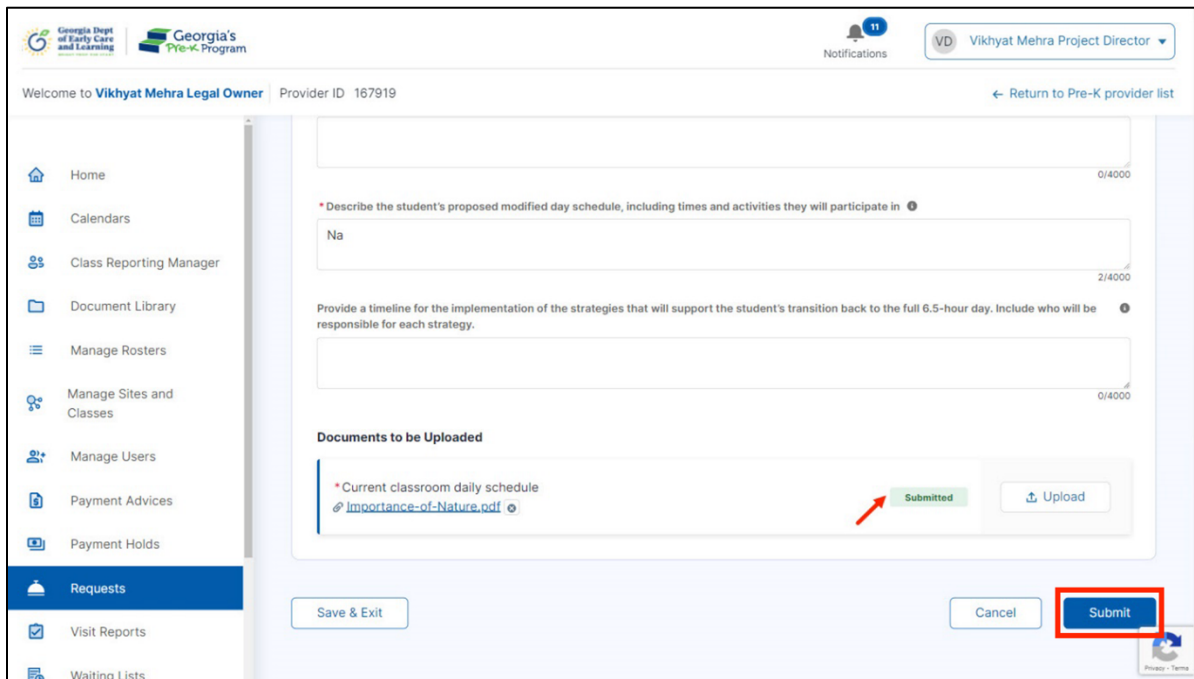


**The Upload Files pop-up window will be displayed.*

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.



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

Notifications | VD Vikhyat Mehra Project Director

← 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

* Describe the student's proposed modified day schedule, including times and activities they will participate in. (0/4000)

Na (2/4000)

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. (0/4000)

Documents to be Uploaded

* Current classroom daily schedule
 importance-of-Nature.pdf (Submitted) [Upload]

Save & Exit | Cancel | **Submit**

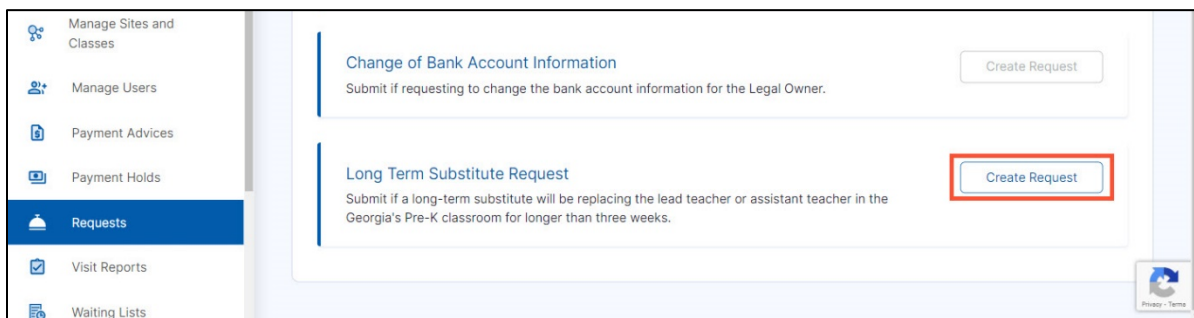
**After saving, a success message will be displayed on the page and the request will be reflected under the Submitted Requests tab.*

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.



Manage Sites and Classes | Manage Users | Payment Advices | Payment Holds | **Requests** | Visit Reports | Waiting Lists

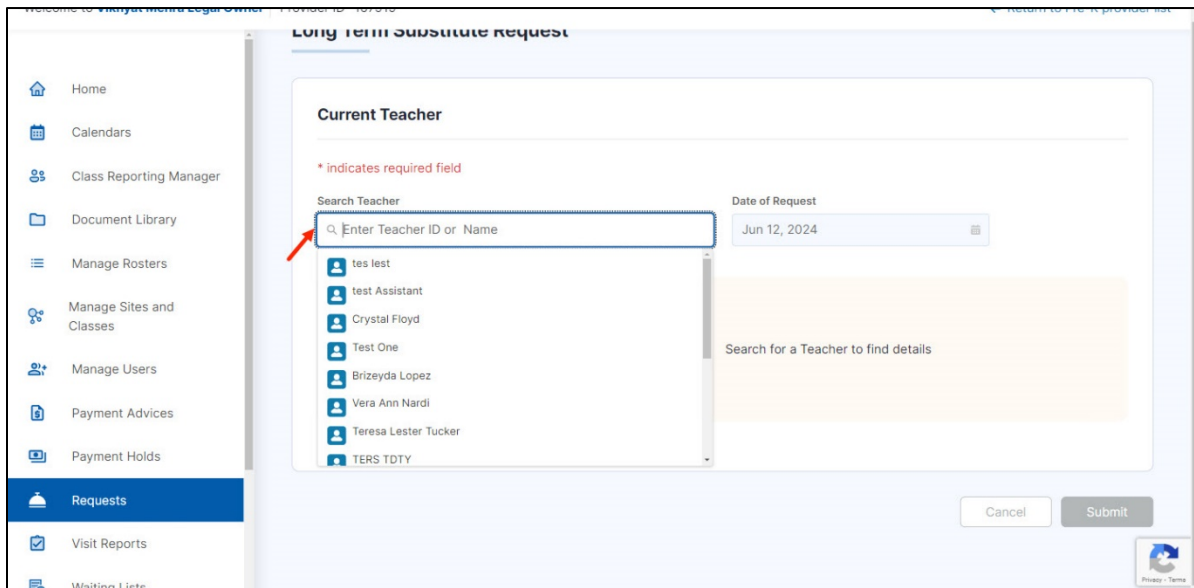
Change of Bank Account Information
 Submit if requesting to change the bank account information for the Legal Owner. [Create Request]

Long Term Substitute Request
 Submit if a long-term substitute will be replacing the lead teacher or assistant teacher in the Georgia's Pre-K classroom for longer than three weeks. [Create Request]

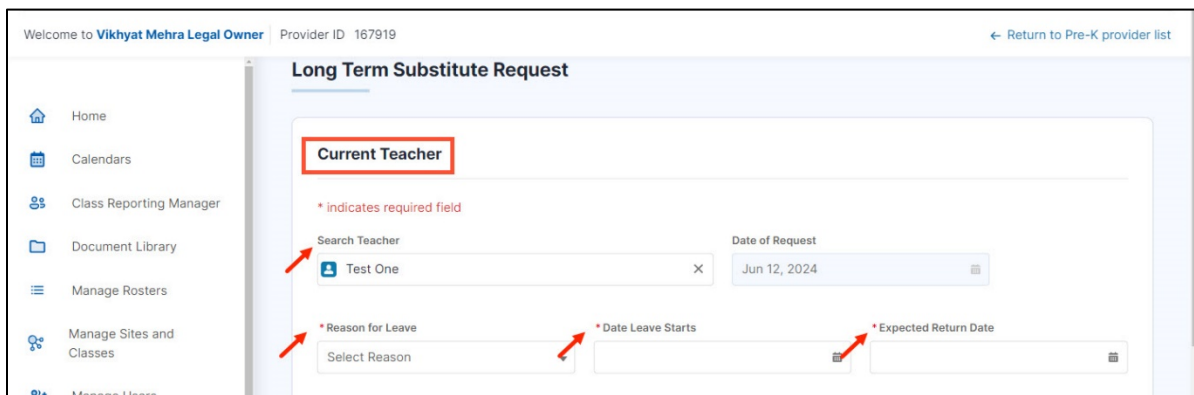
Printer - Terms

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

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

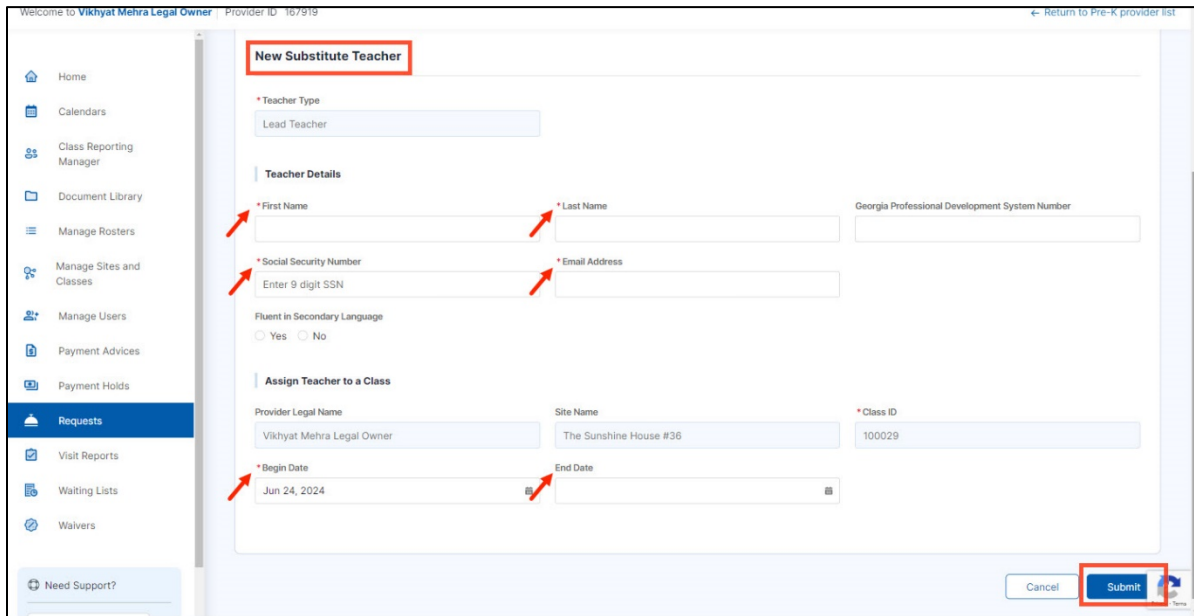


3. On the **Current Teacher** section, enter the following information:
 - a. Select the *reason* from the **Reason for Leave** drop-down list.
 - b. Select the *date* in the **Date Leave Starts** field.
 - c. Select the *date* in the **Expected Return Date** field.



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

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



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

Change of Bank Account Information Request

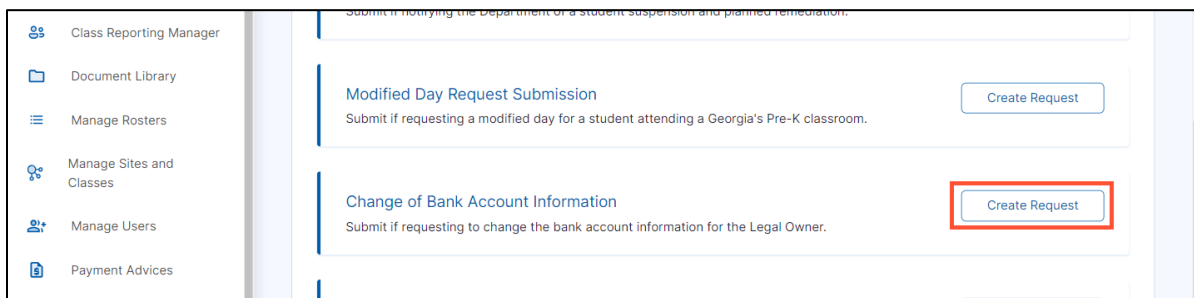
A Bank Account Change request refers to the request to update the bank account details of the Provider in the Pre-K records.

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

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

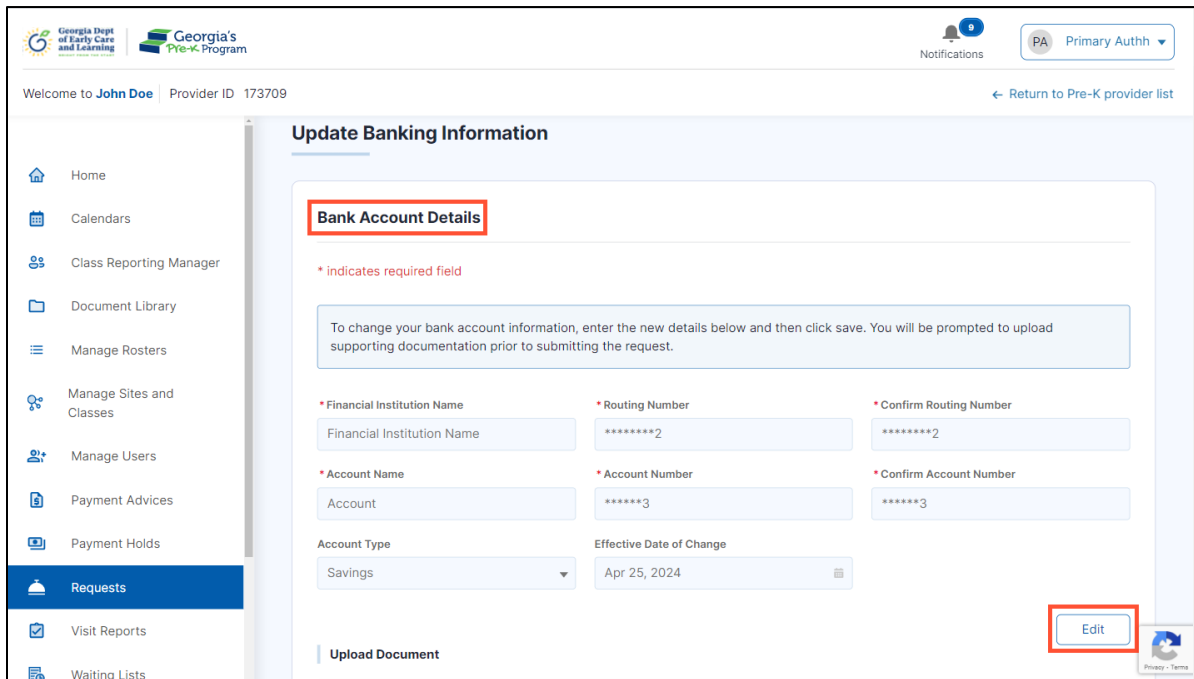
Note: Only the Primary Authorized User can create a request for Change of Bank Account Information.

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



You will be directed to the Update Banking Information page.

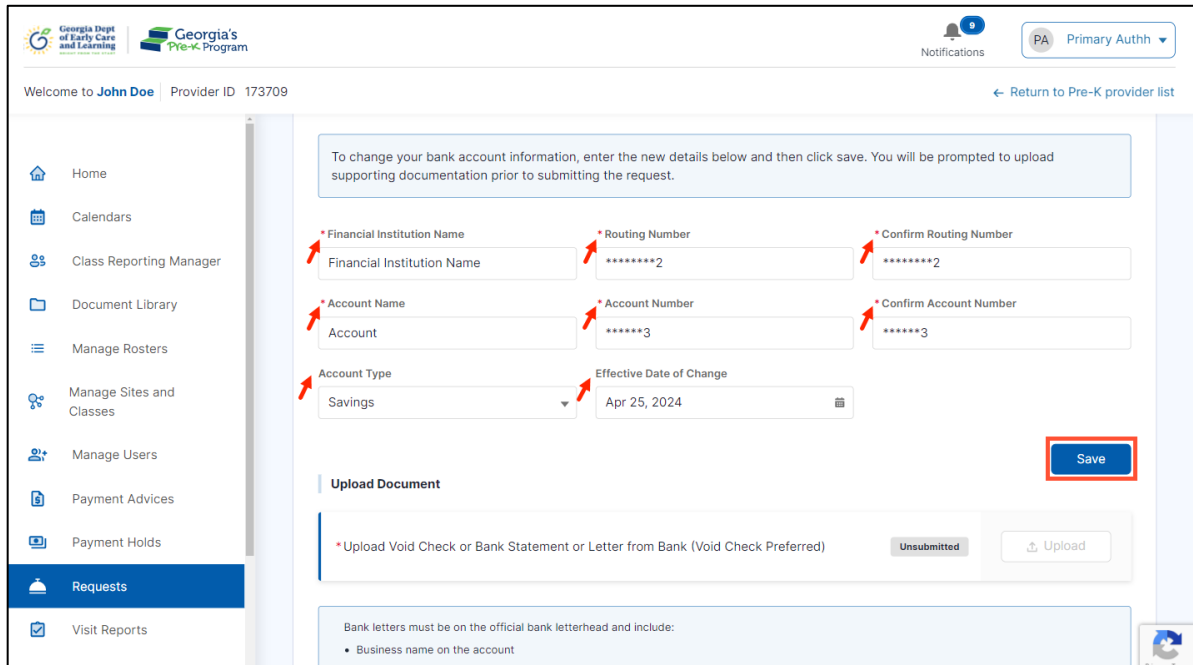
2. On the **Bank Account Details** section, click the **Edit** button.



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

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

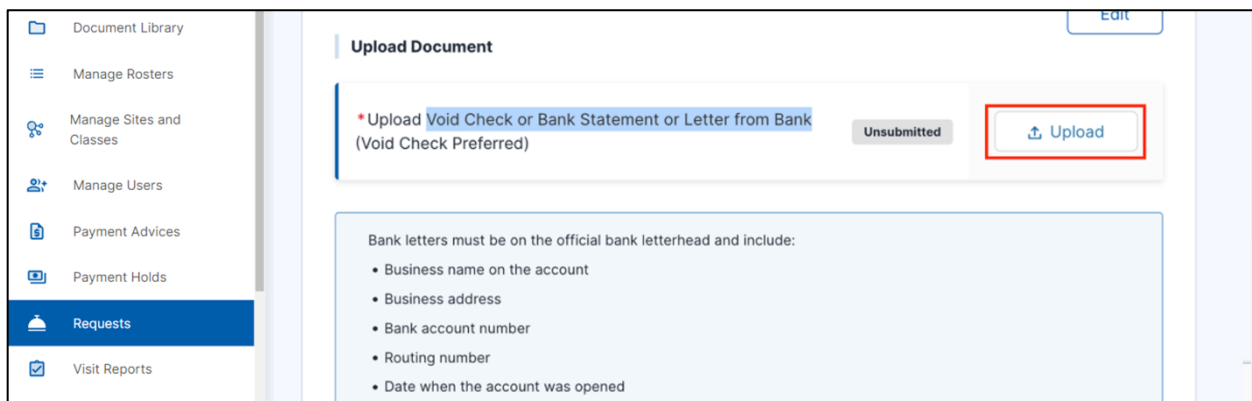
5. After updating the required details, click the **Save** button.



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

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

7. To upload the relevant documents, refer to the [File Upload](#) section for the detailed procedure for uploading the files.

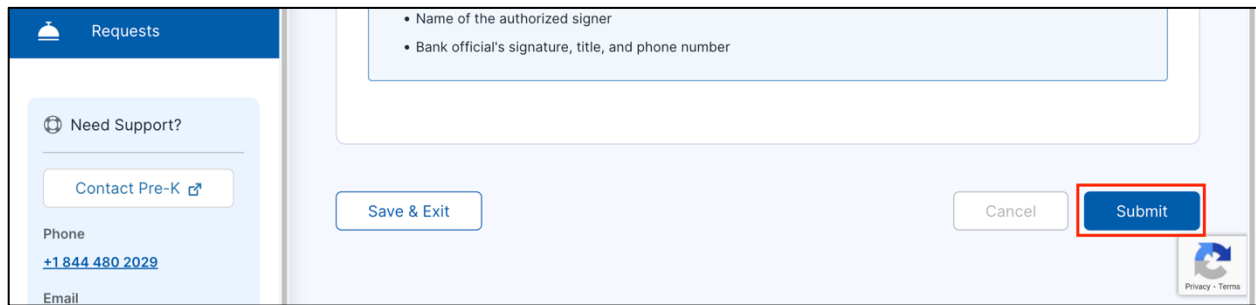


**The Upload Files pop-up window will be displayed.*

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

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

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



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

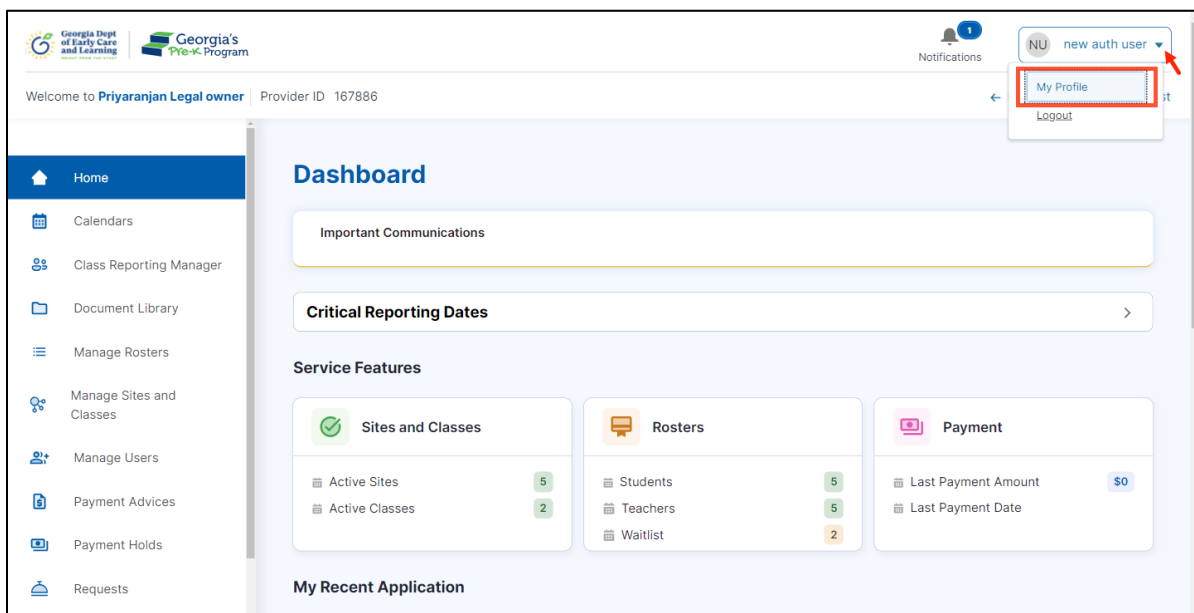
Primary Authorized User (PAU) Email Change Request

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

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

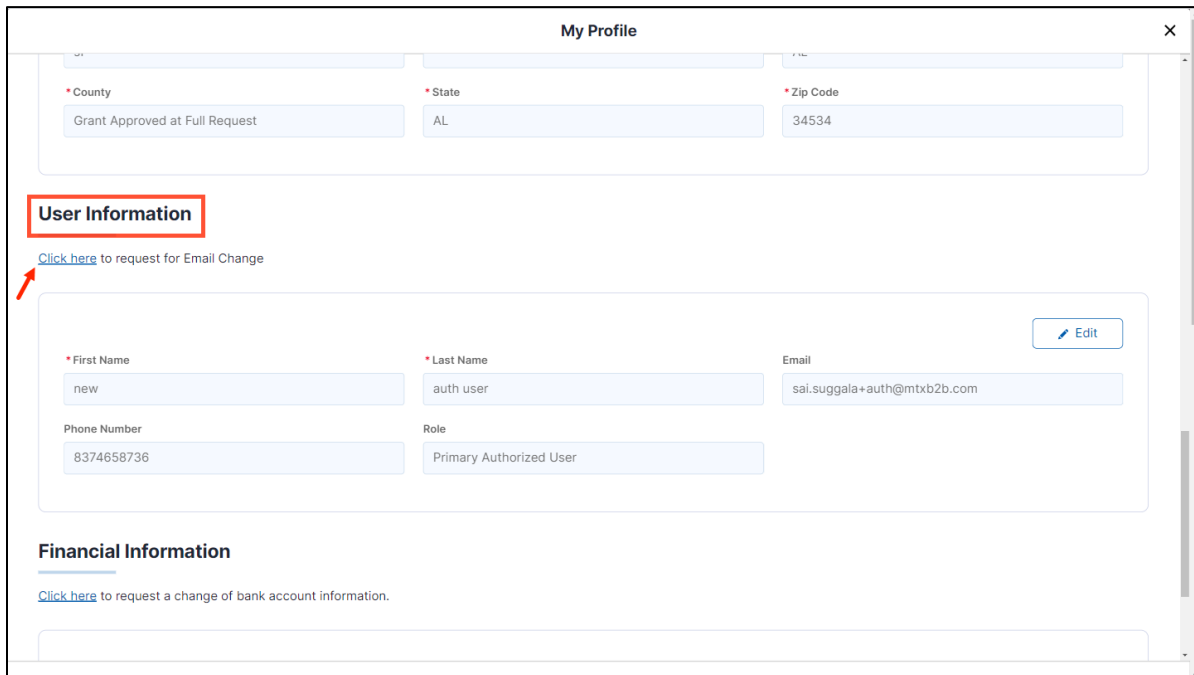
Note: Only the Primary Authorized User can modify/change the PAU email address.

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



You will be directed to My Profile page.

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



My Profile

* County: Grant Approved at Full Request

* State: AL

* Zip Code: 34534

User Information

[Click here](#) to request for Email Change

* First Name: new

* Last Name: auth user

Email: sai.suggala+auth@mtxb2b.com

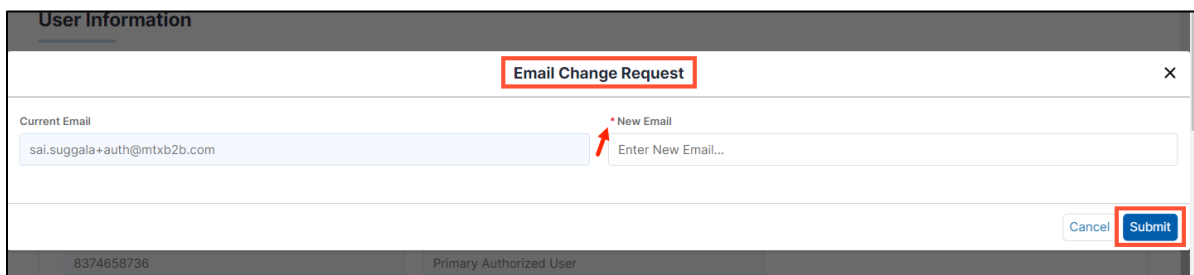
Phone Number: 8374658736

Role: Primary Authorized User

[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.



User Information

Email Change Request

Current Email: sai.suggala+auth@mtxb2b.com

* New Email: Enter New Email...

Cancel Submit

8374658736 Primary Authorized User

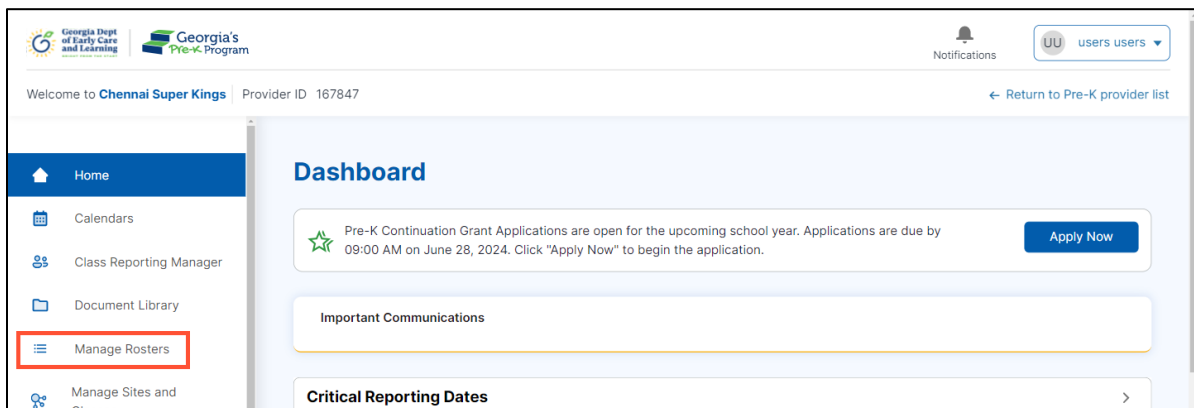
**After saving, a success message will be displayed on the page, and an email notification will be sent to the old email address to notify the change email submission request.*

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.

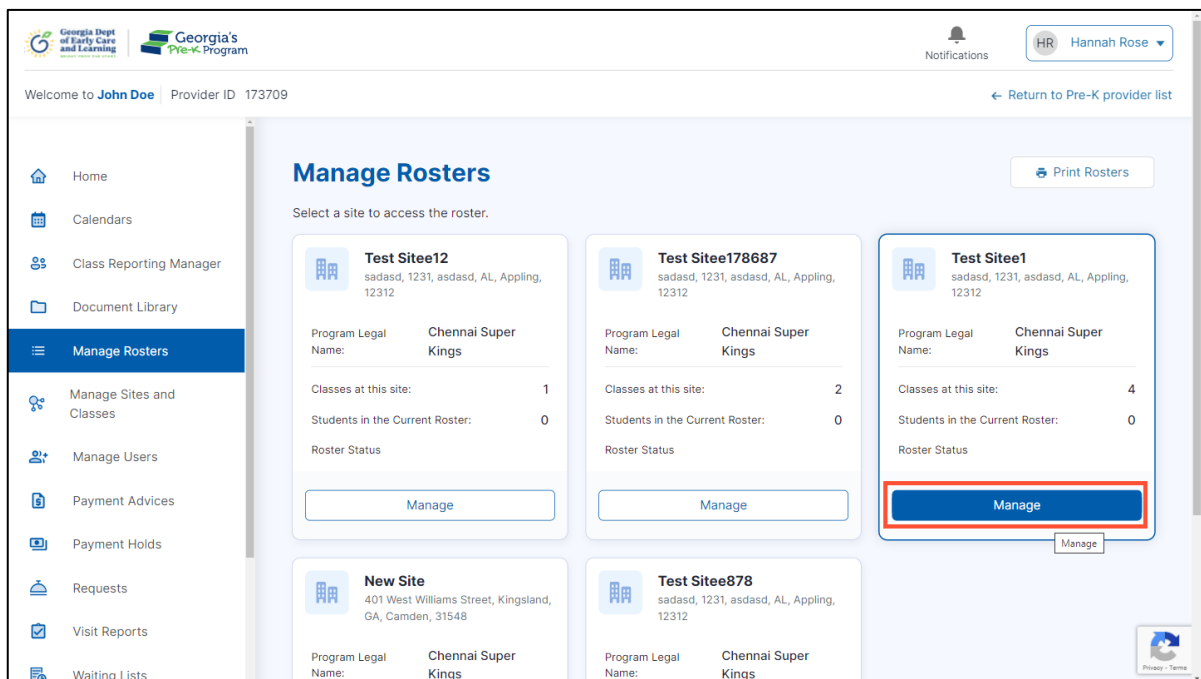
To create the Late Roster Submission Request, perform the following steps:

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



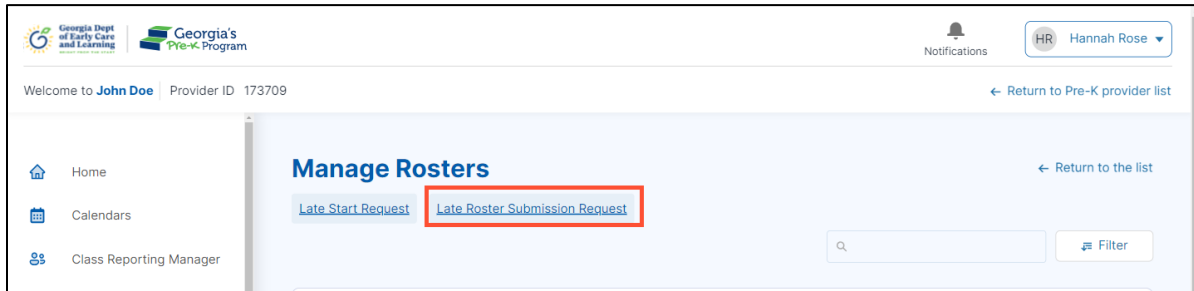
You will be directed to the Manage Rosters page.

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.



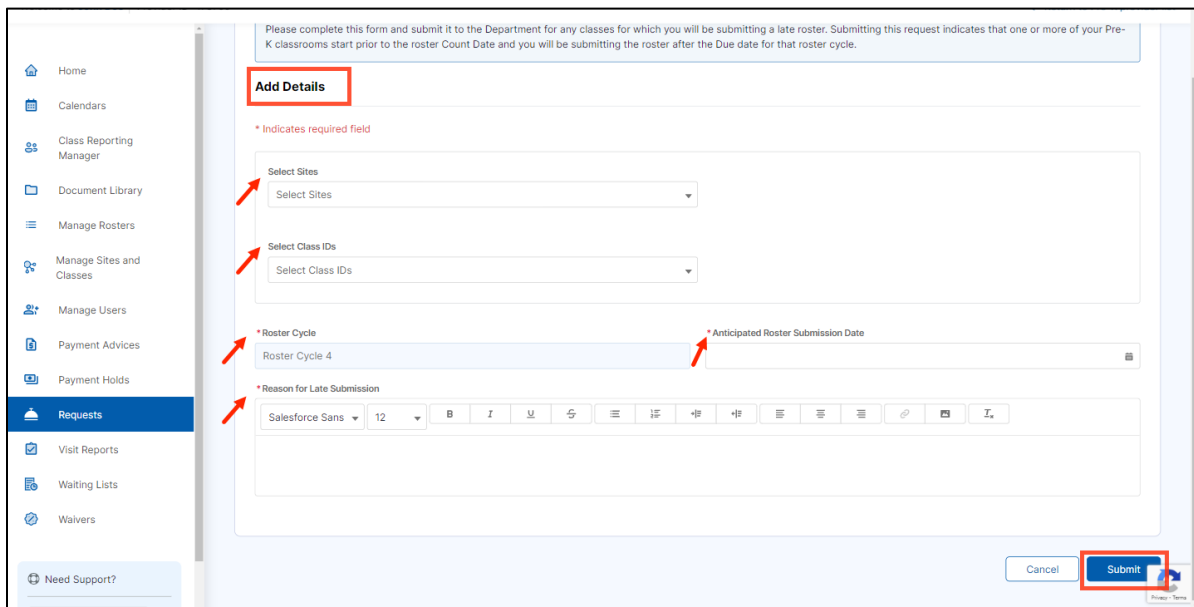
You will be directed to the Late Roster Submission Request page.

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.



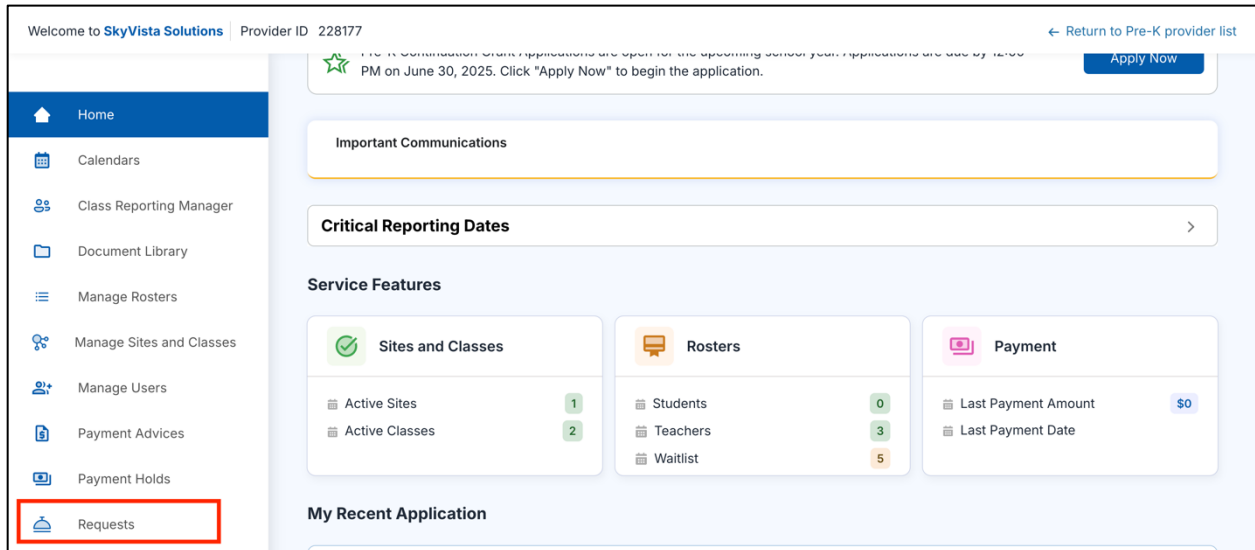
**After saving, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

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.

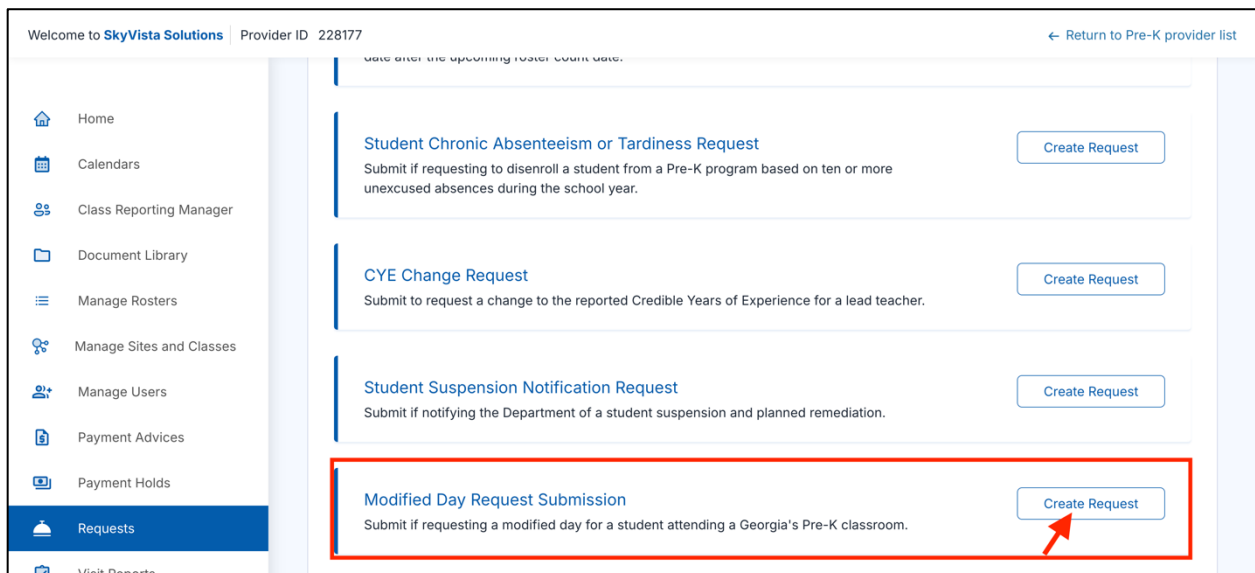
To submit a Modified Day Request, perform the following steps:

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.

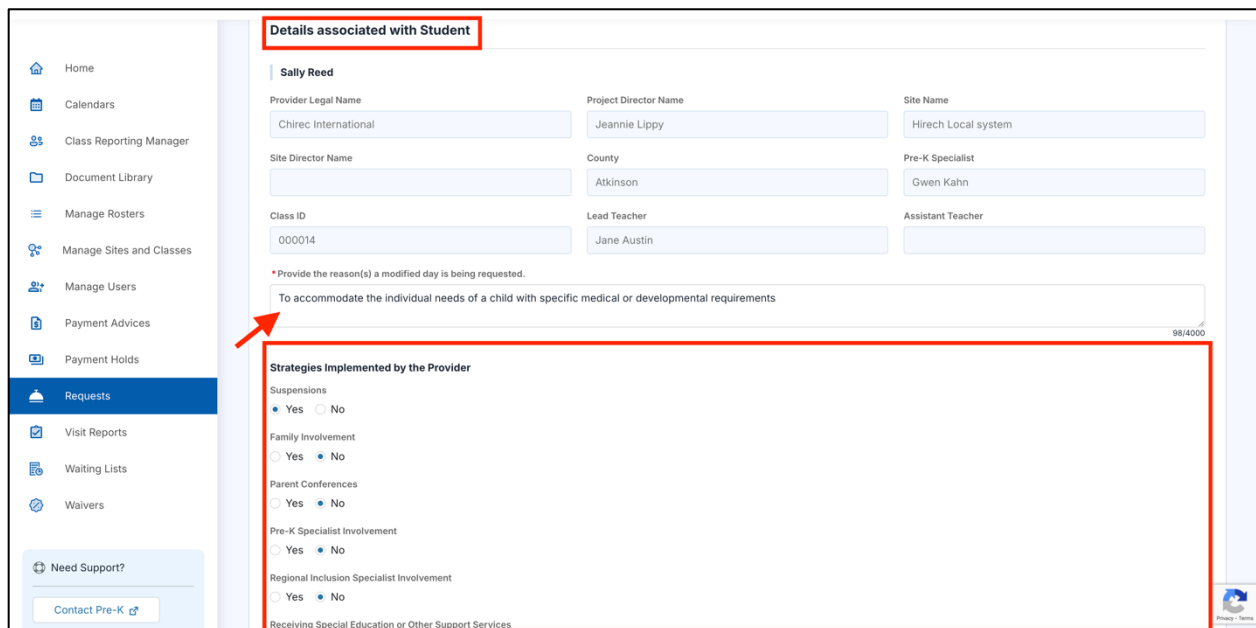
3. Read the instructions provided at the top of the page before applying for the request.
4. Enter the **Student ID** or **Student Name** in the Search Student bar, then select the *student name* from the search results.



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

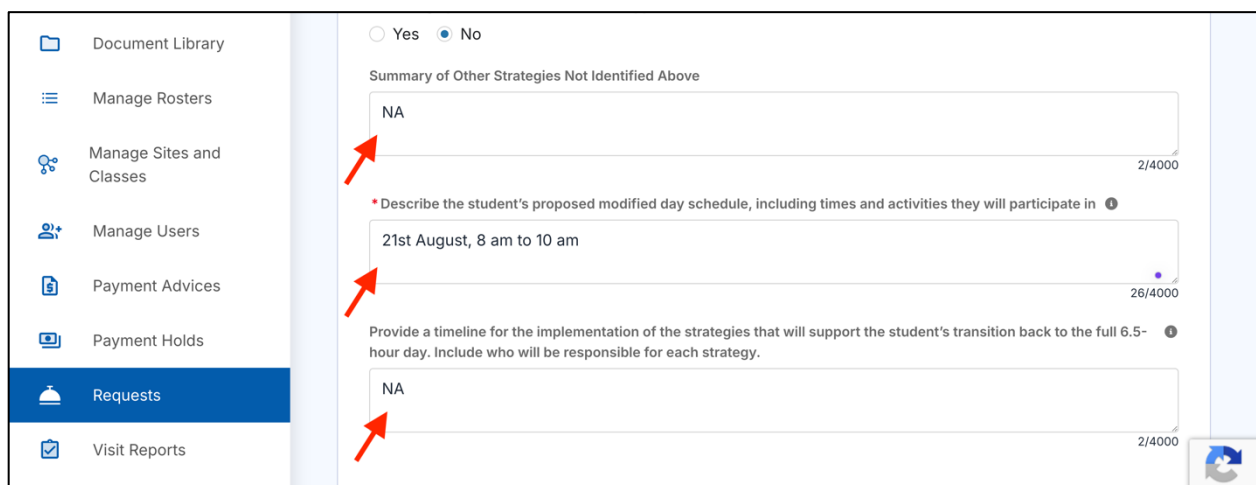
5. Provide the **Reason(s)** for requesting a modified day.
6. Select the **Yes/No** radio button for the fields including **Suspension, Family Involvement, Parent Conferences, Pre-K Specialist Involvement, Regional Inclusion Specialist Involvement, and Receiving Special Education or Other Support Services**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

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

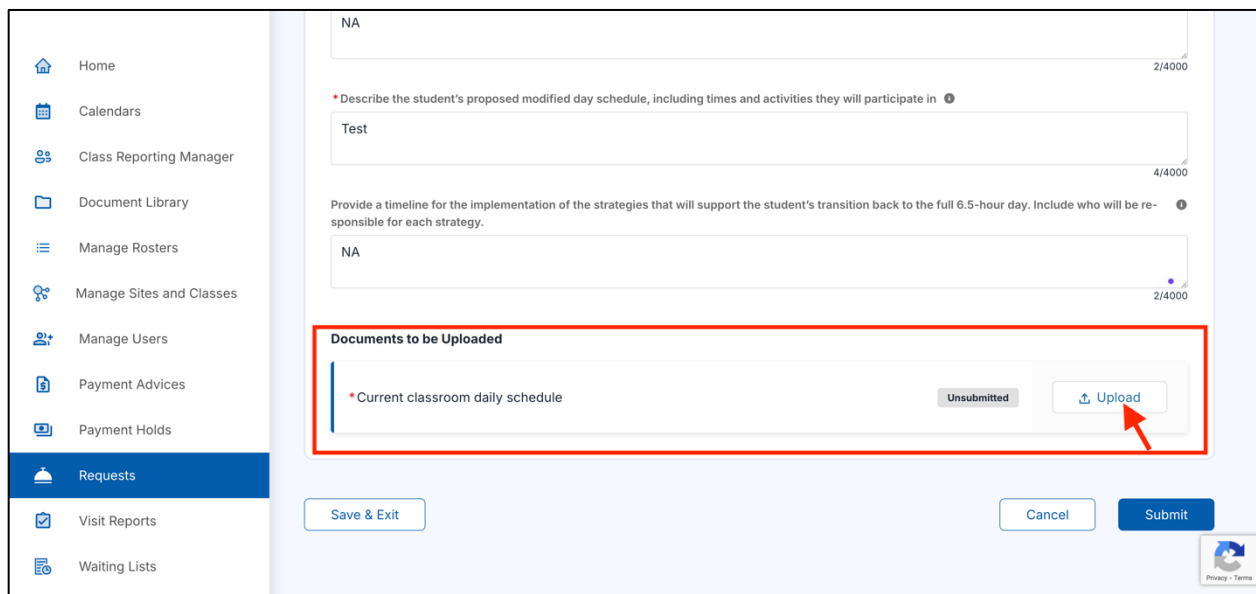


7. Provide details on any additional strategies implemented in the **Summary of Other Strategies Not Identified Above** field that were not covered in the Strategies Implemented by the Provider section.
8. **Describe the student's proposed modified day schedule, including times and activities they will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

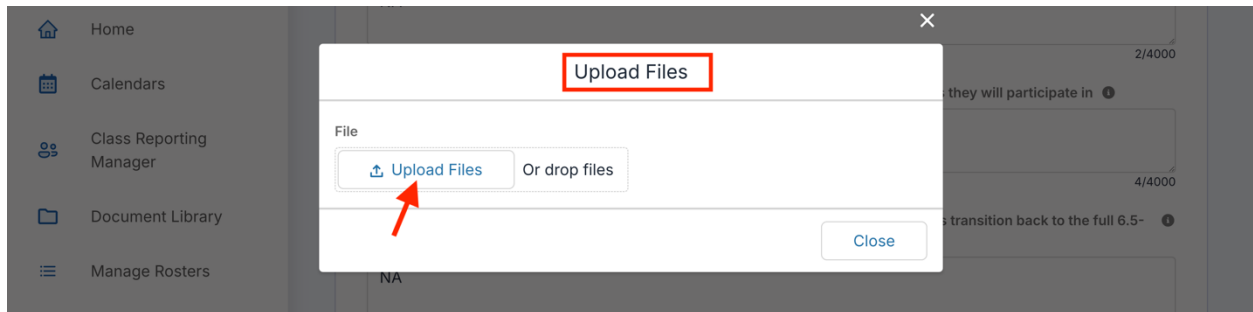


10. To upload the Current classroom daily schedule document, click the **Upload** button.



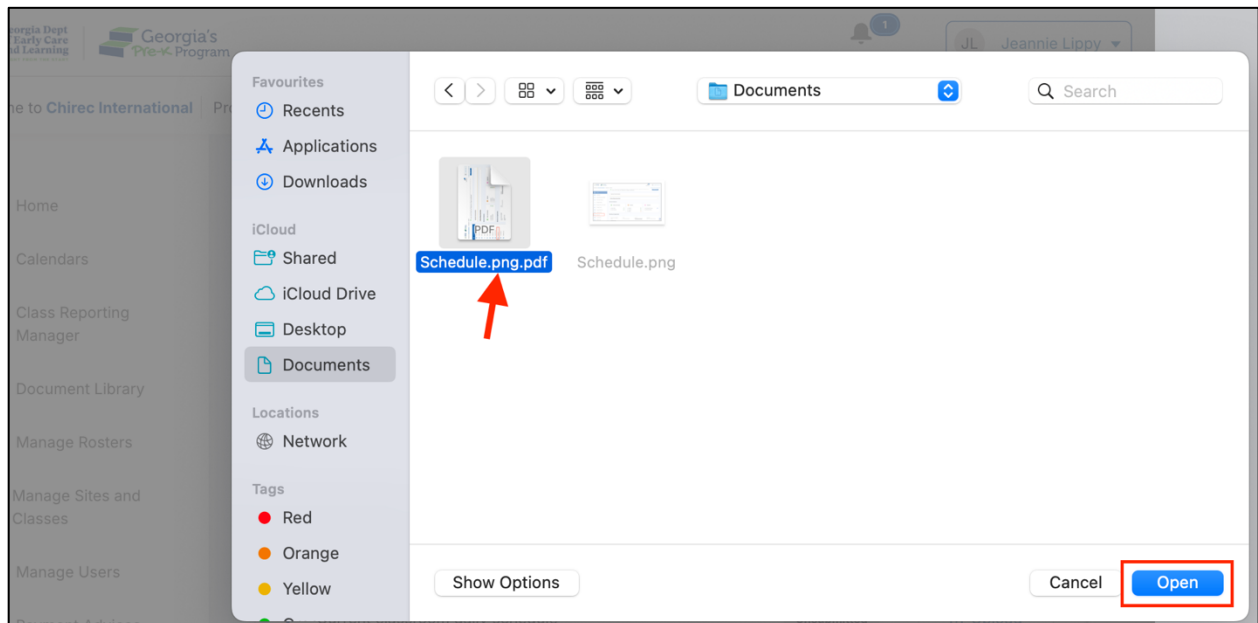
The **Upload Files** pop-up window will be displayed.

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

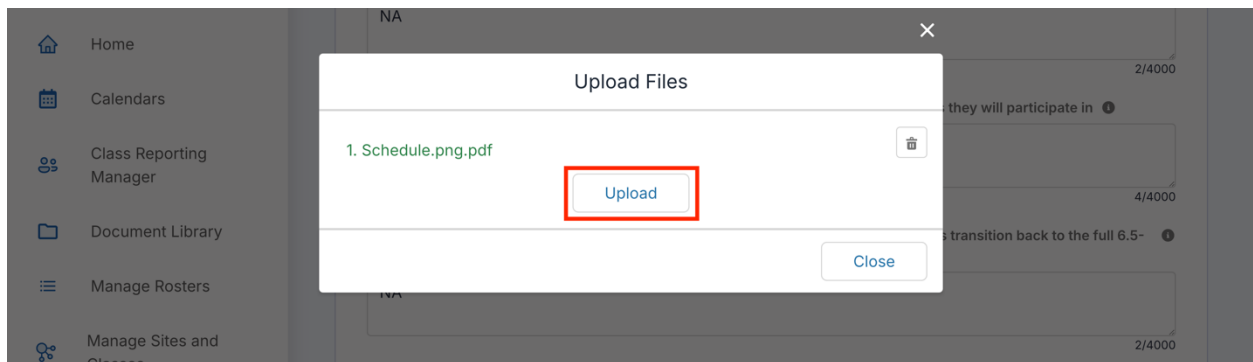


You will be navigated to the local system.

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

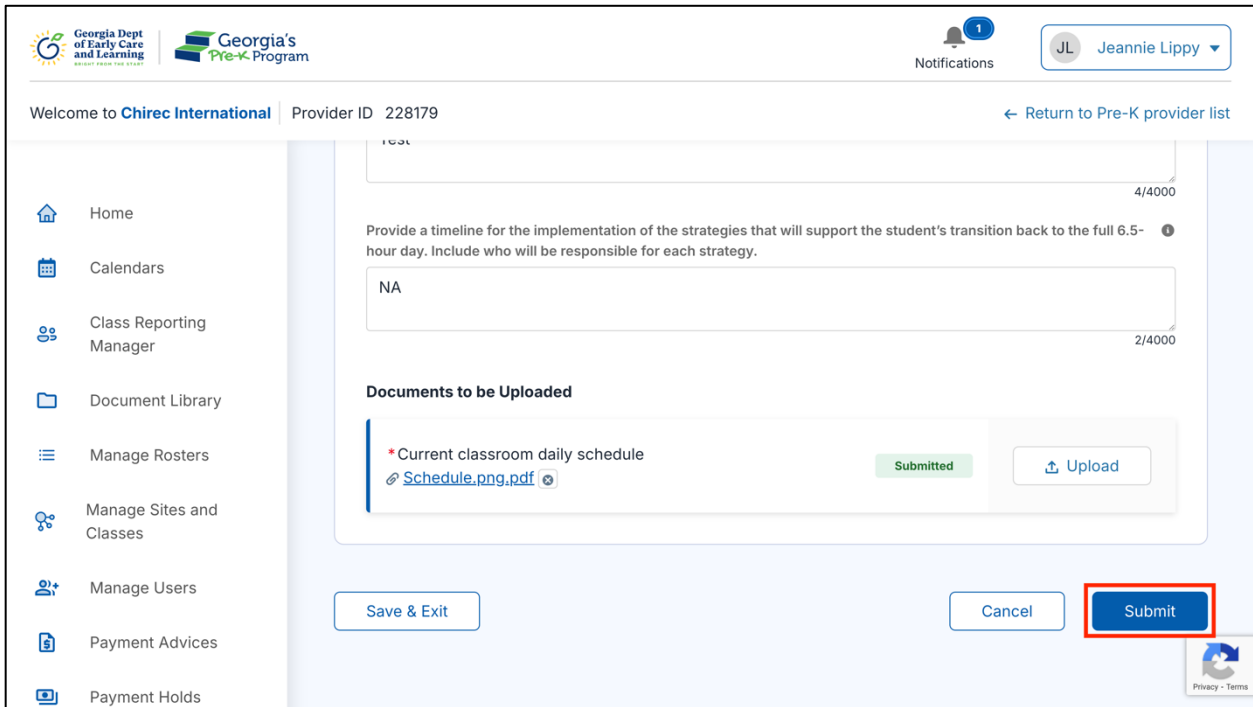


13. To complete the file upload, click the **Upload** button.



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

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



The screenshot displays the Georgia's Pre-K Program interface. At the top, the header includes the Georgia Department of Early Care and Learning logo, the Georgia's Pre-K Program logo, a notifications bell icon with a '1' badge, and a user profile dropdown for 'JL Jeannie Lippy'. Below the header, a welcome message reads 'Welcome to Chirec International' with 'Provider ID 228179' and a link to 'Return to Pre-K provider list'. A left sidebar contains 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 features a form for a Modified Day request. It includes a text input field with '4/4000' characters, a prompt to '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.', and another text input field containing 'NA' with '2/4000' characters. Below this is a 'Documents to be Uploaded' section with a list item: '* Current classroom daily schedule' with a file icon and the filename 'Schedule.png.pdf'. This item has a green 'Submitted' status and an 'Upload' button. At the bottom of the form are three buttons: 'Save & Exit', 'Cancel', and 'Submit' (which is highlighted with a red rectangle). A 'Privacy - Terms' link is located in the bottom right corner.

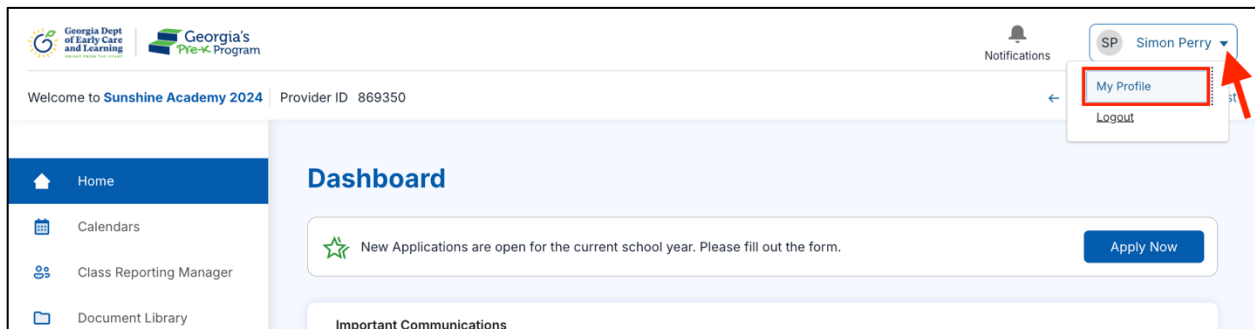
**After submitting, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

PAU Email Change Request

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

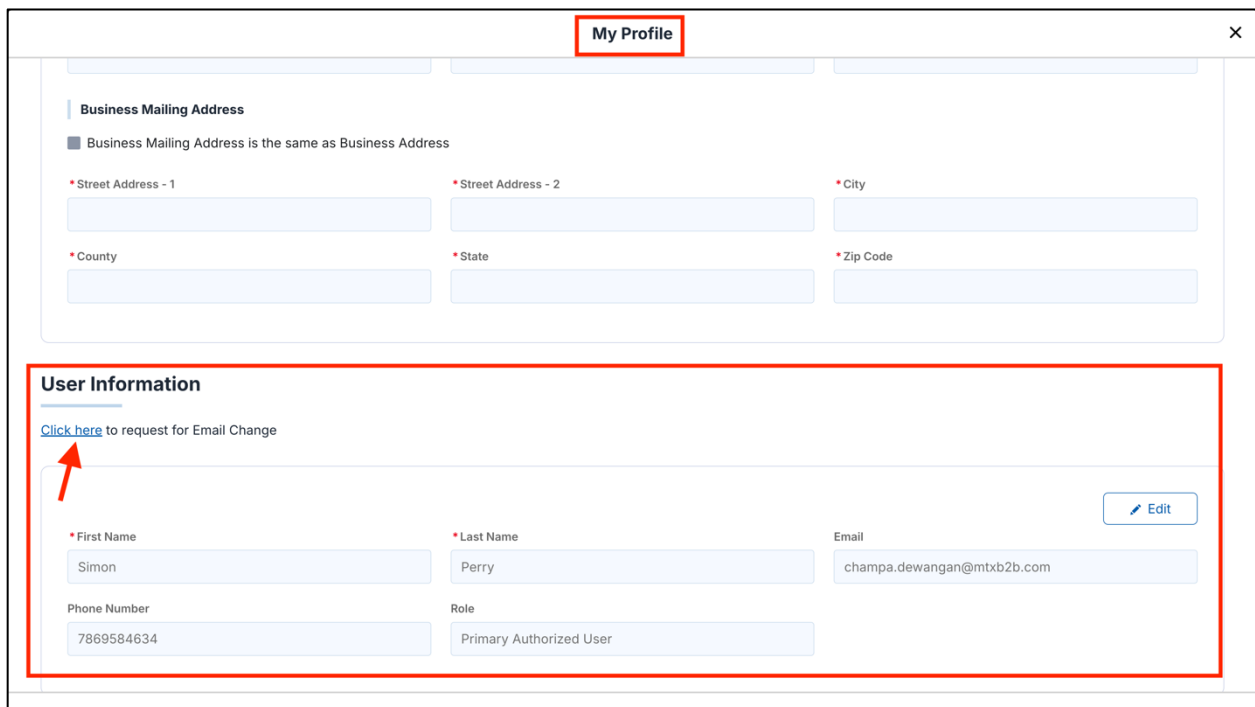
To submit an Email Change Request, perform the following steps:

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.



My Profile

Business Mailing Address

☐ Business Mailing Address is the same as Business Address

* Street Address - 1 * Street Address - 2 * City

* County * State * Zip Code

User Information

[Click here](#) to request for Email Change

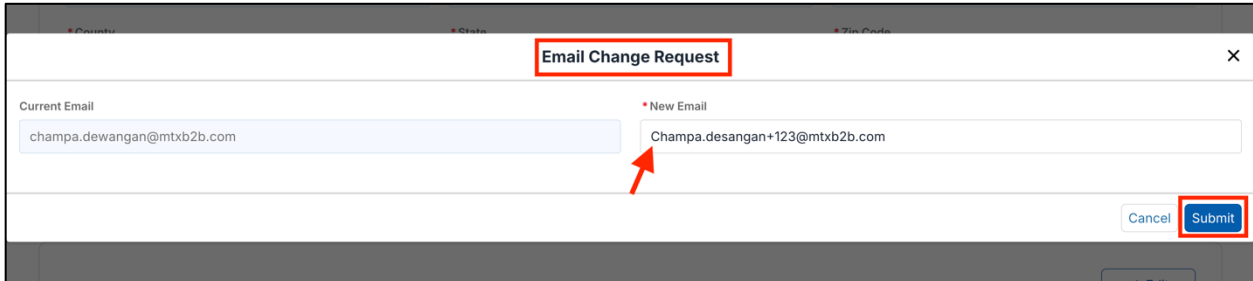
* First Name * Last Name Email

Phone Number Role

[Edit](#)

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.



The dialog box is titled "Email Change Request" and has a close button (X) in the top right corner. It contains two text input fields: "Current Email" with the value "champa.dewangan@mtxb2b.com" and "New Email" with the value "Champa.desangan+123@mtxb2b.com". A red arrow points to the "New Email" field. At the bottom right, there are two buttons: "Cancel" and "Submit", with the "Submit" button highlighted by a red box.

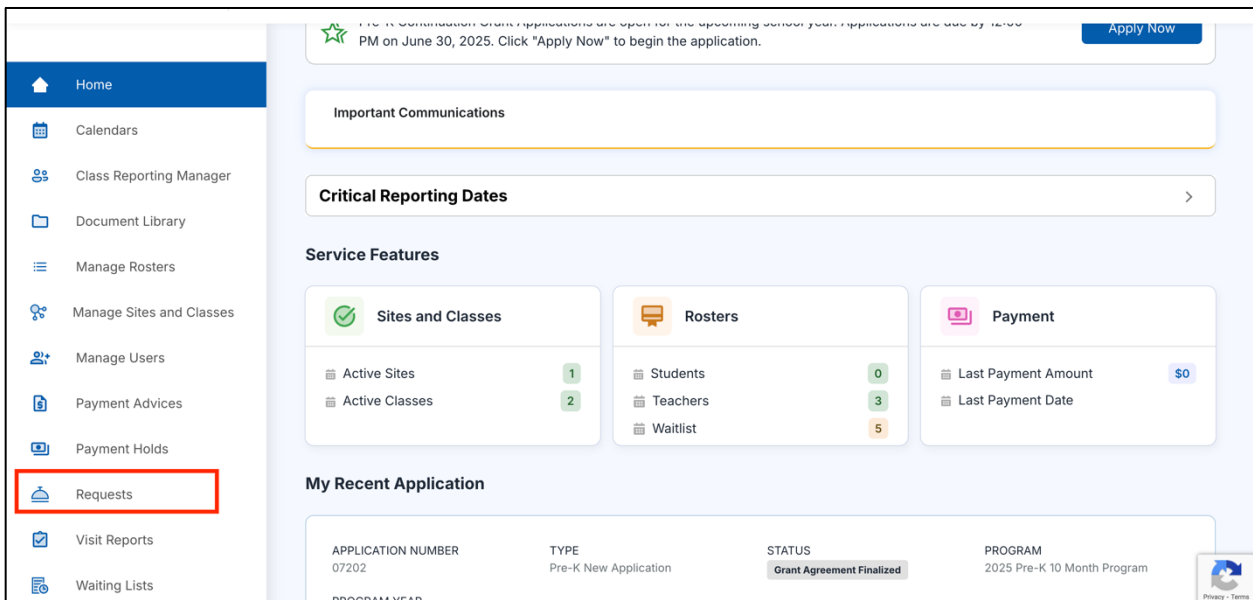
**After submitting, a success message will be displayed on the page.*

Grant Contract Signatory Change Request

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

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

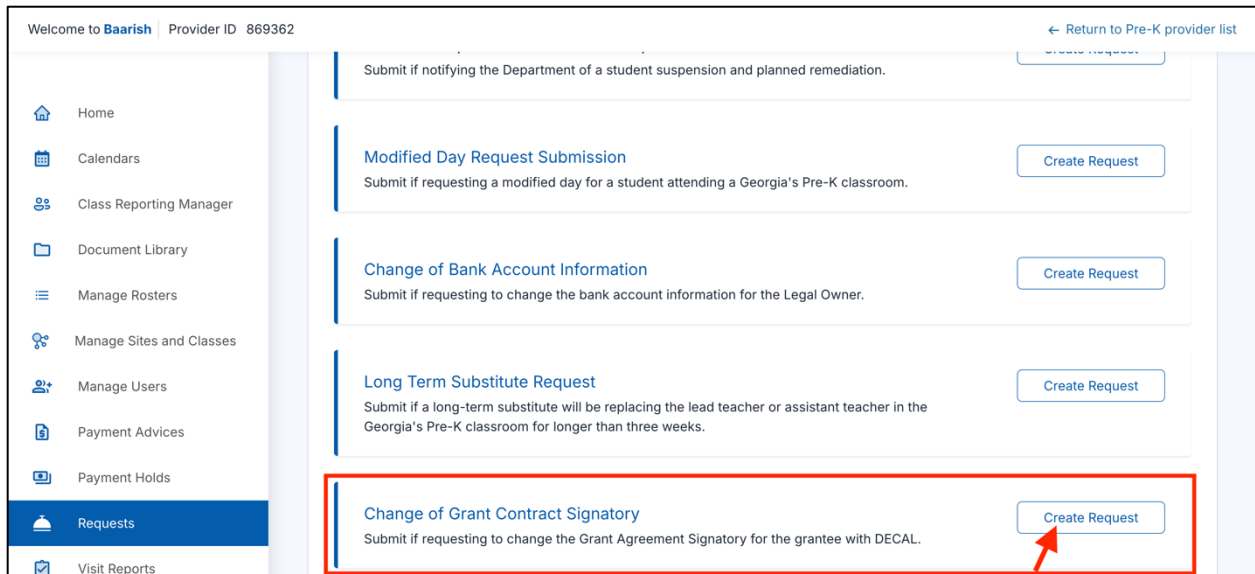
1. Go to the **Requests** tab on the left panel.



The screenshot shows the main application dashboard. On the left is a navigation menu with the following items: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, **Requests** (highlighted with a red box), Visit Reports, and Waiting Lists. The main content area displays various sections: a top banner for grant applications, "Important Communications", "Critical Reporting Dates", "Service Features" (including Sites and Classes, Rosters, and Payment), and "My Recent Application" which shows details for application number 07202, type Pre-K New Application, status Grant Agreement Finalized, and program 2025 Pre-K 10 Month Program.

The Request page will be displayed.

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



Welcome to **Baarish** | Provider ID 869362 [← Return to Pre-K provider list](#)

Submit if notifying the Department of a student suspension and planned remediation. [Create Request](#)

Modified Day Request Submission
Submit if requesting a modified day for a student attending a Georgia's Pre-K classroom. [Create Request](#)

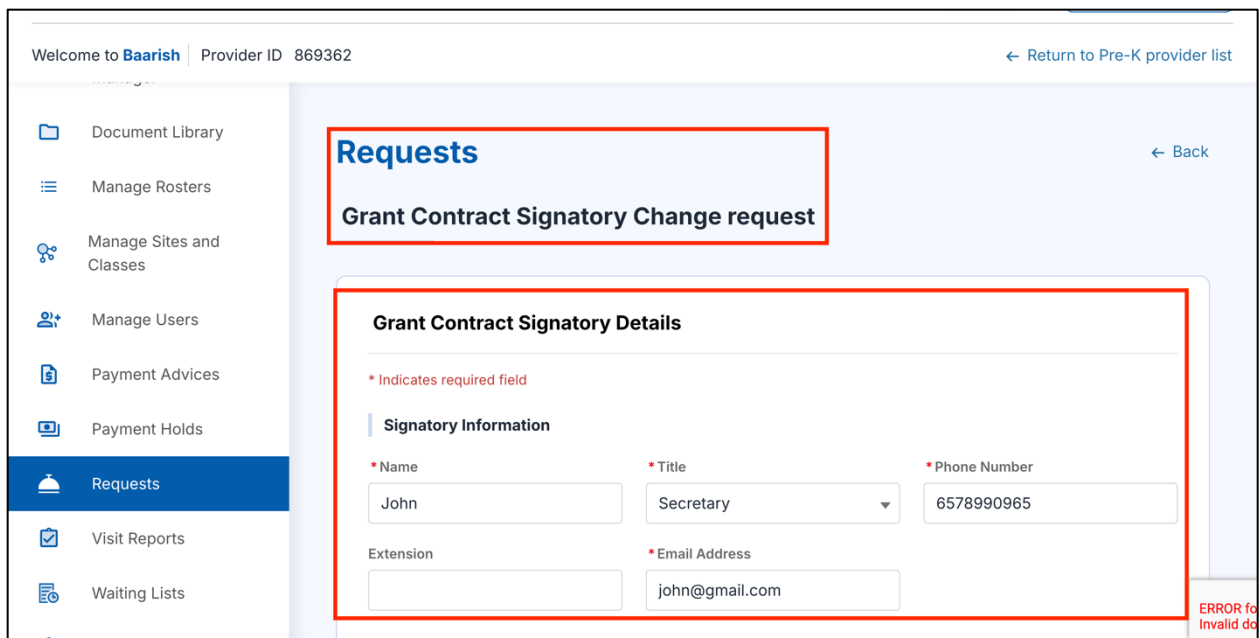
Change of Bank Account Information
Submit if requesting to change the bank account information for the Legal Owner. [Create Request](#)

Long Term Substitute Request
Submit if a long-term substitute will be replacing the lead teacher or assistant teacher in the Georgia's Pre-K classroom for longer than three weeks. [Create Request](#)

Change of Grant Contract Signatory
Submit if requesting to change the Grant Agreement Signatory for the grantee with DECAL. [Create Request](#)

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.



Welcome to **Baarish** | Provider ID 869362 [← Return to Pre-K provider list](#)

Requests [← Back](#)

Grant Contract Signatory Change request

Grant Contract Signatory Details

* Indicates required field

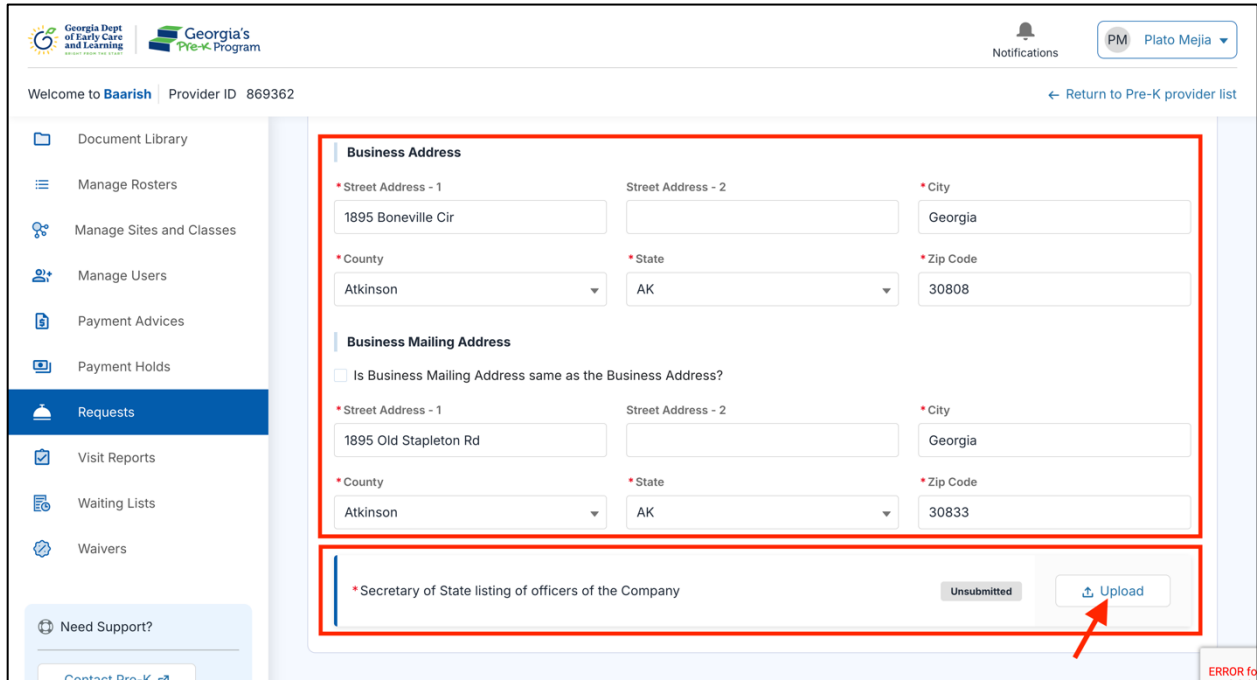
Signatory Information

* Name * Title * Phone Number

Extension * Email Address

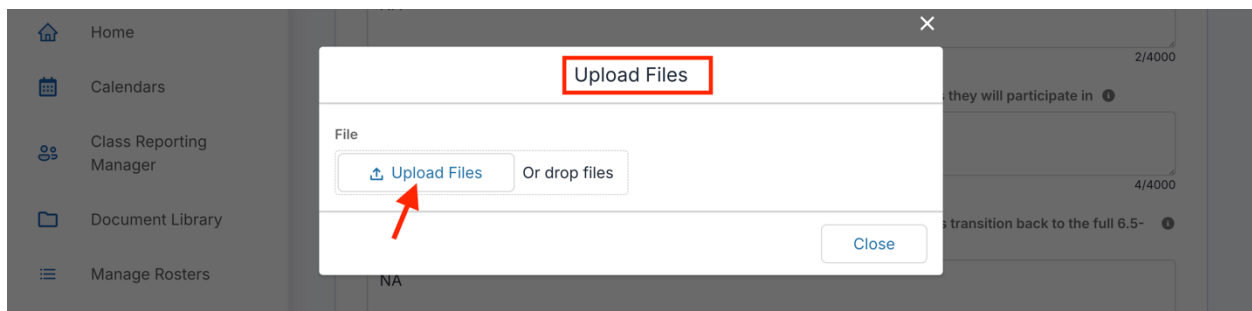
ERROR for Invalid do

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.



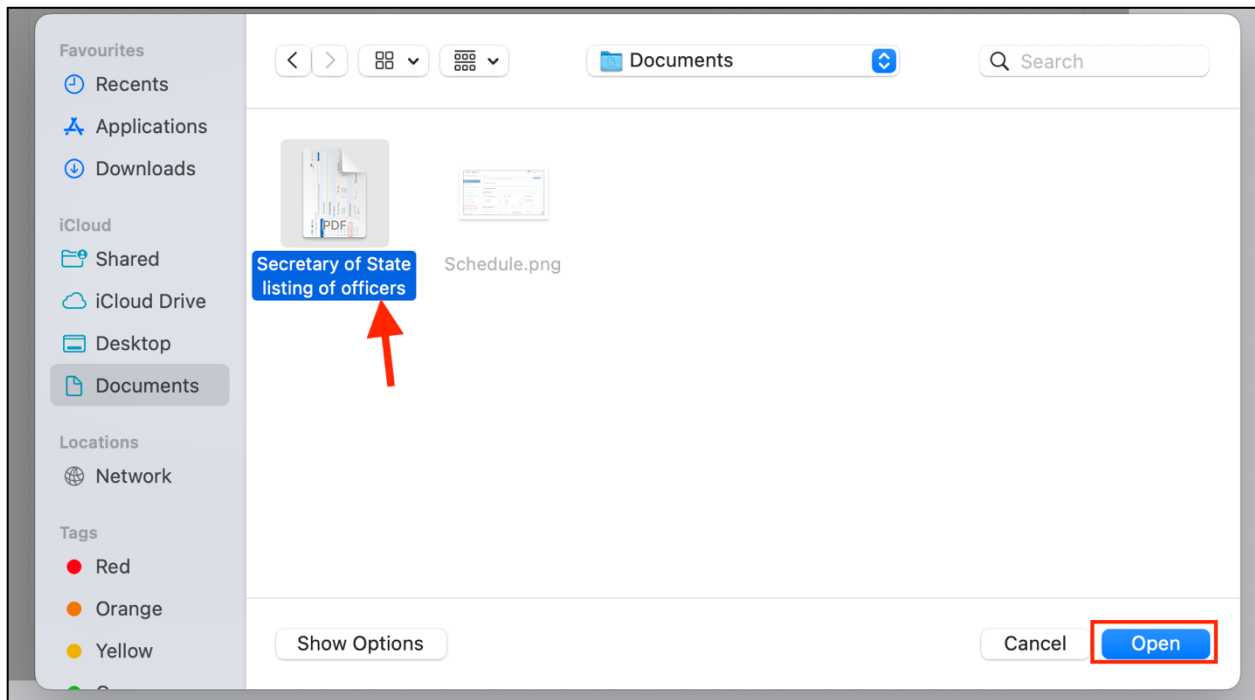
The **Upload Files** pop-up window will be displayed.

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

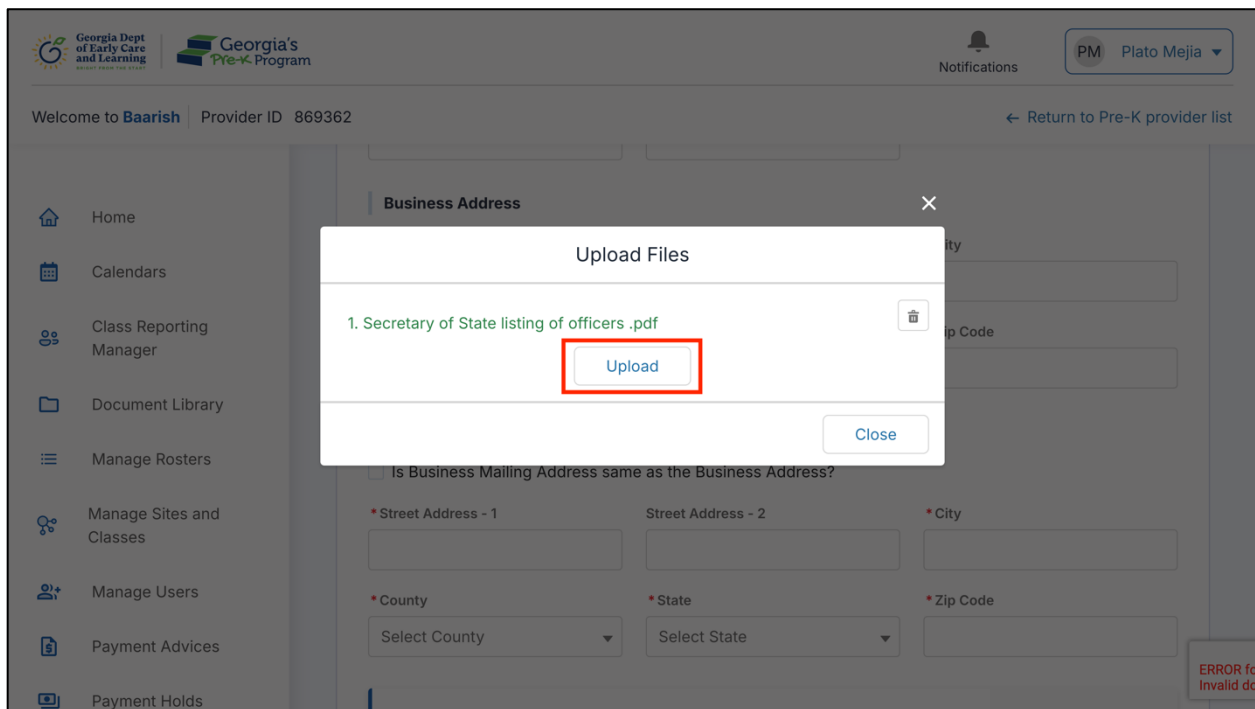


You will be navigated to the local system.

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

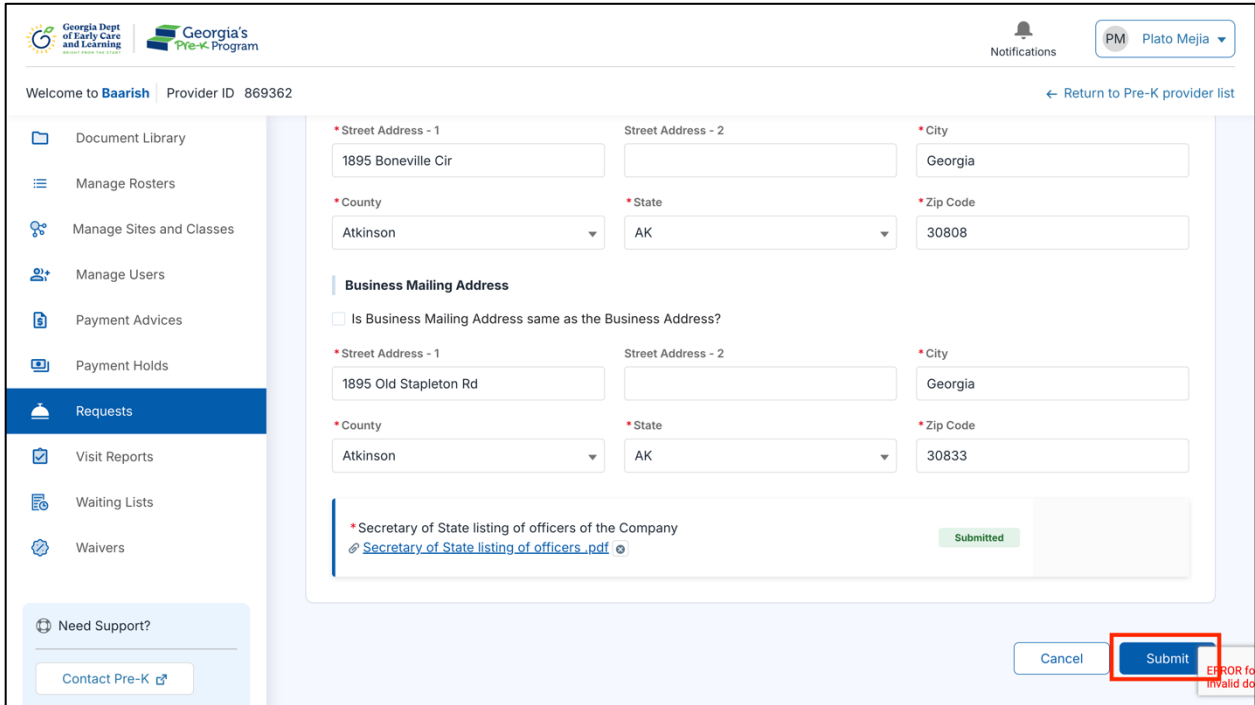


8. To complete the file upload, click the **Upload** button.



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

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



Welcome to **Baarish** | Provider ID 869362

← Return to Pre-K provider list

Document Library

Manage Rosters

Manage Sites and Classes

Manage Users

Payment Advices

Payment Holds

Requests

Visit Reports

Waiting Lists

Waivers

Need Support?

Contact Pre-K

* Street Address - 1: 1895 Boneville Cir

Street Address - 2

* City: Georgia

* County: Atkinson

* State: AK

* Zip Code: 30808

Business Mailing Address

☐ Is Business Mailing Address same as the Business Address?

* Street Address - 1: 1895 Old Stapleton Rd

Street Address - 2

* City: Georgia

* County: Atkinson

* State: AK

* Zip Code: 30833

* Secretary of State listing of officers of the Company
[Secretary of State listing of officers.pdf](#)

Submitted

Cancel Submit

ERROR for invalid do

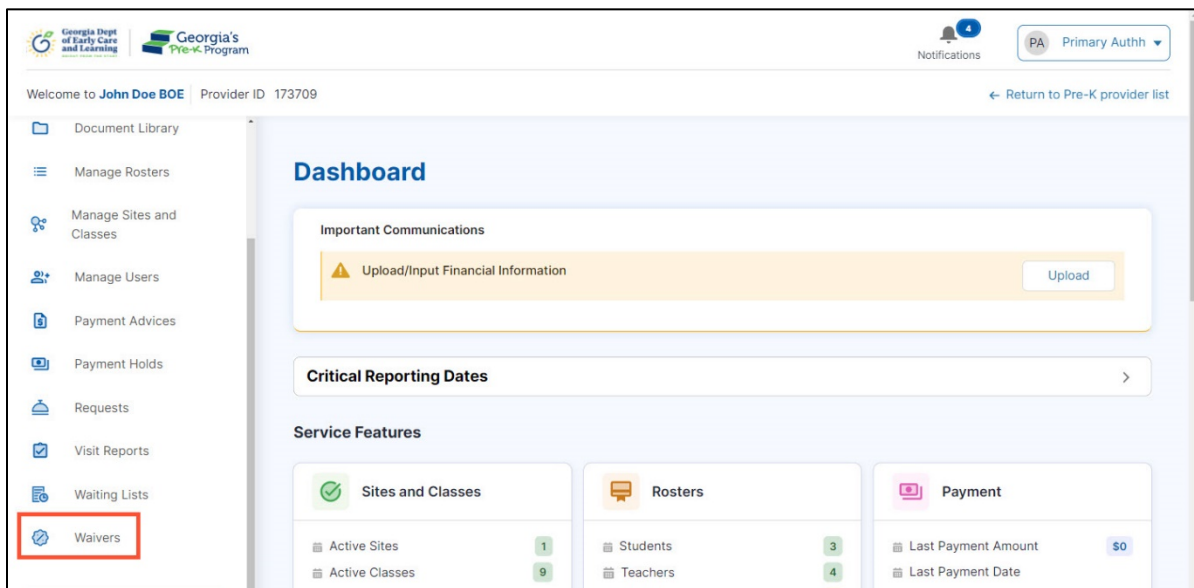
**After submitting, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

CREATING WAIVERS

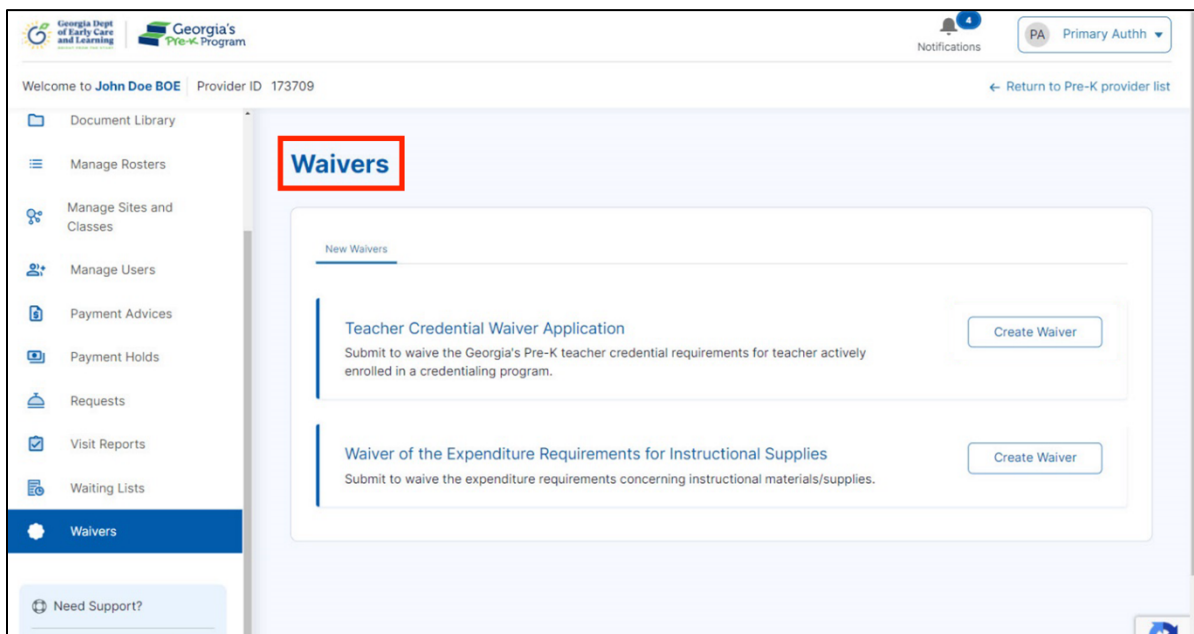
As a Primary Authorized User and Project Director, you can create the Teacher Credential Waiver, Teacher Credential Extension Waiver, and Waiver of the Expenditure for Instruction supplies.

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.

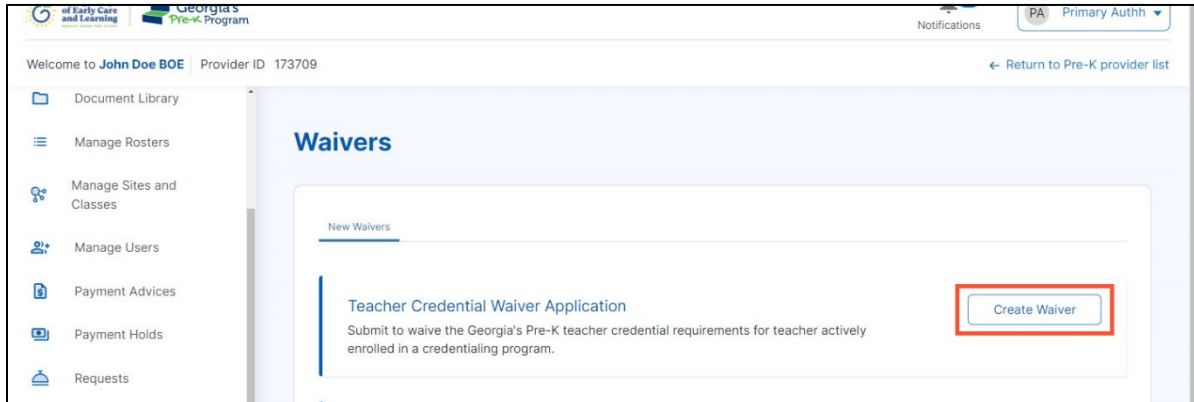


Teacher Credential Waiver Application

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

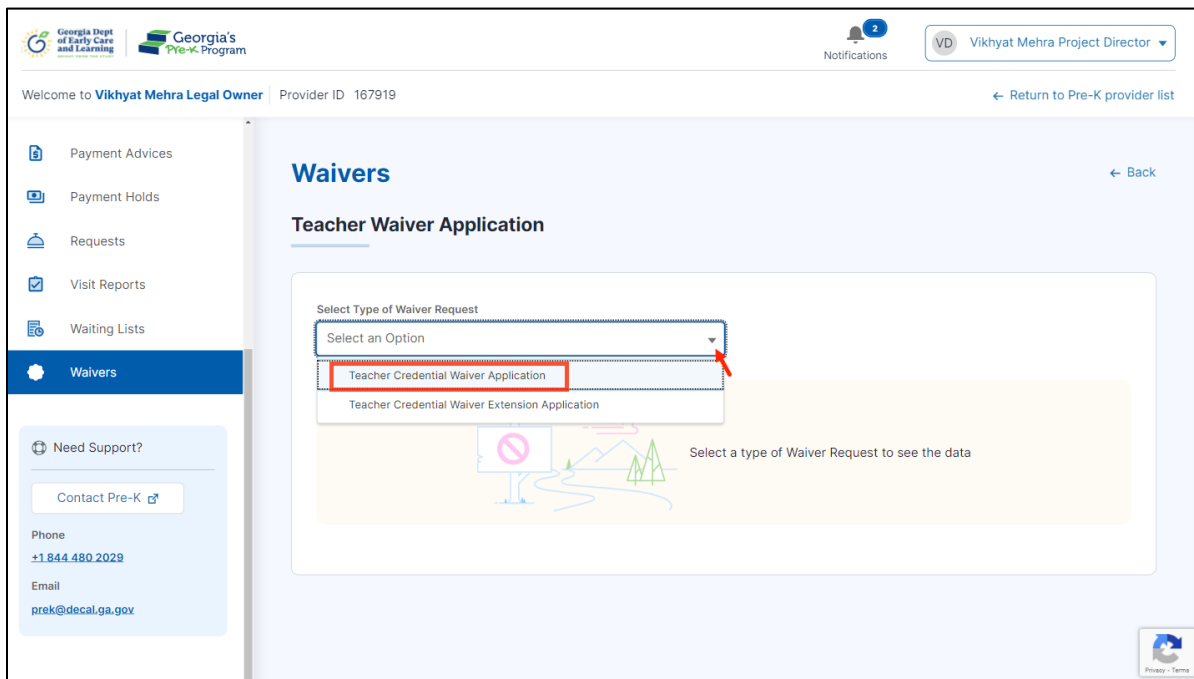
To create the Teacher Credential Waiver Application, perform the following steps:

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

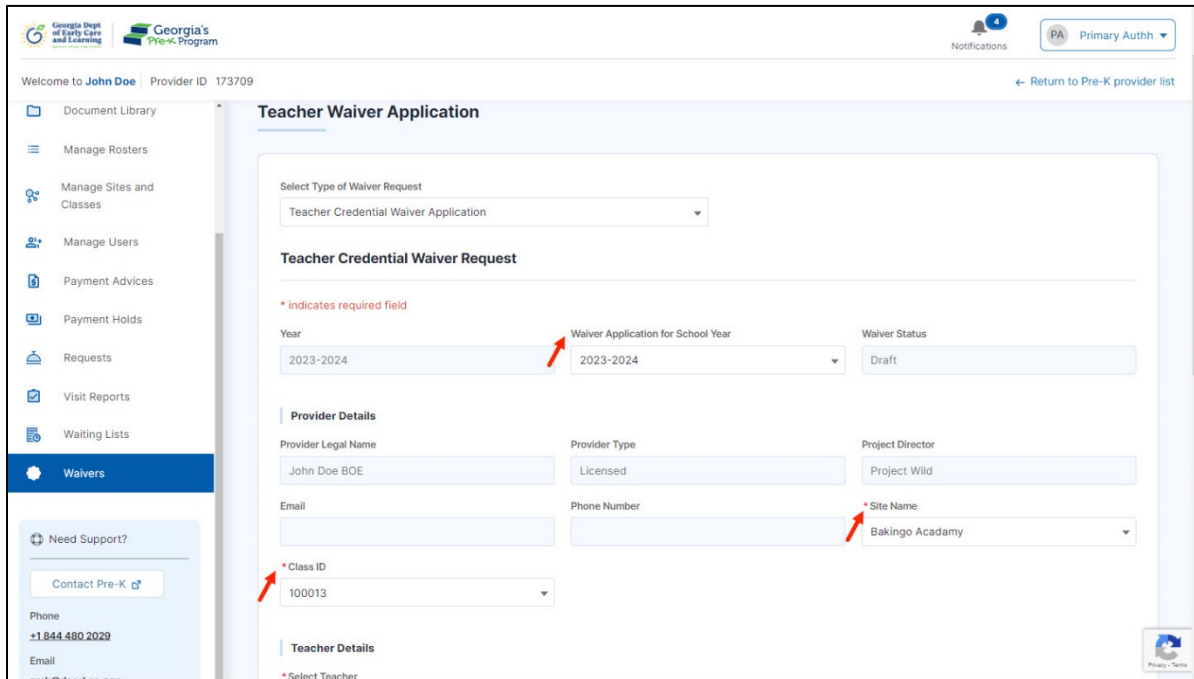


You will be directed to the Teacher Waiver Application page.

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.



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

Welcome to John Doe | Provider ID 173709 | Notifications | PA Primary Auth | Return to Pre-K provider list

Document Library | Manage Rosters | Manage Sites and Classes | Manage Users | Payment Advices | Payment Holds | Requests | Visit Reports | Waiting Lists | **Waivers**

Need Support? | Contact Pre-K | Phone: +1.844.480.2029 | Email: [redacted]

Teacher Waiver Application

Select Type of Waiver Request: Teacher Credential Waiver Application

Teacher Credential Waiver Request

* indicates required field

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: [redacted] | Phone Number: [redacted] | Site Name: Bakingo Academy

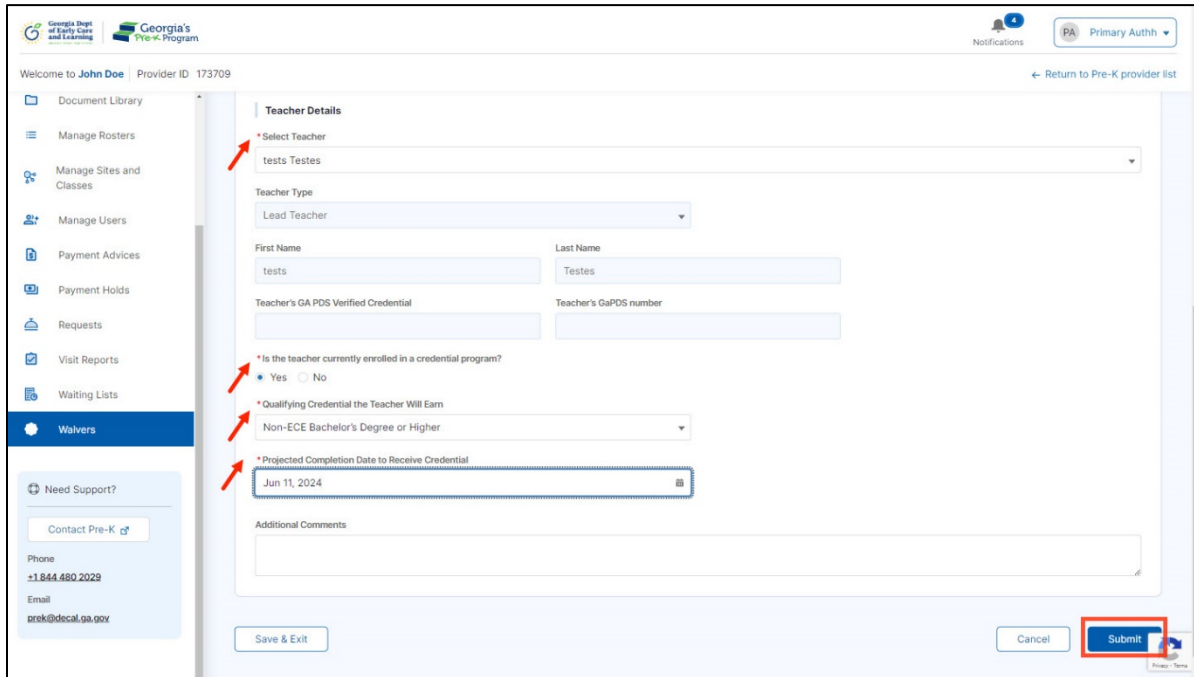
* Class ID: 100013

Teacher Details

* Select Teacher

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.



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

Document Library

Manage Rosters

Manage Sites and Classes

Manage Users

Payment Advices

Payment Holds

Requests

Visit Reports

Waiting Lists

Waivers

Need Support?

Contact Pre-K

Phone
+1.844.680.2029

Email
prek@dec.al.ga.gov

Teacher Details

*Select Teacher
tests Testes

Teacher Type
Lead Teacher

First Name
tests

Last Name
Testes

Teacher's GA PDS Verified Credential

Teacher's GaPDS number

*Is the teacher currently enrolled in a credential program?
☒ Yes ☐ No

*Qualifying Credential the Teacher Will Earn
Non-ECE Bachelor's Degree or Higher

*Projected Completion Date to Receive Credential
Jun 11, 2024

Additional Comments

Save & Exit

Cancel

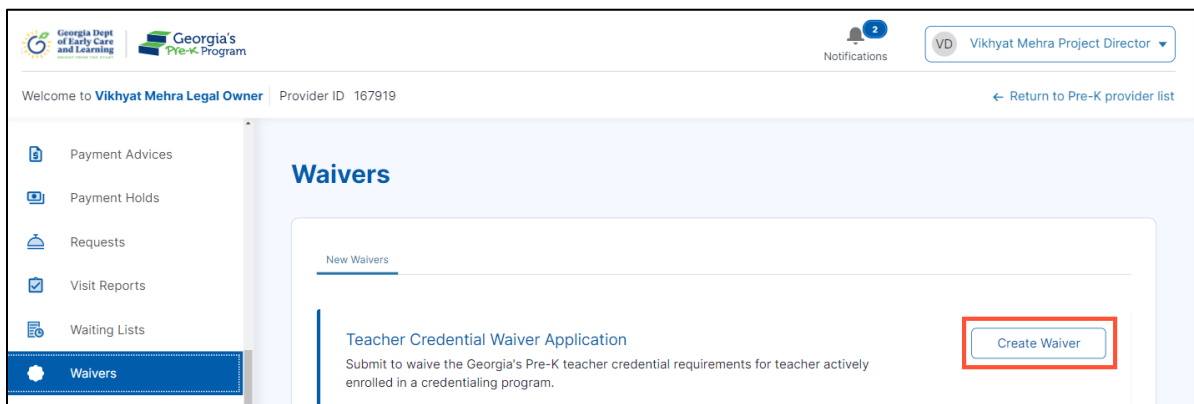
Submit

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.



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

Payment Advices

Payment Holds

Requests

Visit Reports

Waiting Lists

Waivers

Waivers

New Waivers

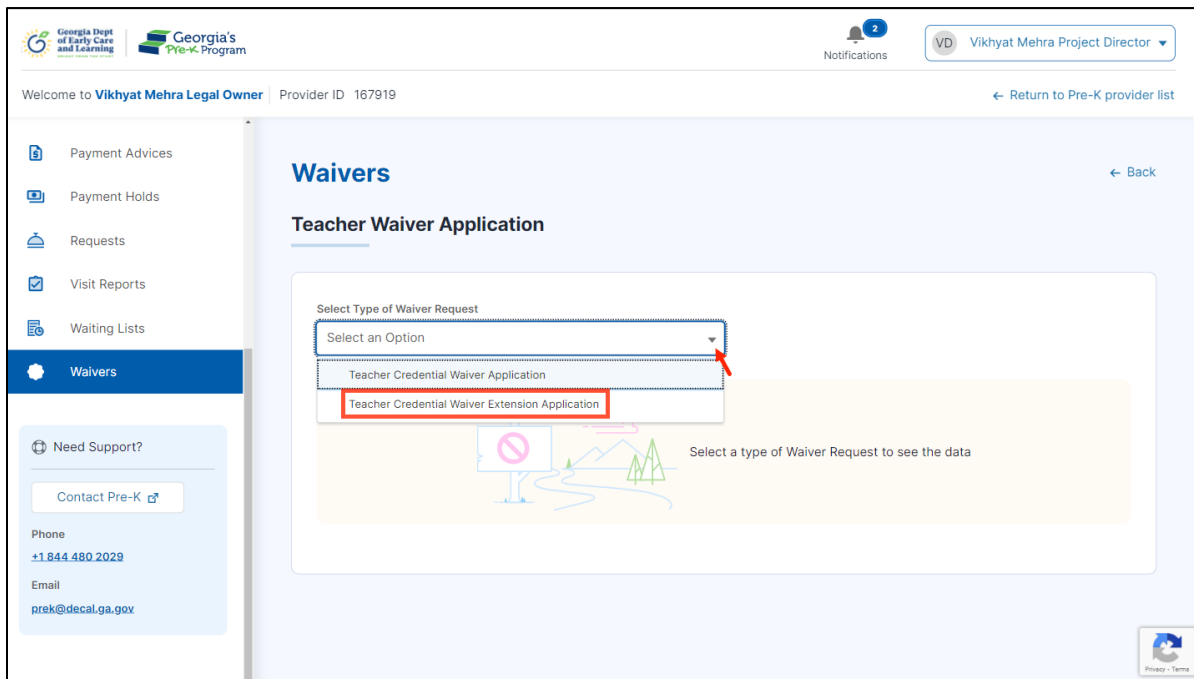
Teacher Credential Waiver Application

Submit to waive the Georgia's Pre-K teacher credential requirements for teacher actively enrolled in a credentialing program.

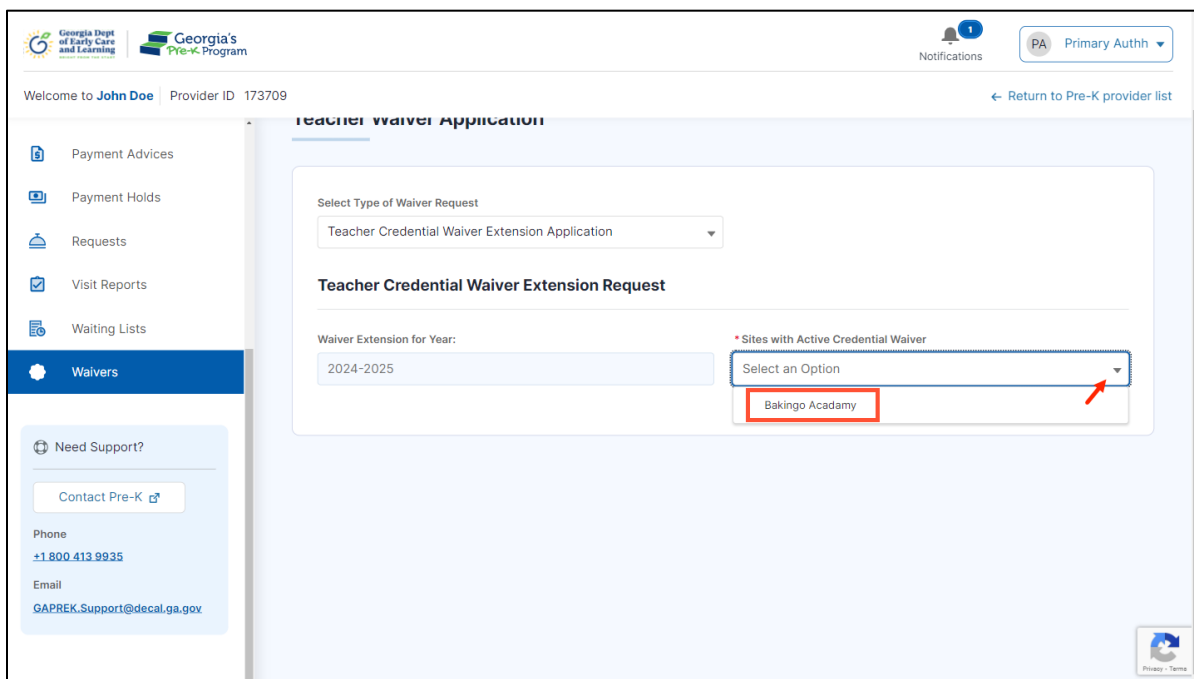
Create Waiver

You will be directed to the Teacher Waiver Application page.

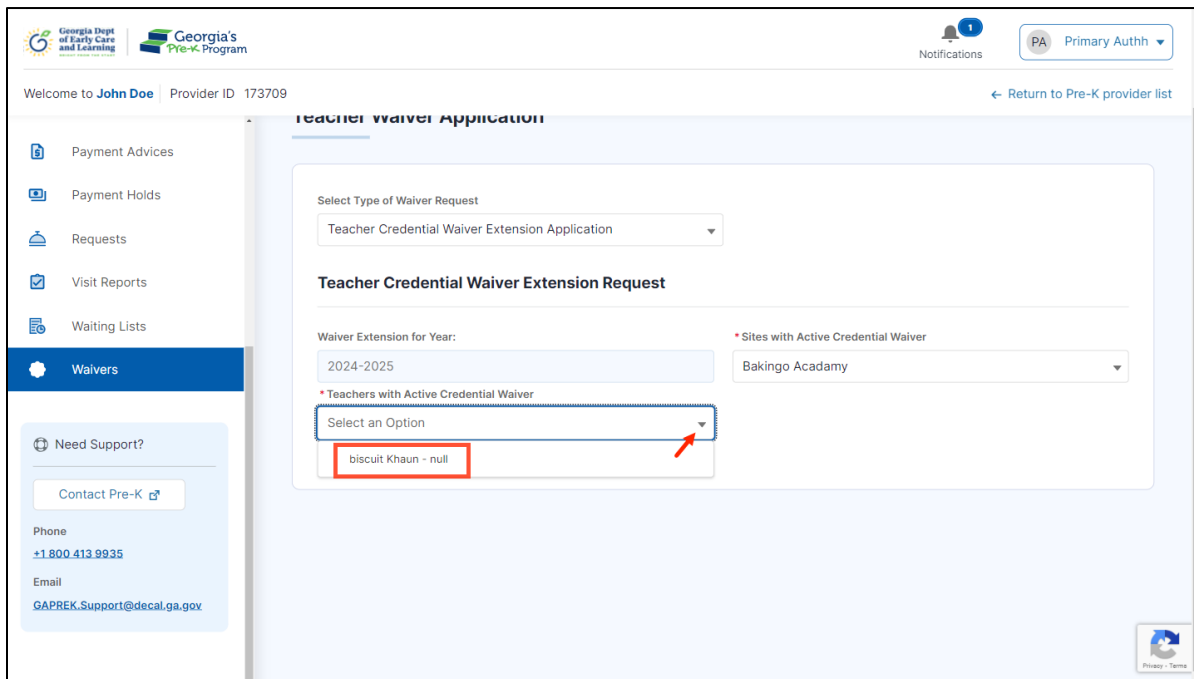
2. Select the *Teacher Credential Waiver Extension Application* from the **Select Type of Waiver Request** drop-down list.



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.

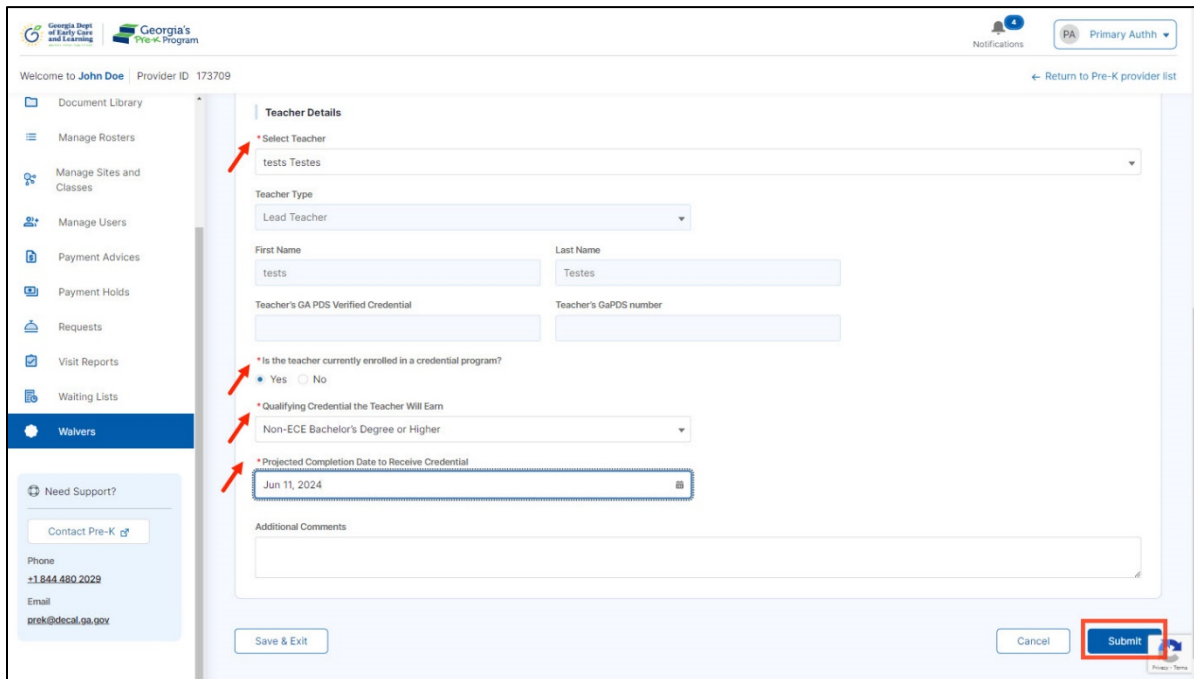


- b. Select the *teacher* from the **Teachers with Active Credential Waiver** drop-down list.



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.

Georgia Department of Early Care and Education | Georgia's Pre-K Program

Welcome to John Doe | Provider ID 173709 | [Return to Pre-K provider list](#)

Teacher Details

*Select Teacher
tests Testes

Teacher Type
Lead Teacher

First Name
tests

Last Name
Testes

Teacher's GA PDS Verified Credential

Teacher's GaPDS number

*Is the teacher currently enrolled in a credential program?
☒ Yes ☐ No

*Qualifying Credential the Teacher Will Earn
Non-ECE Bachelor's Degree or Higher

*Projected Completion Date to Receive Credential
Jun 11, 2024

Additional Comments

Save & Exit | Cancel | **Submit**

Need Support?
[Contact Pre-K](#)

Phone
+1.844.680.2029

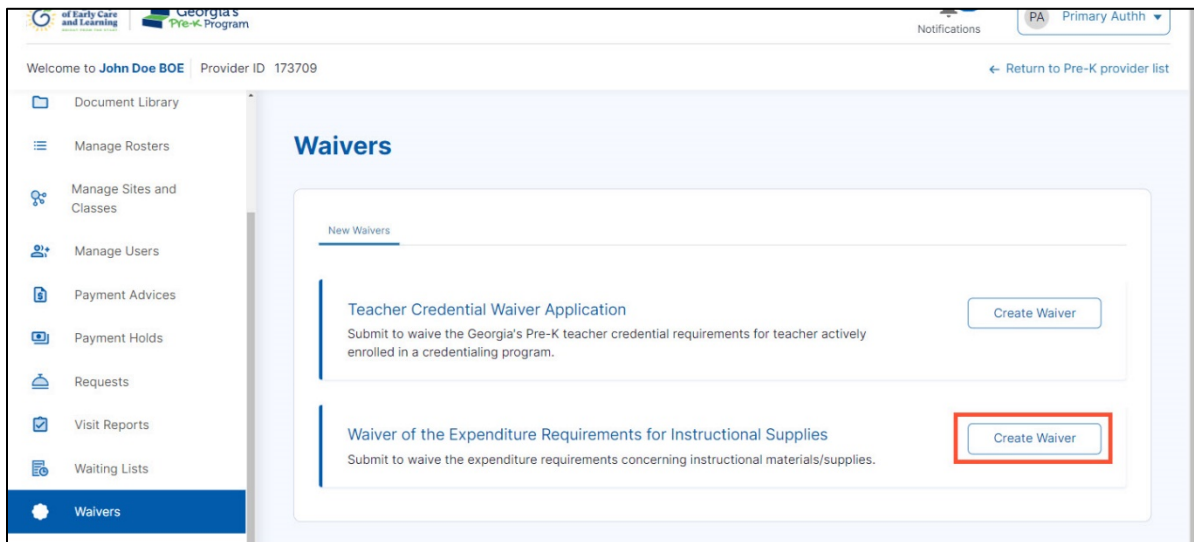
Email
prek@decap.ga.gov

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.

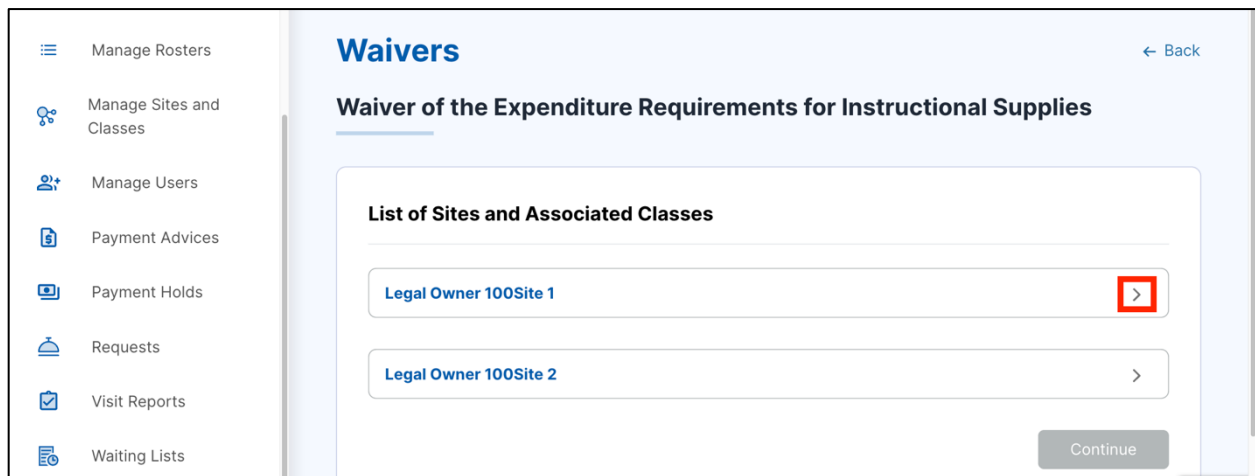
To create the Waiver of the Expenditure Requirements for Instructional Supplies, perform the following steps:

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

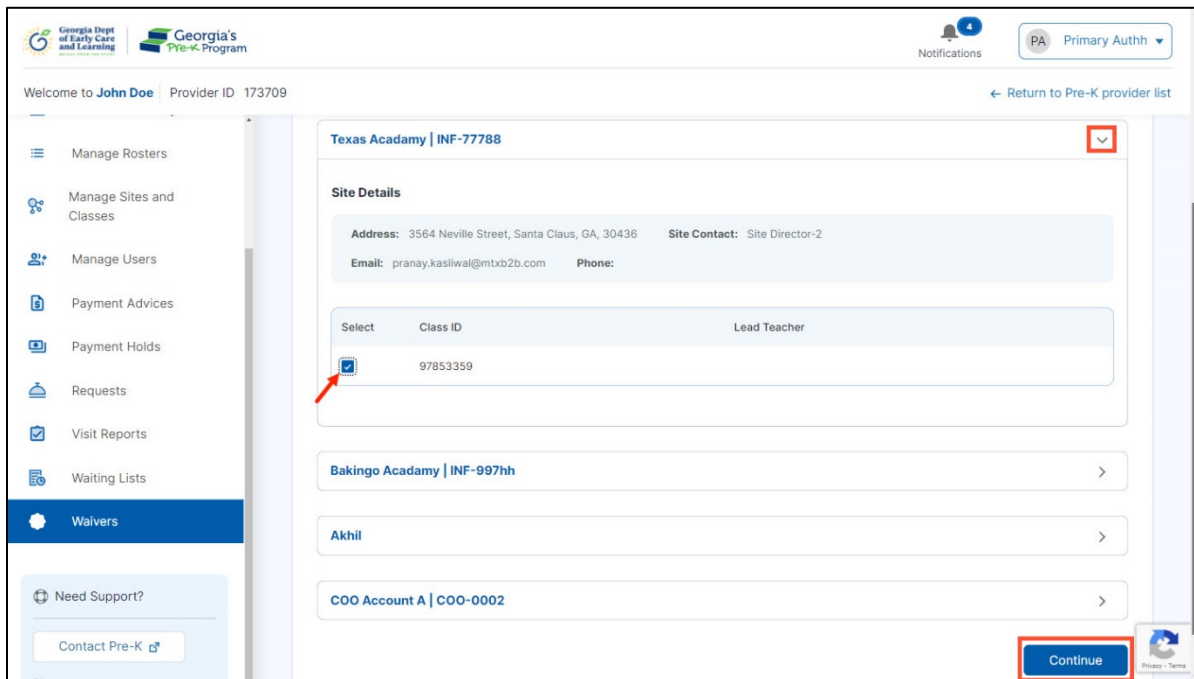


You will be directed to the Waivers page. The List of Sites and Associated Classes will be displayed.

2. Click the expand arrow to view the details.



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



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

Manage Rosters
Manage Sites and Classes
Manage Users
Payment Advices
Payment Holds
Requests
Visit Reports
Waiting Lists
Waivers

Need Support?
Contact Pre-K

Texas Academy | INF-77788

Site Details

Address: 3564 Neville Street, Santa Claus, GA, 30436 | Site Contact: Site Director-2
Email: pranay.kasliwal@mtxb2b.com | Phone:

Select	Class ID	Lead Teacher
<input checked="" type="checkbox"/>	97853359	

Bakingo Academy | INF-997hh

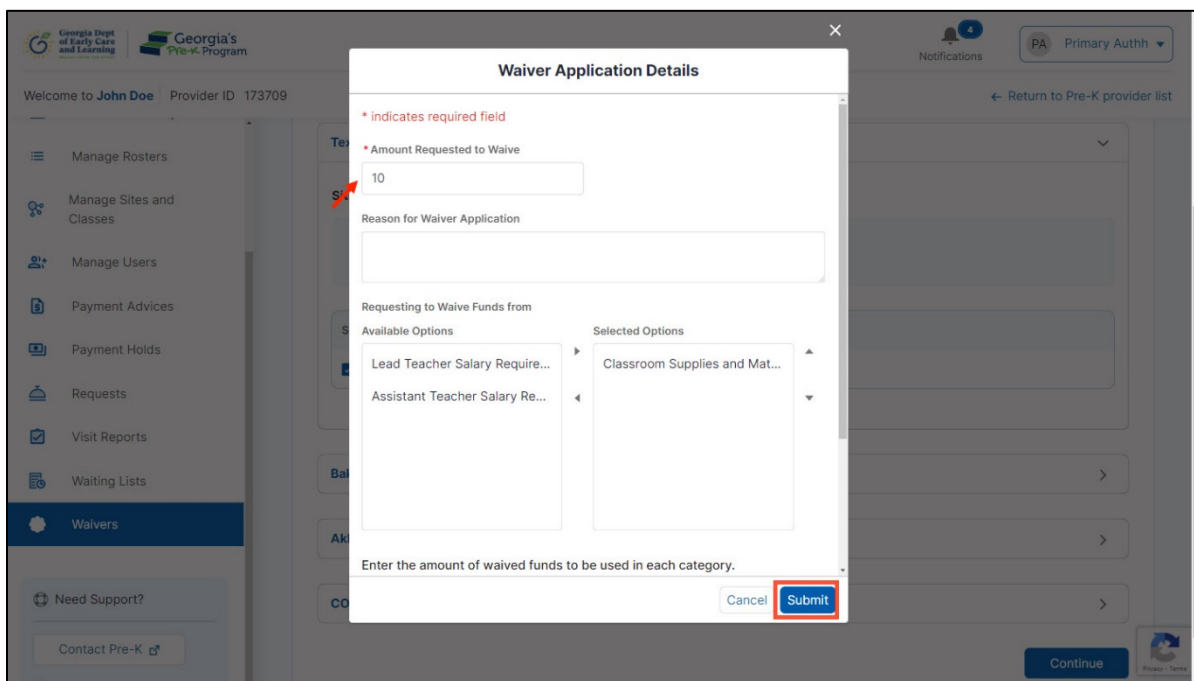
Akhil

COO Account A | COO-0002

Continue

The Waiver Application Details pop-up will be displayed.

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



Waiver Application Details

* indicates required field

* Amount Requested to Waive
10

Reason for Waiver Application

Requesting to Waive Funds from

Available Options	Selected Options
Lead Teacher Salary Require...	Classroom Supplies and Mat...
Assistant Teacher Salary Re...	

Enter the amount of waived funds to be used in each category.

Cancel **Submit**

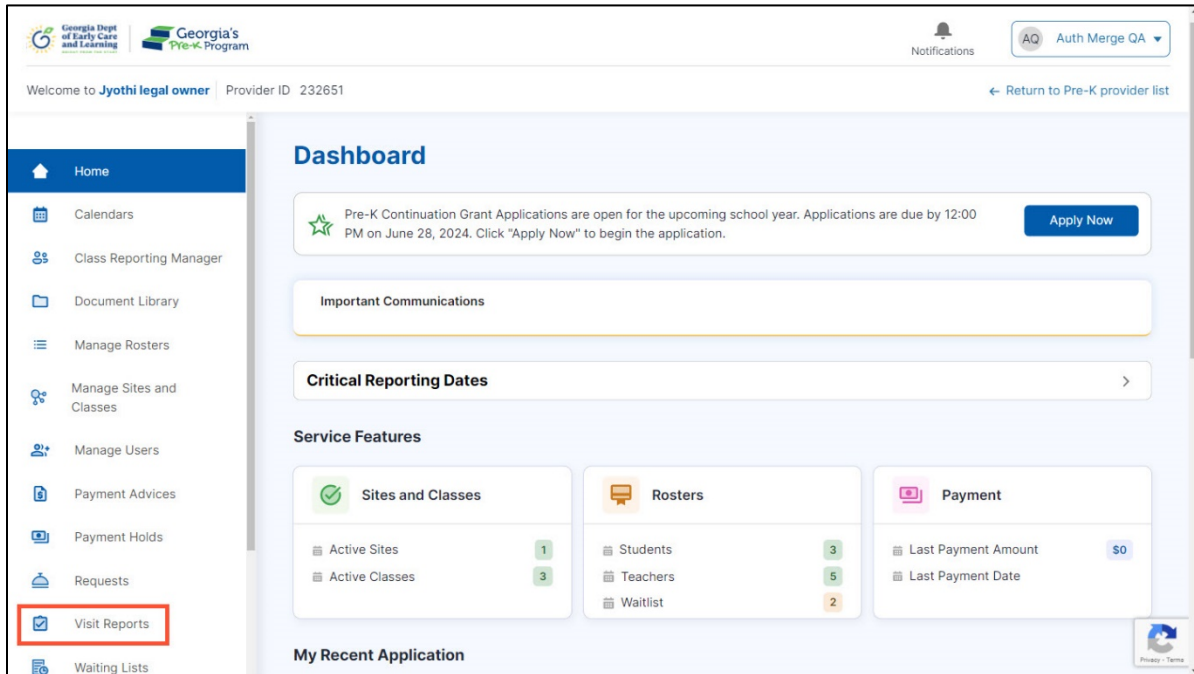
**After saving, a success message will be displayed on the page and the same will be reflected under the Submitted Requests tab.*

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.



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

Dashboard

Pre-K Continuation Grant Applications are open for the upcoming school year. Applications are due by 12:00 PM on June 28, 2024. Click "Apply Now" to begin the application.

Important Communications

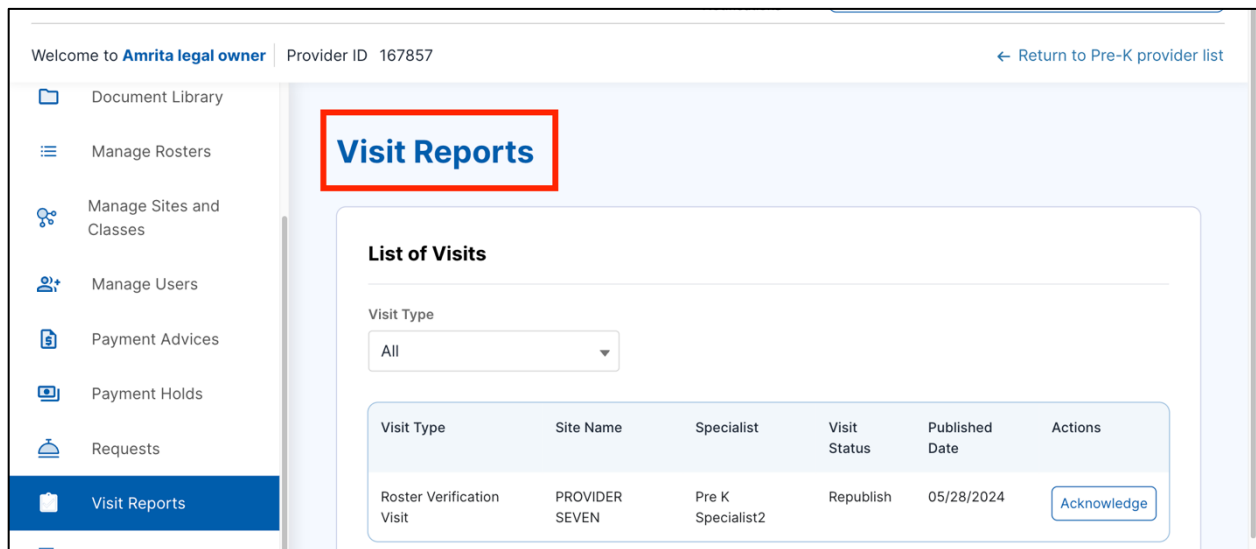
Critical Reporting Dates

Service Features

- Sites and Classes**
 - Active Sites: 1
 - Active Classes: 3
- Rosters**
 - Students: 3
 - Teachers: 5
 - Waitlist: 2
- Payment**
 - Last Payment Amount: \$0
 - Last Payment Date

My Recent Application

You will be directed to the Visit Reports page.



Welcome to **Amrita legal owner** | Provider ID: 167857

Visit Reports

List of Visits

Visit Type: All

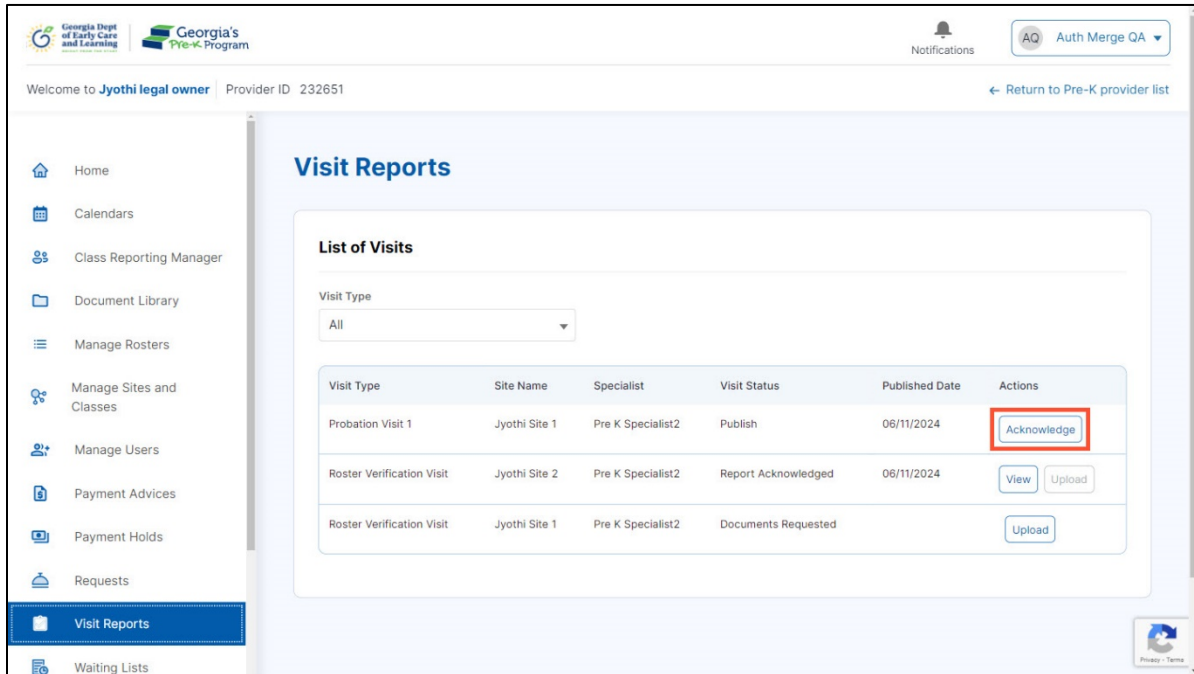
Visit Type	Site Name	Specialist	Visit Status	Published Date	Actions
Roster Verification Visit	PROVIDER SEVEN	Pre K Specialist2	Republish	05/28/2024	Acknowledge

Acknowledging the Visit Reports

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

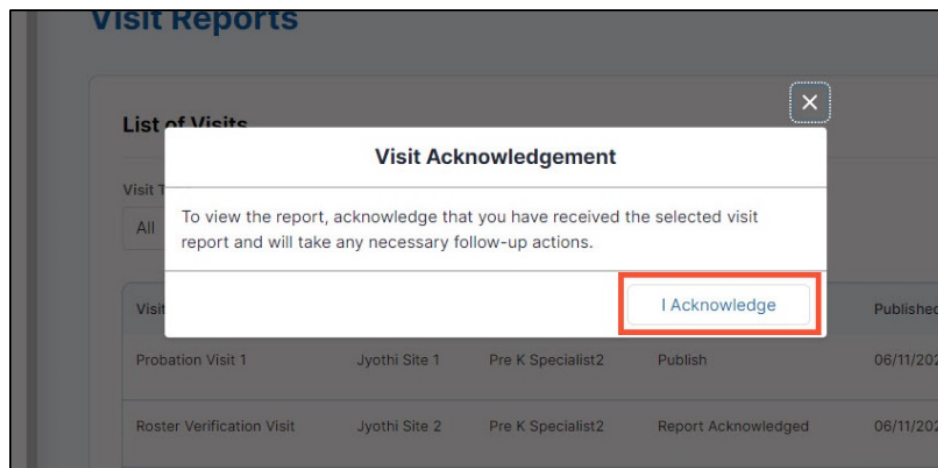
To acknowledge the Visit Reports, perform the following steps:

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



The View Acknowledgement pop-up window will be displayed.

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

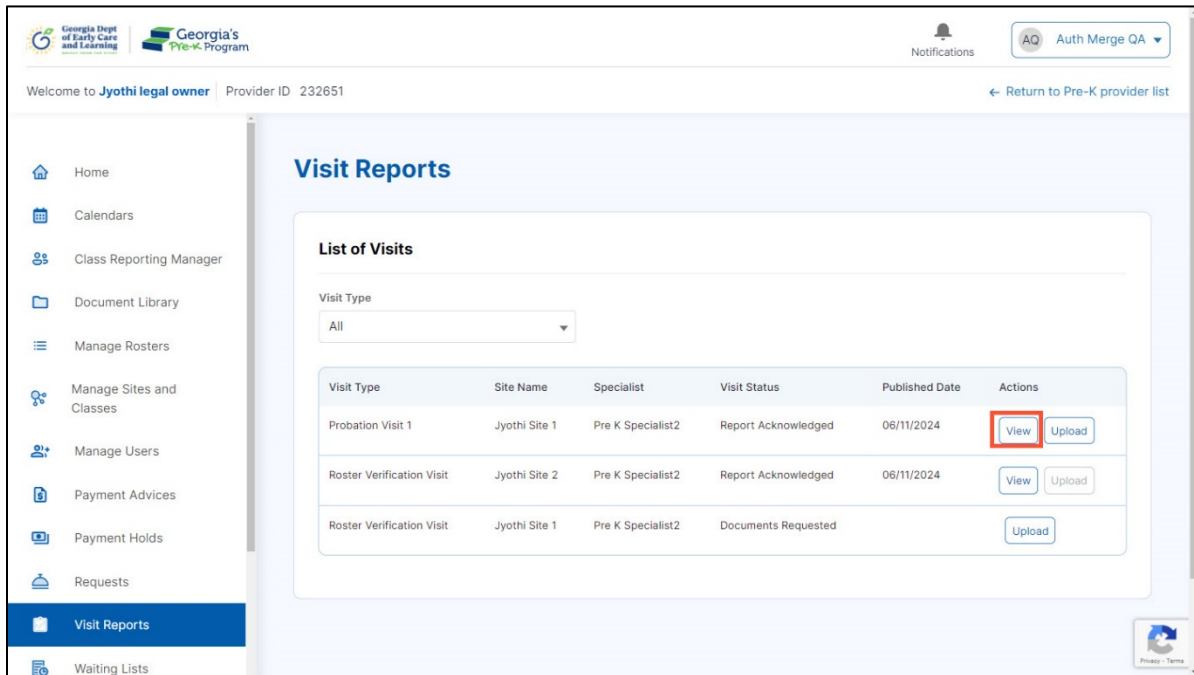


*After saving, a success message will be displayed on the page.

Viewing the Visit Reports

To view the Visit Reports, perform the following steps:

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



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

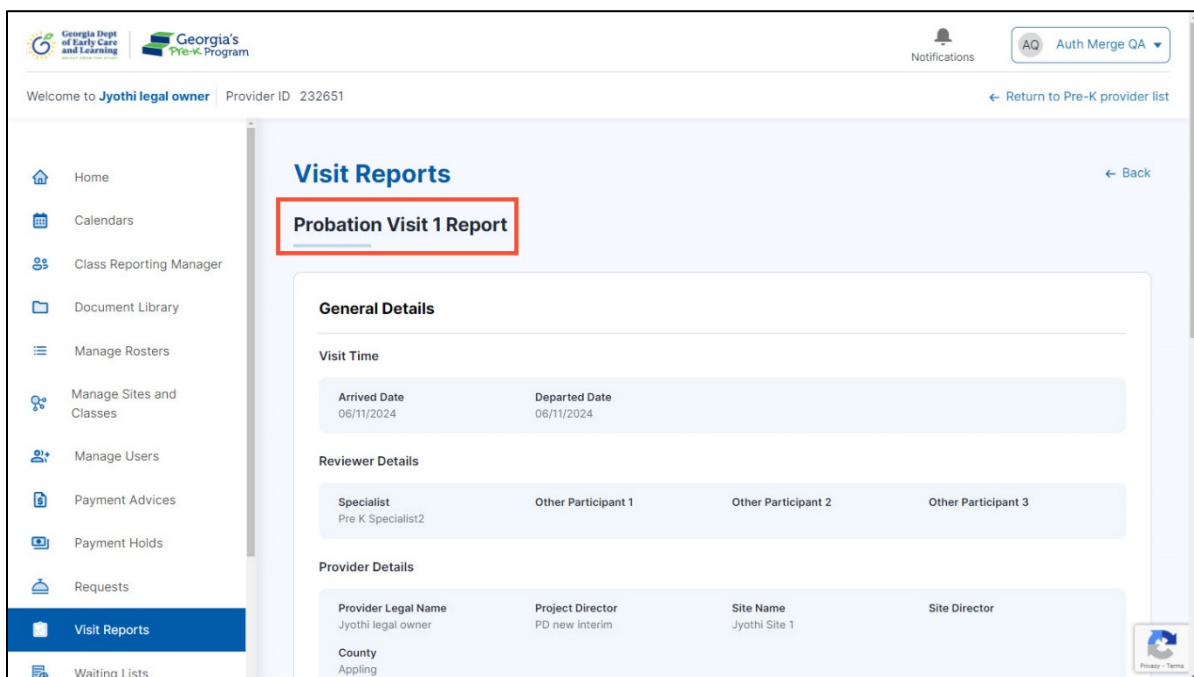
Visit Reports

List of Visits

Visit Type: All

Visit Type	Site Name	Specialist	Visit Status	Published Date	Actions
Probation Visit 1	Jyothi Site 1	Pre K Specialist2	Report Acknowledged	06/11/2024	View Upload
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 detailed visit report will be displayed for the selected Visit Type.



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

Visit Reports

Probation Visit 1 Report

General Details

Visit Time

Arrived Date	Departed Date
06/11/2024	06/11/2024

Reviewer Details

Specialist	Other Participant 1	Other Participant 2	Other Participant 3
Pre K Specialist2			

Provider Details

Provider Legal Name	Project Director	Site Name	Site Director
Jyothi legal owner	PD new interim	Jyothi Site 1	

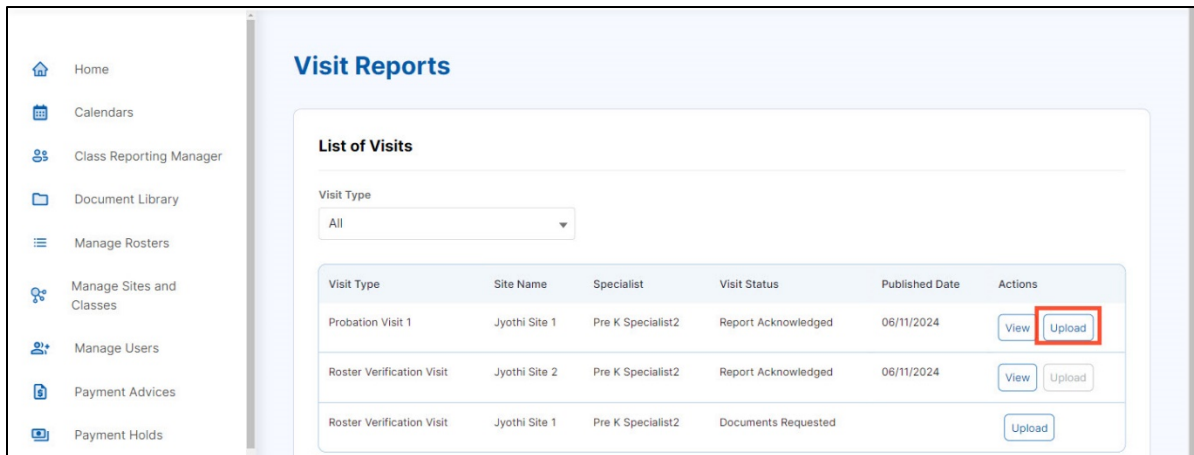
County: Appling

Uploading the Visit Reports

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

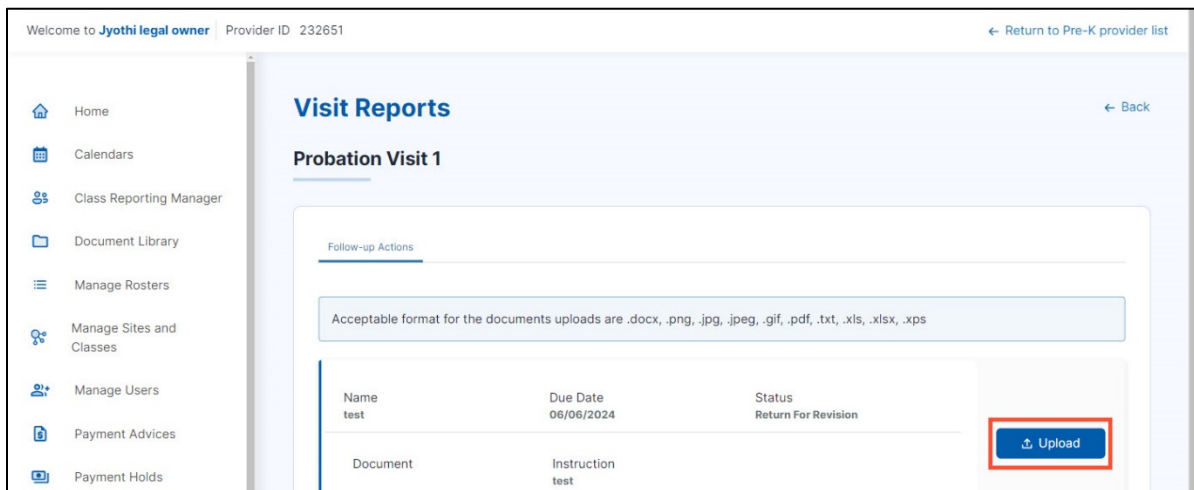
To upload the Visit Reports, perform the following steps:

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



You will be directed to the Visit Type page.

2. Click the **Upload** button.



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

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

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

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

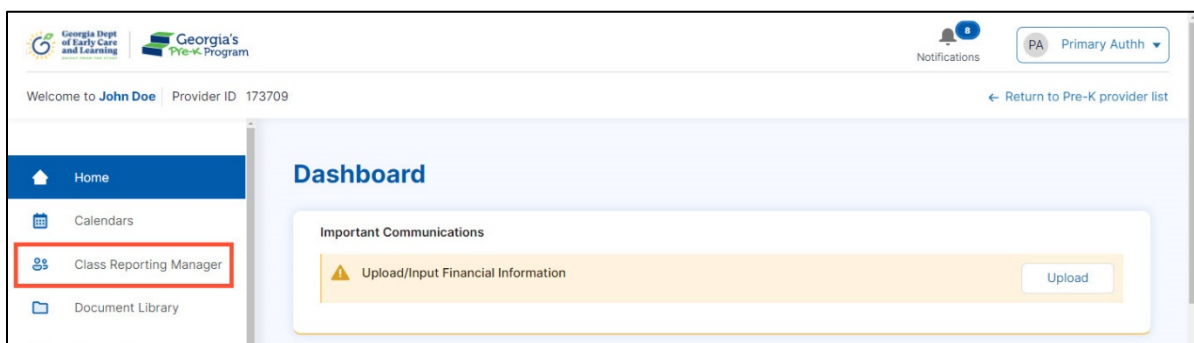
MANAGING CLASS REPORTING MANAGER

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

Managing Students

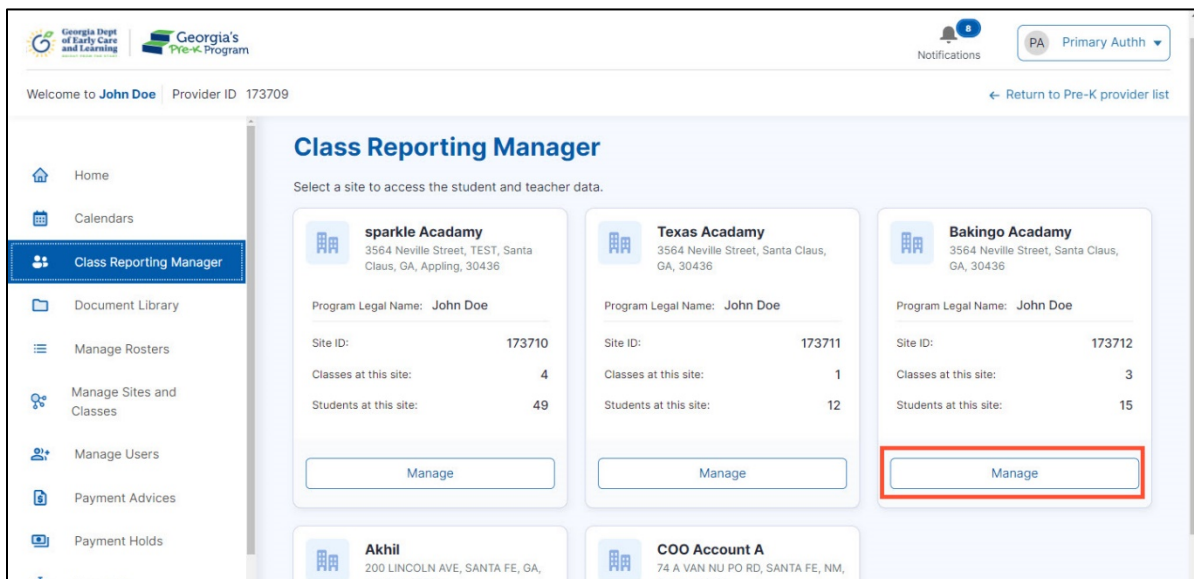
To manage the students, perform the following steps:

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



You will be directed to the Class Reporting Manager page.

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

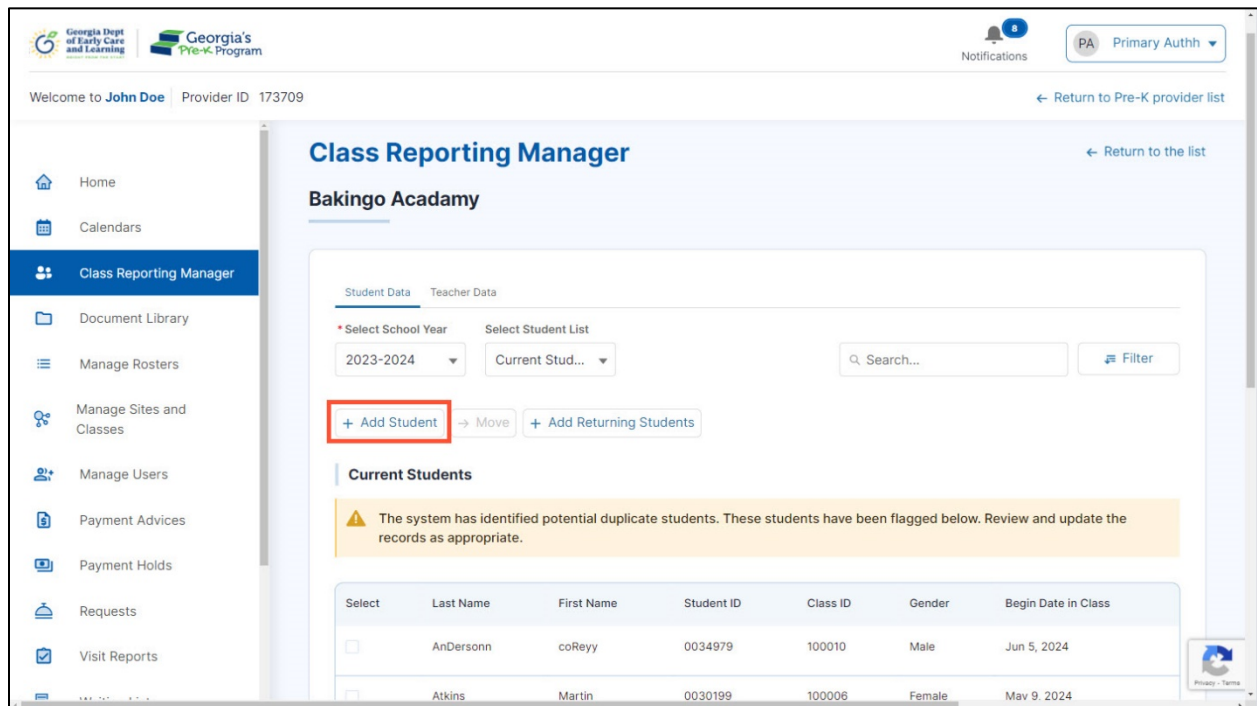


You will be directed to the selected Site page.

Adding a Student

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

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



You will be directed to the Add Student page.

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

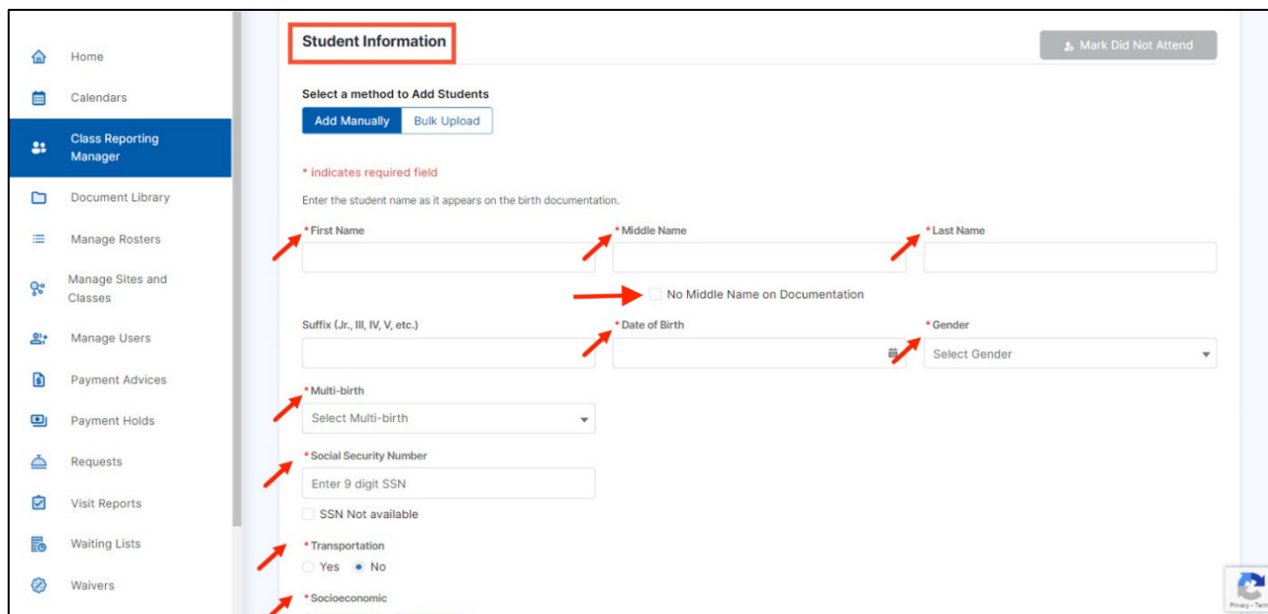
Notes:

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

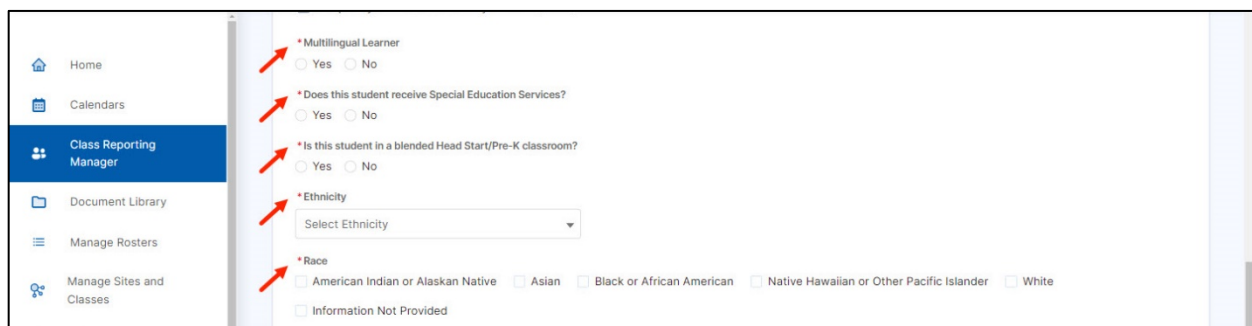
Notes:

- If you do not have an SSN, select the SSN Not available checkbox. Select your SSN Waiver Reason from the drop-down.

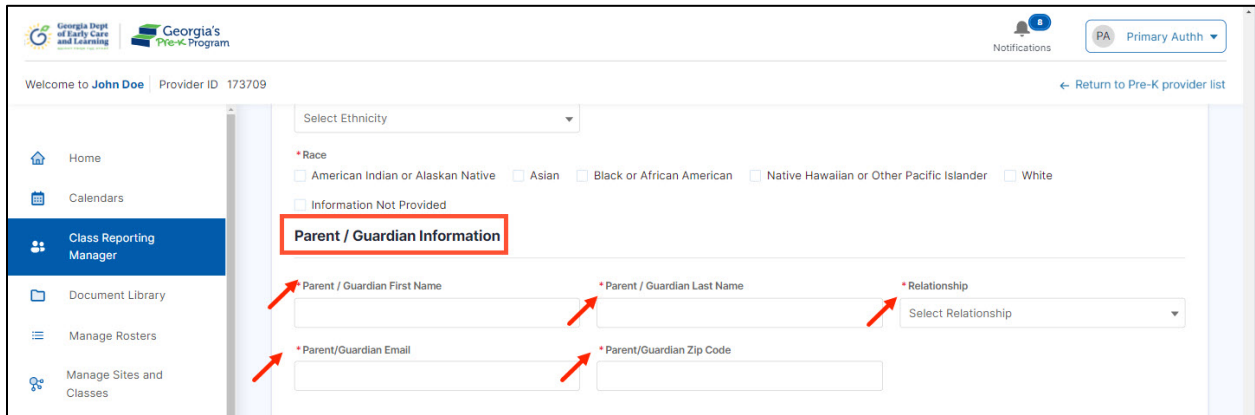
- Select the **No Middle Name on Documentation** checkbox, if you do not have a middle name.
 - b. Select **Gender** and **Multi-birth** from the drop-down list.
 - c. Select the *Yes or No* radio button for **Transportation**.
 - d. Select the *Yes or No* radio button for the **Socioeconomic Category** option.
 - e. Select the appropriate Socioeconomic Category. If you opt for Category 1, you will need to check the appropriate services from the Category List.
- Please Note the age of the student should be between 4-6 years as of September 1st of the current school year.



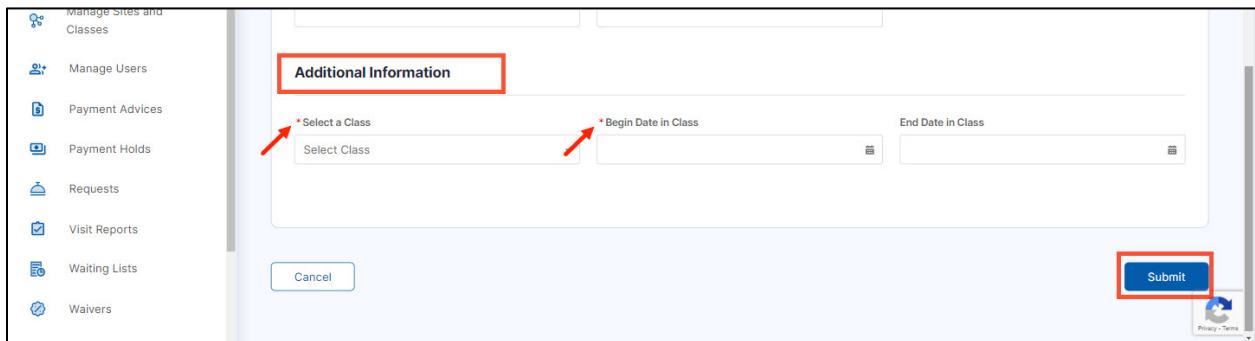
- f. Select *Yes/No* for **Multilingual Learner, Does this student receive Special Education Services?, and Is this student in a blended Head Start/Pre-K classroom?** fields.
- Note:** You may need to provide further information if you select **Yes** for these three fields.
- g. Select **Ethnicity**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



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



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



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

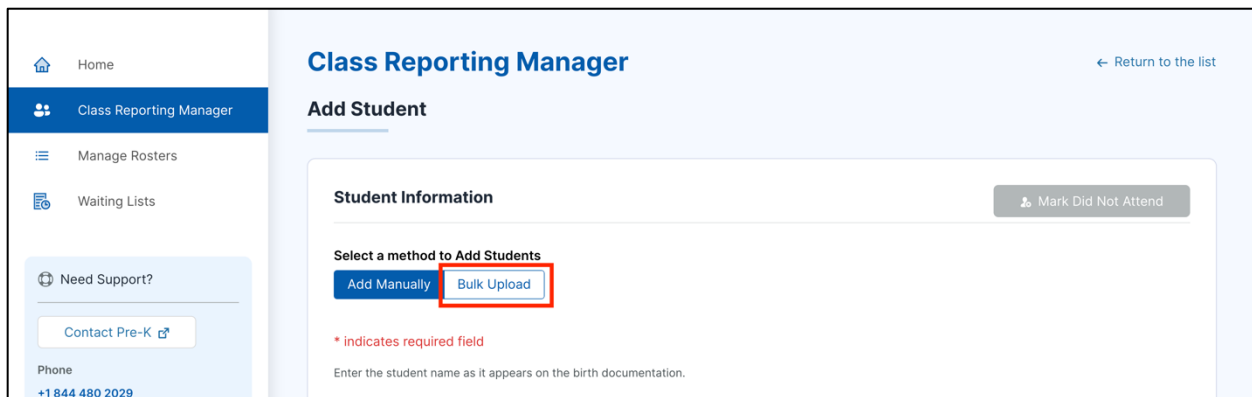
Student Bulk Upload

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

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

To bulk upload student data, perform the following steps:

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

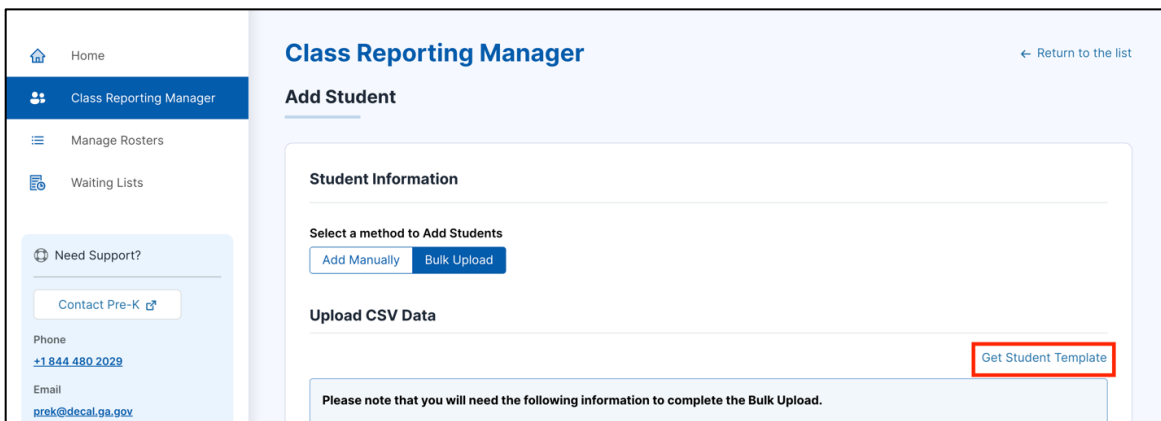


The screenshot shows the 'Class Reporting Manager' interface. On the left is a sidebar with links: Home, Class Reporting Manager (selected), Manage Rosters, and Waiting Lists. Below the sidebar is a 'Need Support?' section with a 'Contact Pre-K' button and phone number '+1 844 480 2029'. The main content area is titled 'Class Reporting Manager' and 'Add Student'. It includes a 'Return to the list' link. Under the 'Student Information' section, there is a 'Mark Did Not Attend' button and a 'Select a method to Add Students' section with two buttons: 'Add Manually' and 'Bulk Upload' (highlighted with a red box). Below this, a note 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:

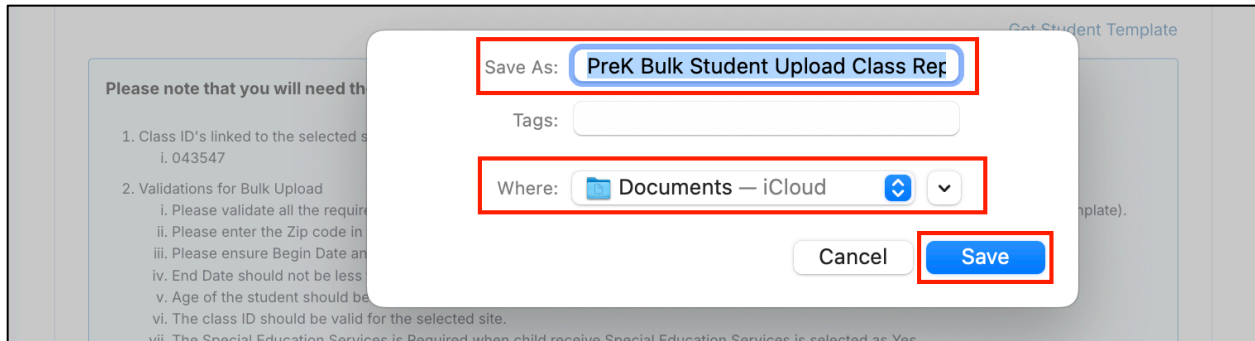
- The **Select School Year** field will be the current year and the **Class Site** will be populated, by default. You cannot edit these fields.
- If you are uploading the designated bulk upload extract from your student management system, you can move to step 5.



The screenshot shows the 'Class Reporting Manager' interface, specifically the 'Add Student' page. The 'Student Information' section is visible, including the 'Select a method to Add Students' buttons ('Add Manually' and 'Bulk Upload'). Below this is the 'Upload CSV Data' section, which contains a 'Get Student Template' button (highlighted with a red box). At the bottom, a note 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.

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



- 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.

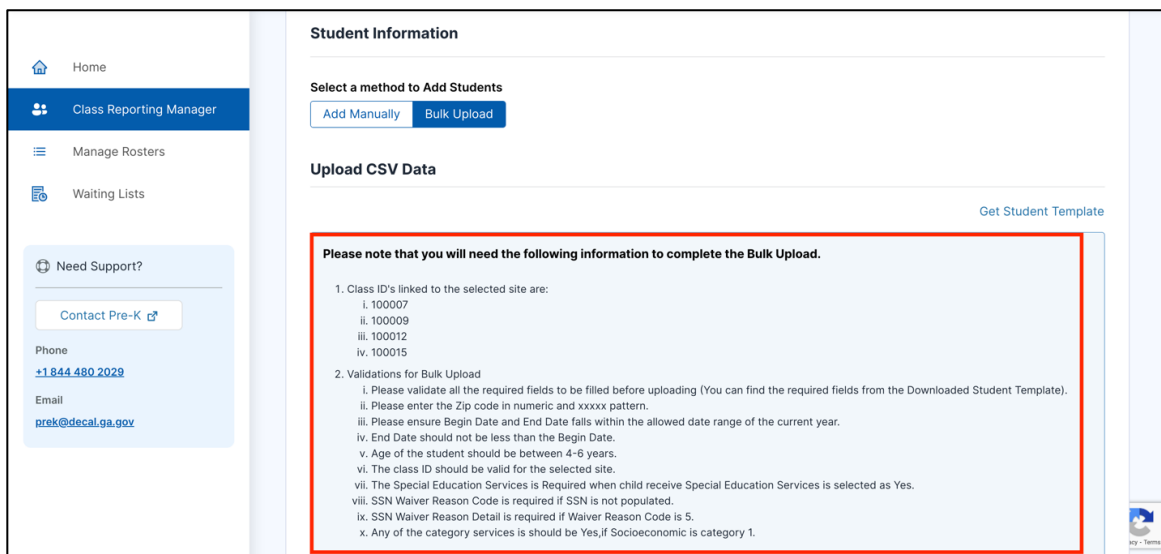
Instructions to create a Student upload file:

- 1) Enter your roster records below beginning on line 4.
- 2) Delete all header rows highlighted in red (rows 1-3).
- 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.

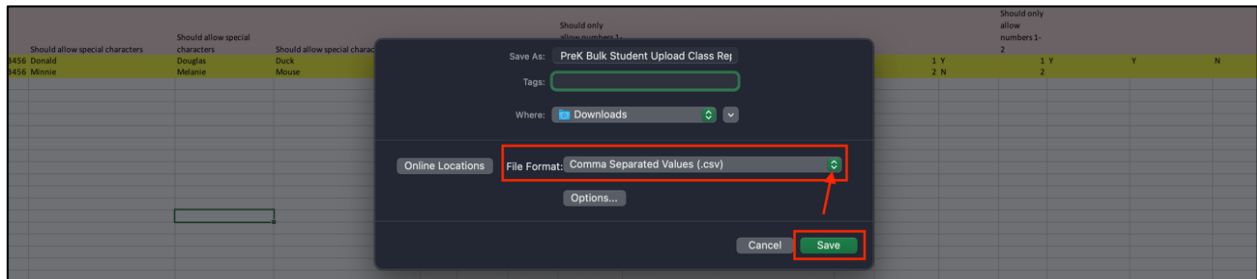
Site ID	Class ID	Student First Name	Middle Name	Student Last Name	Suffix	Birth Date	Gender	Race	SSN	Waiver Reason Code	Waiver Reason Detail	Student Category	Multi-Birth	Transportation	Socioeconomic	Category 1 Services	Category 2 Services	Category 3 Services	Category 4 Services
123456	123456	Donald		Mouse	Jr	12/01/17	M	1	111223333	1-5		M	1	Y	2	Y	Y	N	N
123456	123456	Malanie		Mouse		15/09/17	F	2	N		5. I am not comfortable giving it for security reasons.	F	2	N	2				

Notes:

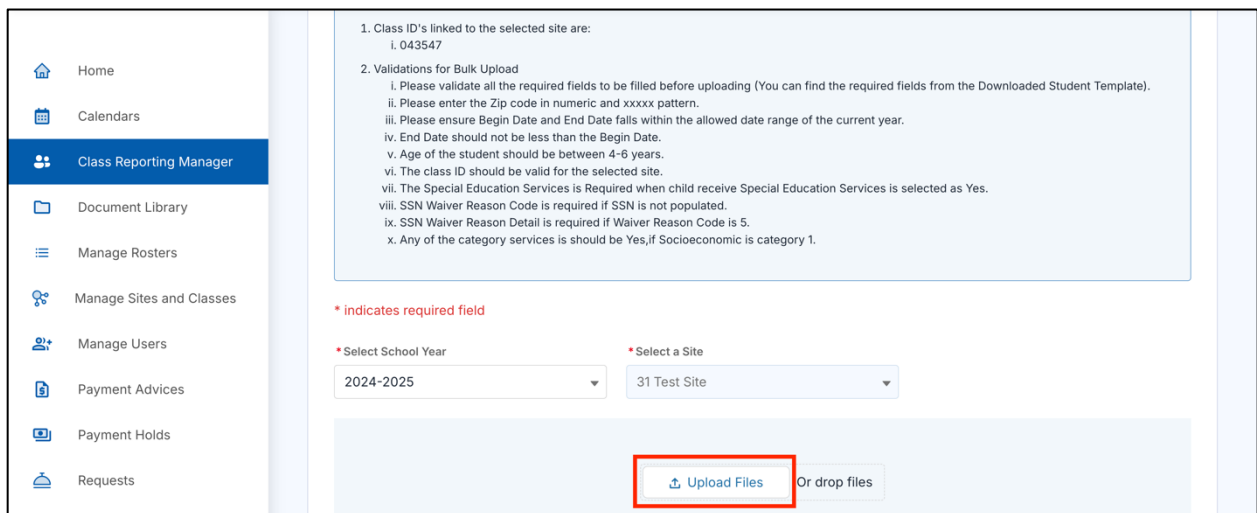
- Read the information in the Student Information section before filling out the information in the Template.



- 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.



1. Class ID's linked to the selected site are:
i. 043547

2. Validations for Bulk Upload

- Please validate all the required fields to be filled before uploading (You can find the required fields from the Downloaded Student Template).
- Please enter the Zip code in numeric and xxxxx pattern.
- Please ensure Begin Date and End Date falls within the allowed date range of the current year.
- End Date should not be less than the Begin Date.
- Age of the student should be between 4-6 years.
- The class ID should be valid for the selected site.
- The Special Education Services is Required when child receive Special Education Services is selected as Yes.
- SSN Waiver Reason Code is required if SSN is not populated.
- SSN Waiver Reason Detail is required if Waiver Reason Code is 5.
- Any of the category services is should be Yes, if Socioeconomic is category 1.

* indicates required field

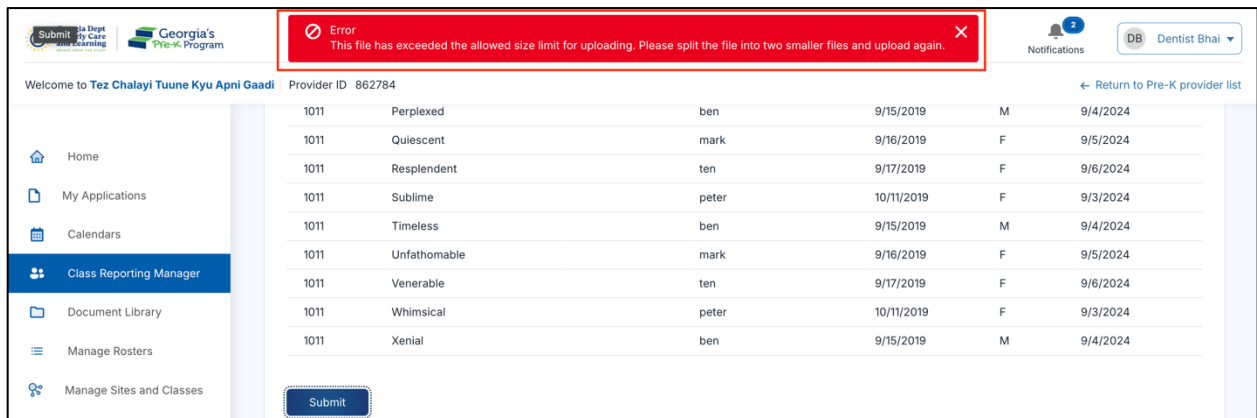
*Select School Year: 2024-2025

*Select a Site: 31 Test Site

[Upload Files](#) Or drop files

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.



Welcome to Tez Chalay Tuune Kyu Apni Gaadi

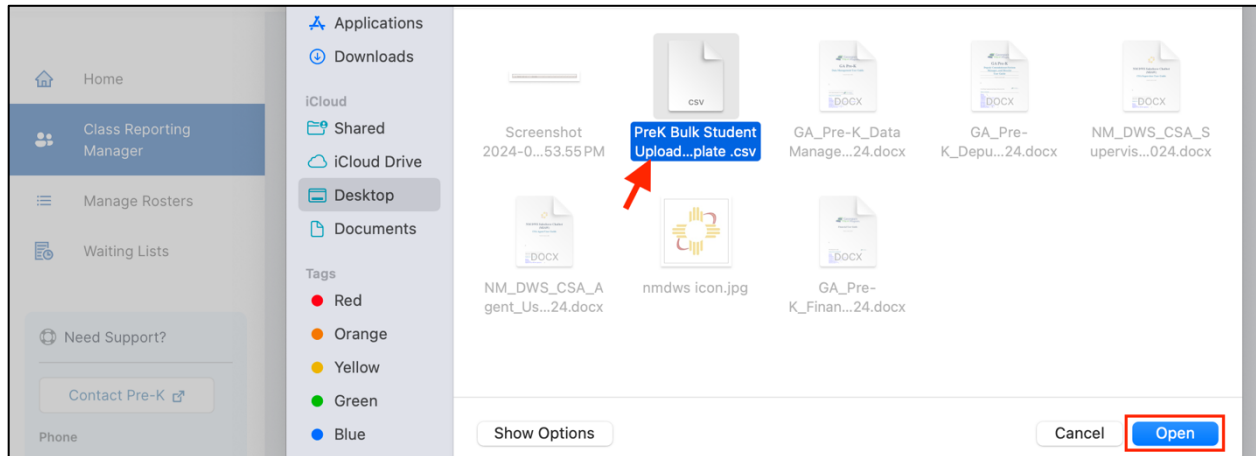
Provider ID: 862784

Return to Pre-K provider list

1011	Perplexed	ben	9/15/2019	M	9/4/2024
1011	Quiescent	mark	9/16/2019	F	9/5/2024
1011	Resplendent	ten	9/17/2019	F	9/6/2024
1011	Sublime	peter	10/11/2019	F	9/3/2024
1011	Timeless	ben	9/15/2019	M	9/4/2024
1011	Unfathomable	mark	9/16/2019	F	9/5/2024
1011	Venerable	ten	9/17/2019	F	9/6/2024
1011	Whimsical	peter	10/11/2019	F	9/3/2024
1011	Xenial	ben	9/15/2019	M	9/4/2024

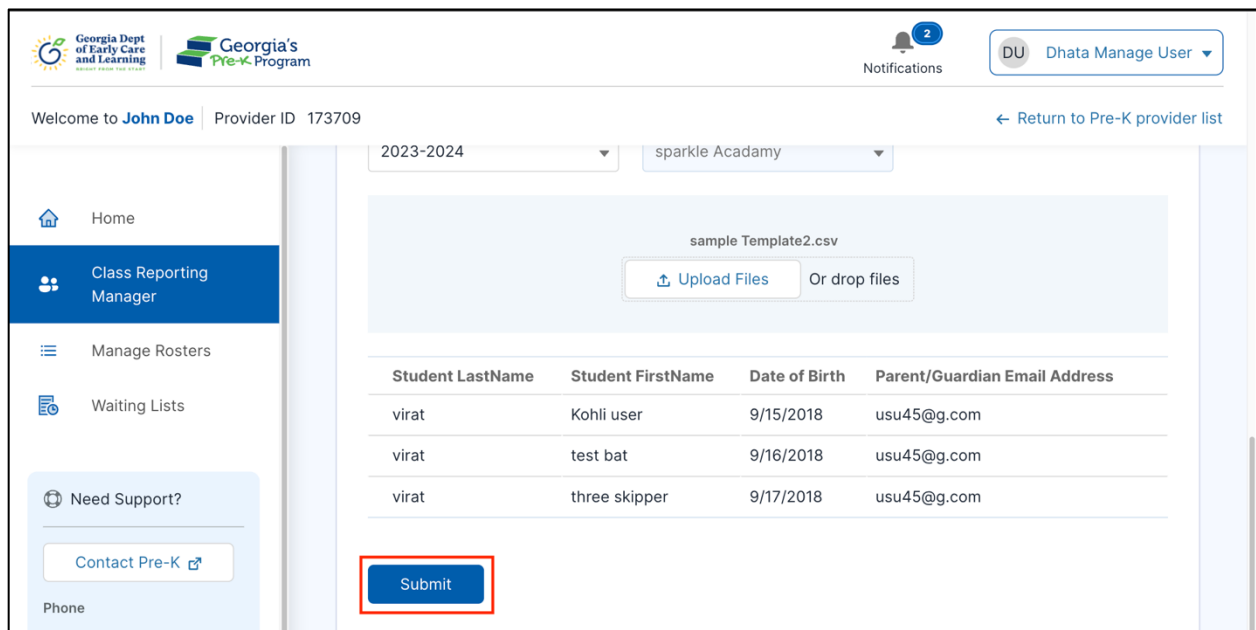
Submit

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



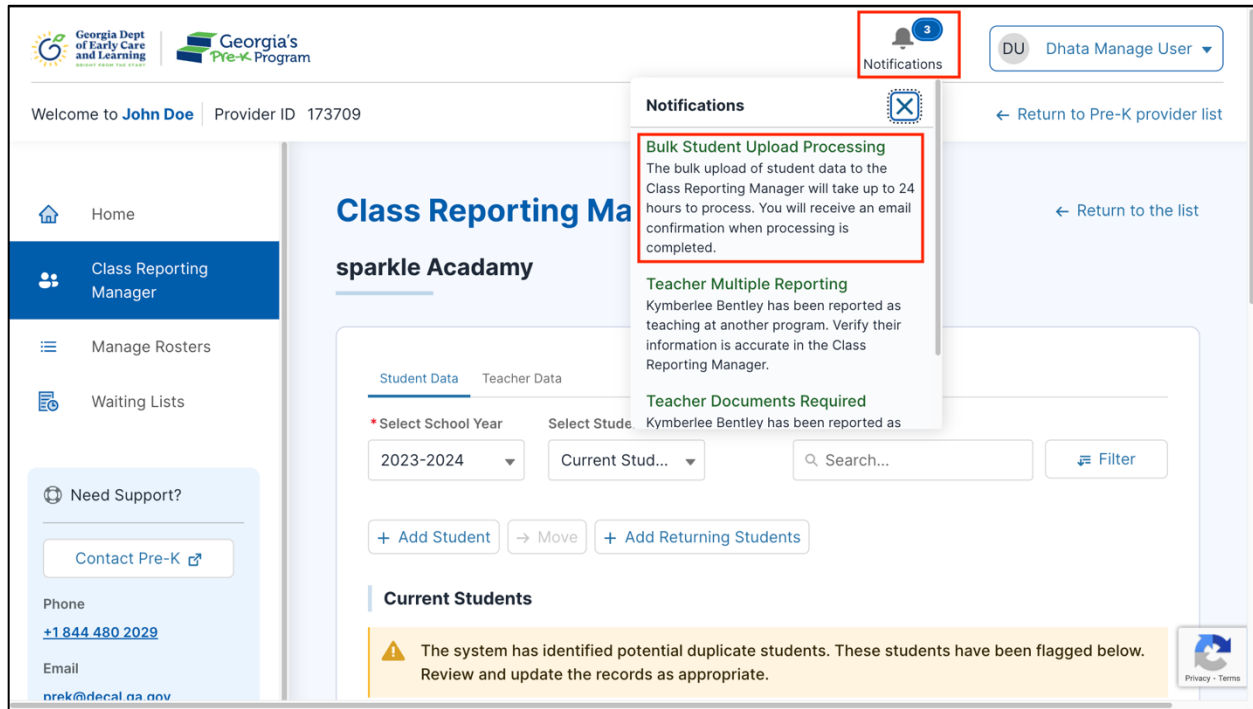
After uploading the CSV file, you can see the student data on the page.

7. Click the **Submit** button.

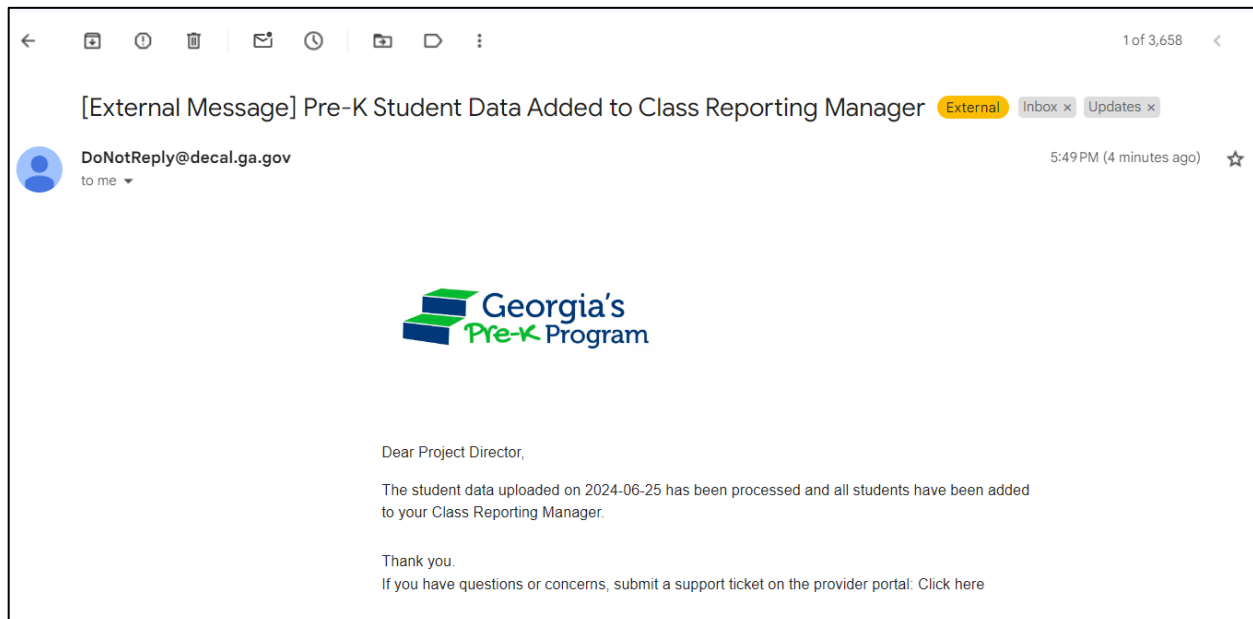


After submitting, you will receive a notification that data will take up to 24 hours to process and the Project Director will receive an email confirmation when the processing is complete.

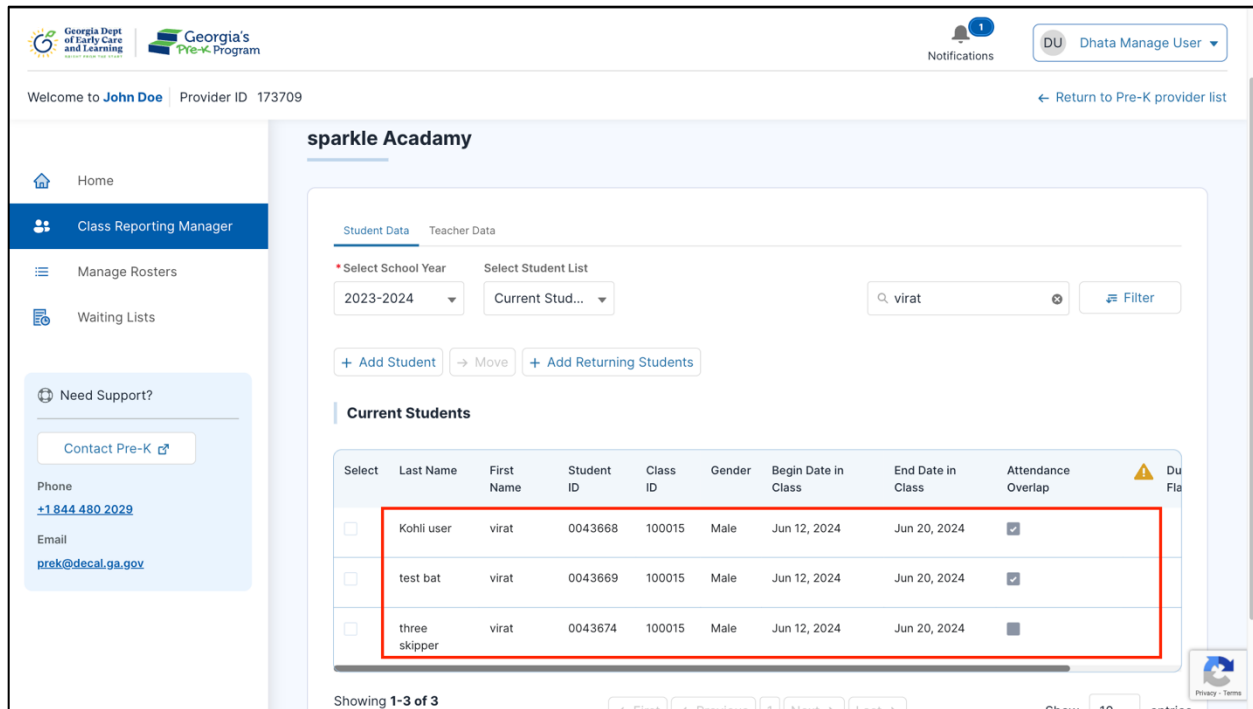
8. To view the notification, click the Notification Bell icon.



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.



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

Welcome to John Doe | Provider ID 173709

DU Dhata Manage User

Return to Pre-K provider list

Home

Class Reporting Manager

Manage Rosters

Waiting Lists

Need Support?

Contact Pre-K

Phone: +1 844 480 2029

Email: prek@dec.al.ga.gov

Student Data | Teacher Data

Select School Year: 2023-2024

Select Student List: Current Stud...

Search: virat

Filter

+ Add Student | Move | + Add Returning Students

Current Students

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate
<input type="checkbox"/>	Kohli user	virat	0043668	100015	Male	Jun 12, 2024	Jun 20, 2024	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	test bat	virat	0043669	100015	Male	Jun 12, 2024	Jun 20, 2024	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	three skipper	virat	0043674	100015	Male	Jun 12, 2024	Jun 20, 2024	<input type="checkbox"/>	

Showing 1-3 of 3

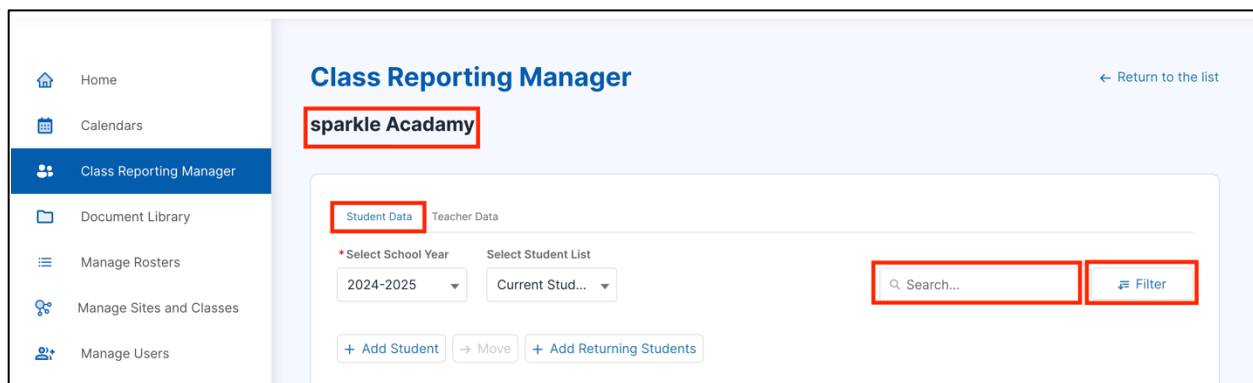
Filtering a Student

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.



Home

Calendars

Class Reporting Manager

Document Library

Manage Rosters

Manage Sites and Classes

Manage Users

Class Reporting Manager

Return to the list

sparkle Academy

Student Data | Teacher Data

Select School Year: 2024-2025

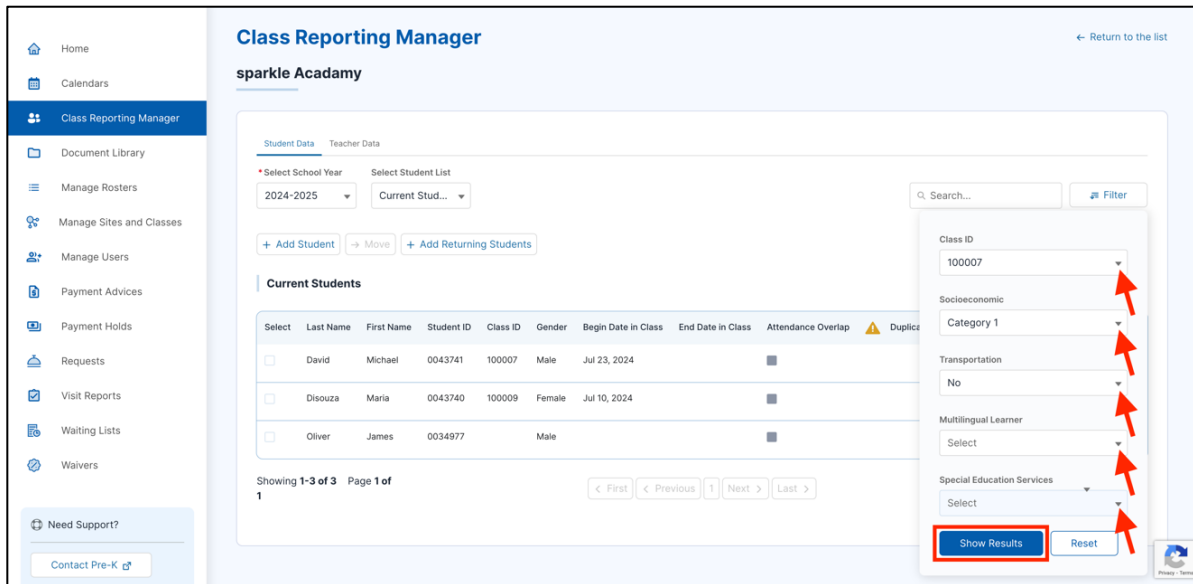
Select Student List: Current Stud...

Search: Search...

Filter

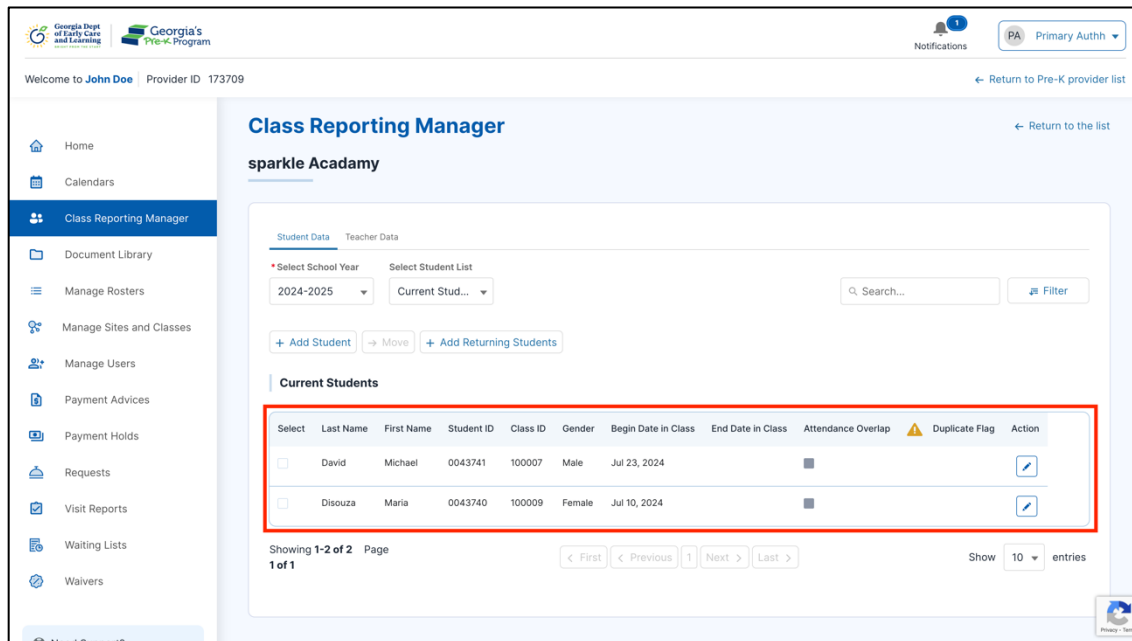
+ Add Student | Move | + Add Returning Students

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 'Student Data' tab is active. The 'Select School Year' is set to '2024-2025' and the 'Select Student List' is 'Current Stud...'. The 'Current Students' table lists three students: David Michael (Class ID 100007), Disouza Maria (Class ID 100009), and Oliver James (Class ID 0034977). A filter dropdown menu is open on the right, showing options for Class ID, Socioeconomic, Category 1, Transportation, No, Multilingual Learner, Select, and Special Education Services. The 'Show Results' button is highlighted with a red box, and red arrows indicate the sequence of selections in the dropdown menu.

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



The screenshot shows the 'Class Reporting Manager' interface for 'sparkle Academy' after the search. The 'Current Students' table is highlighted with a red box and contains 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"/>	David	Michael	0043741	100007	Male	Jul 23, 2024				
<input type="checkbox"/>	Disouza	Maria	0043740	100009	Female	Jul 10, 2024				

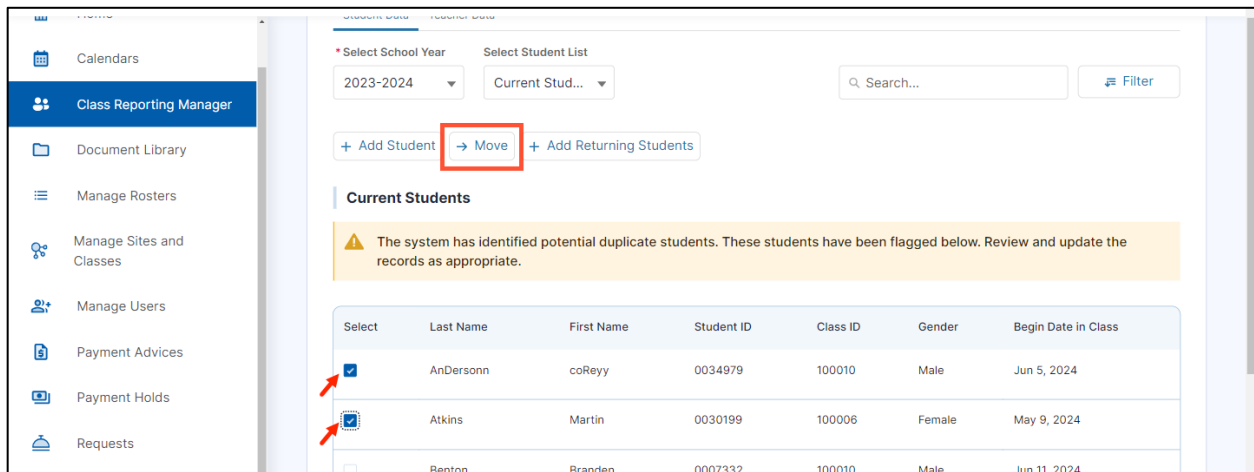
The table shows 'Showing 1-2 of 2' entries. The 'Show' dropdown is set to '10' entries.

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.

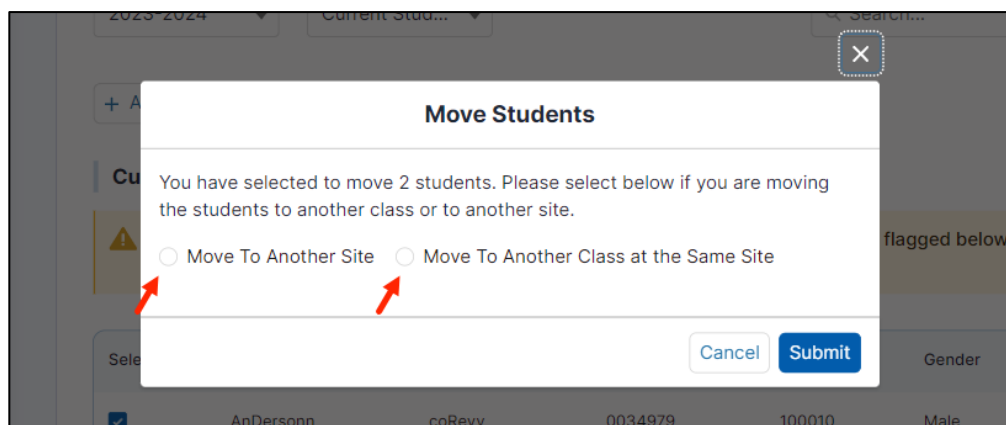
To move a student, perform the following steps:

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.



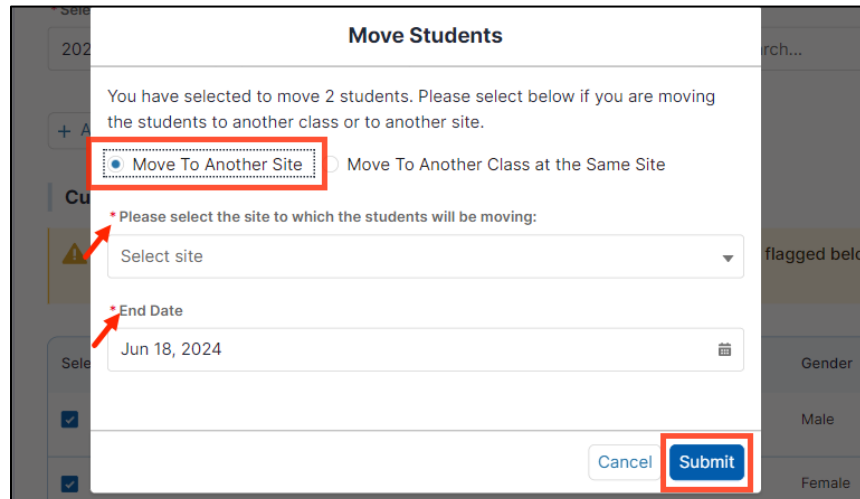
The Move Students pop-up window will be displayed.

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:

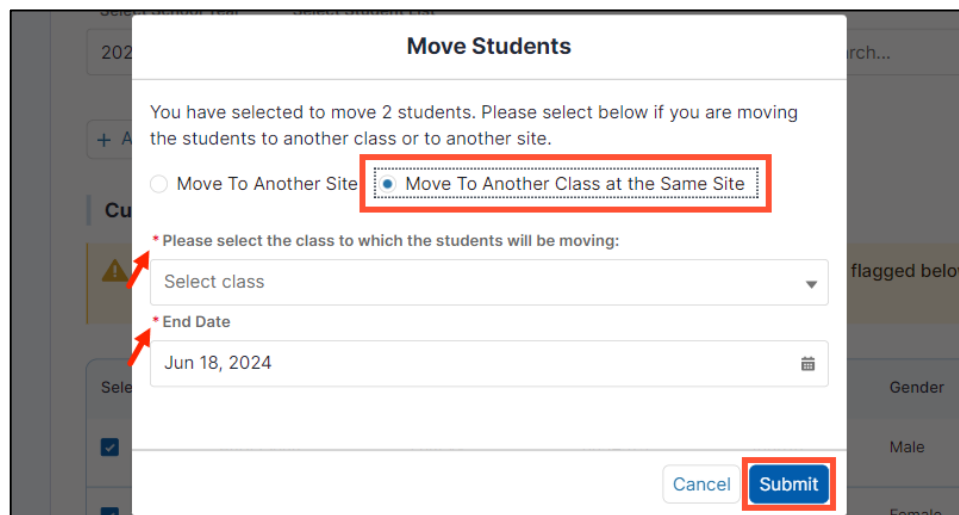
- i. Select the *site* from the **Please select the site to which the students will be moving** drop-down list.
- ii. Select the last *date* in the **End Date** field.
- iii. Click the **Submit** button.



The screenshot shows a 'Move Students' dialog box. At the top, it says 'You have selected to move 2 students. Please select below if you are moving the students to another class or to another site.' Below this, there are two radio button options: 'Move To Another Site' (which is selected and highlighted with a red box) and 'Move To Another Class at the Same Site'. Below the radio buttons, there is a dropdown menu labeled 'Please select the site to which the students will be moving:' with the text 'Select site' inside. Below the dropdown, there is an 'End Date' field with the date 'Jun 18, 2024'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted with a red box. Red arrows point to the 'Move To Another Site' radio button, the 'Select site' dropdown, and the 'End Date' field.

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.



The screenshot shows a 'Move Students' dialog box. At the top, it says 'You have selected to move 2 students. Please select below if you are moving the students to another class or to another site.' Below this, there are two radio button options: 'Move To Another Site' and 'Move To Another Class at the Same Site' (which is selected and highlighted with a red box). Below the radio buttons, there is a dropdown menu labeled 'Please select the class to which the students will be moving:' with the text 'Select class' inside. Below the dropdown, there is an 'End Date' field with the date 'Jun 18, 2024'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted with a red box. Red arrows point to the 'Move To Another Class at the Same Site' radio button, the 'Select class' dropdown, and the 'End Date' field.

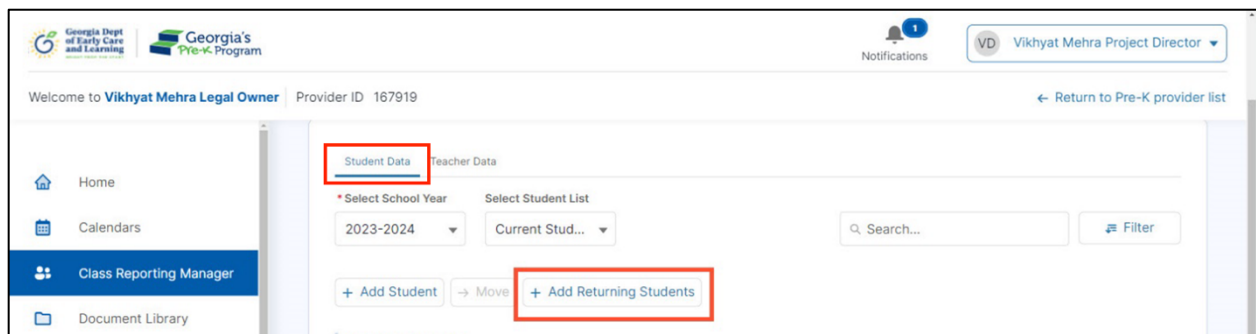
After saving, a success message will be displayed on the page and the class changes of the selected students will be reflected under the current students' section.

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.

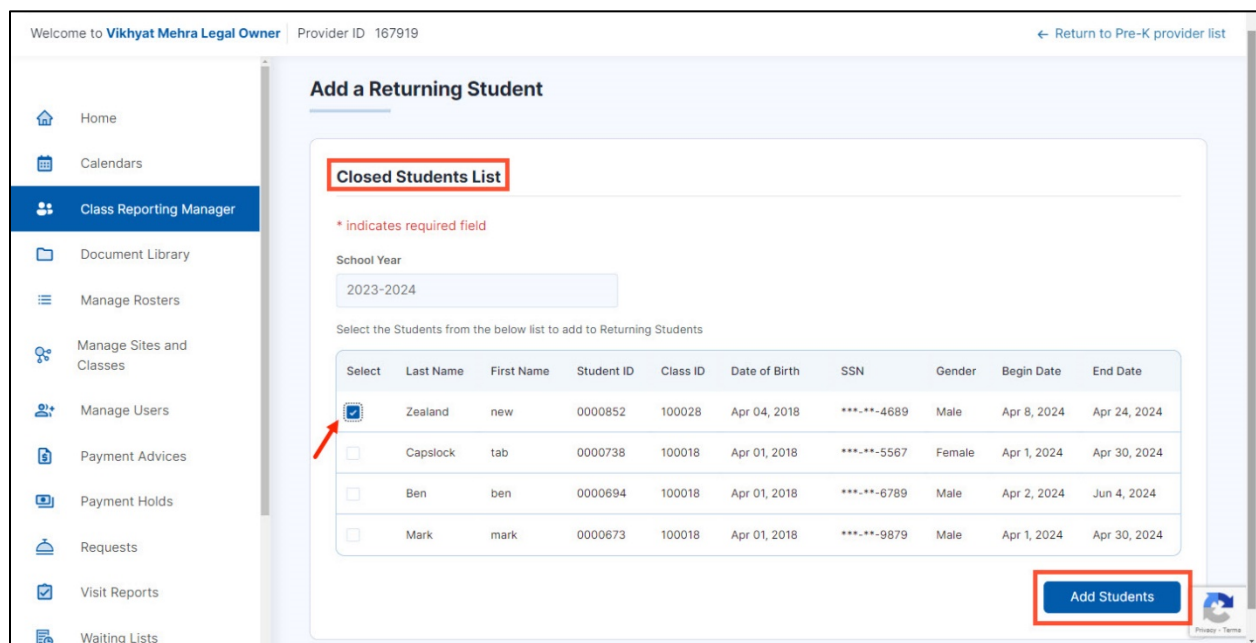
To add a Returning Student, perform the following steps:

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



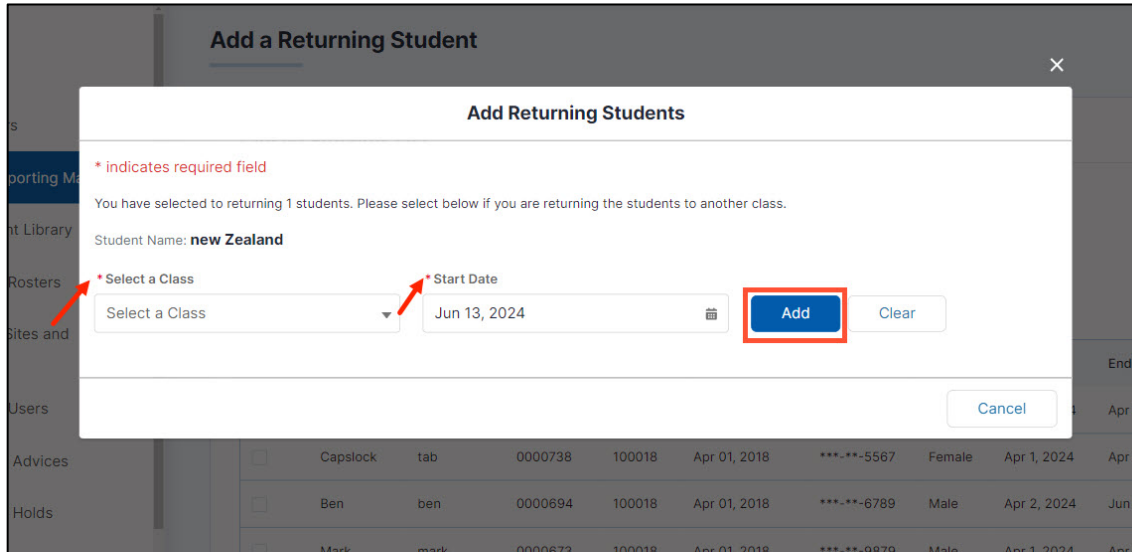
You will be directed to the Closed Students List page.

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

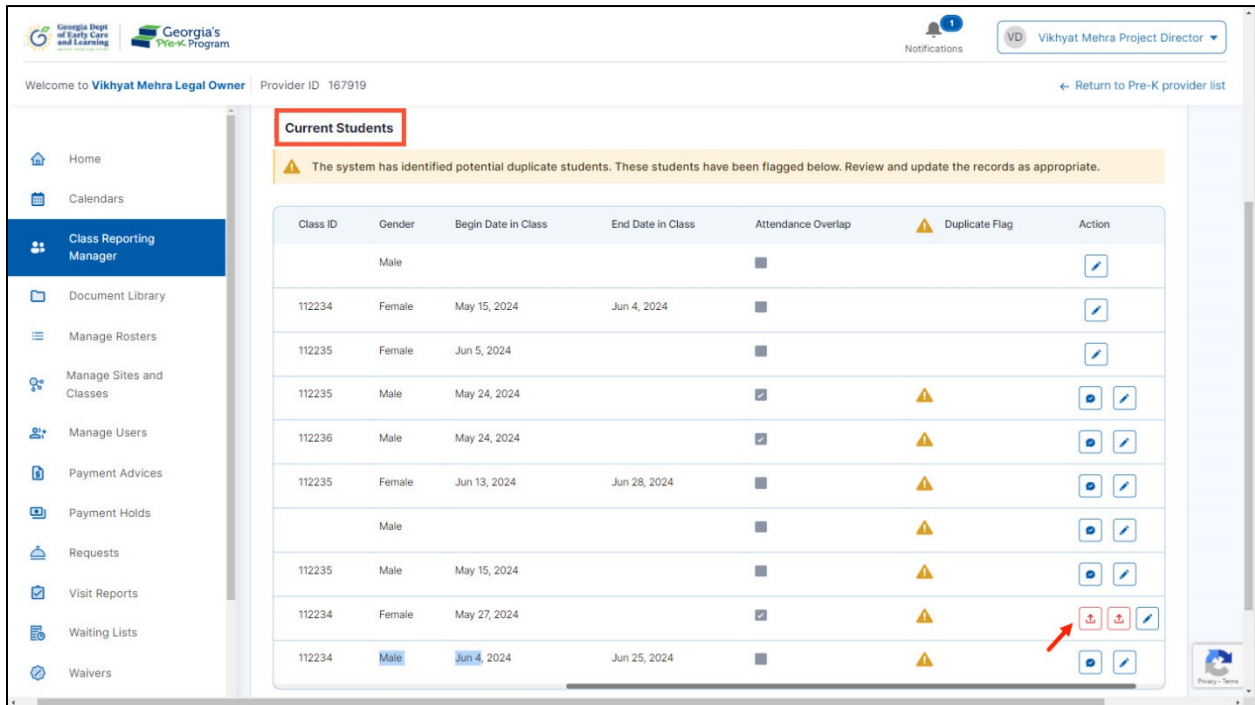
The Provider is required to upload documents in the following scenarios:

- **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.

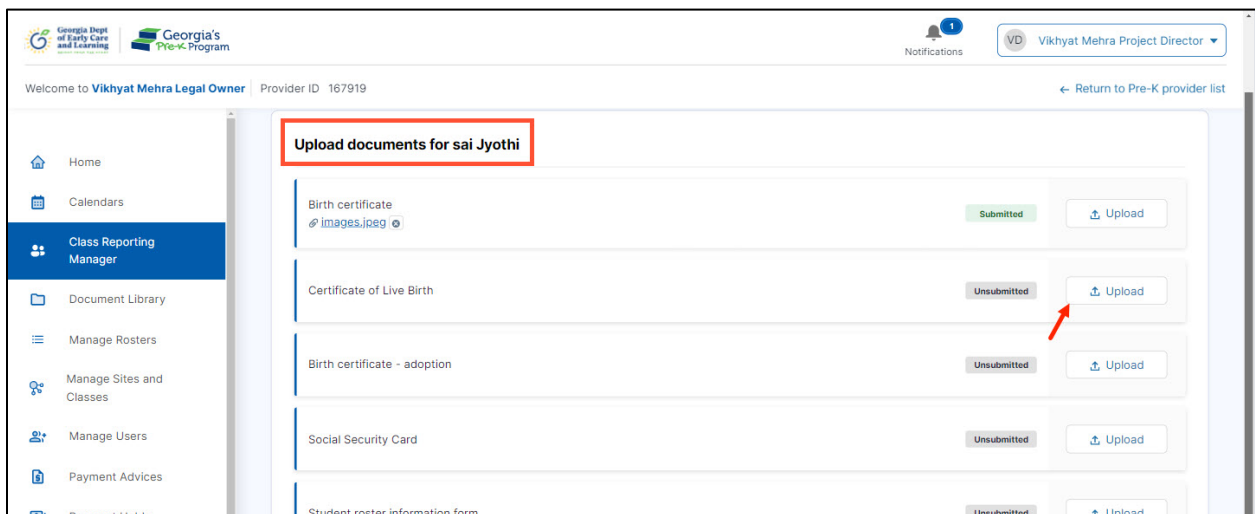


Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
	Male					[Edit]
112234	Female	May 15, 2024	Jun 4, 2024			[Edit]
112235	Female	Jun 5, 2024				[Edit]
112235	Male	May 24, 2024			⚠️	[Edit] [Delete]
112236	Male	May 24, 2024			⚠️	[Edit] [Delete]
112235	Female	Jun 13, 2024	Jun 28, 2024		⚠️	[Edit] [Delete]
	Male				⚠️	[Edit] [Delete]
112235	Male	May 15, 2024			⚠️	[Edit] [Delete]
112234	Female	May 27, 2024			⚠️	[Edit] [Delete] [Upload Documents]
112234	Male	Jun 4, 2024	Jun 25, 2024		⚠️	[Edit] [Delete] [Upload Documents]

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.

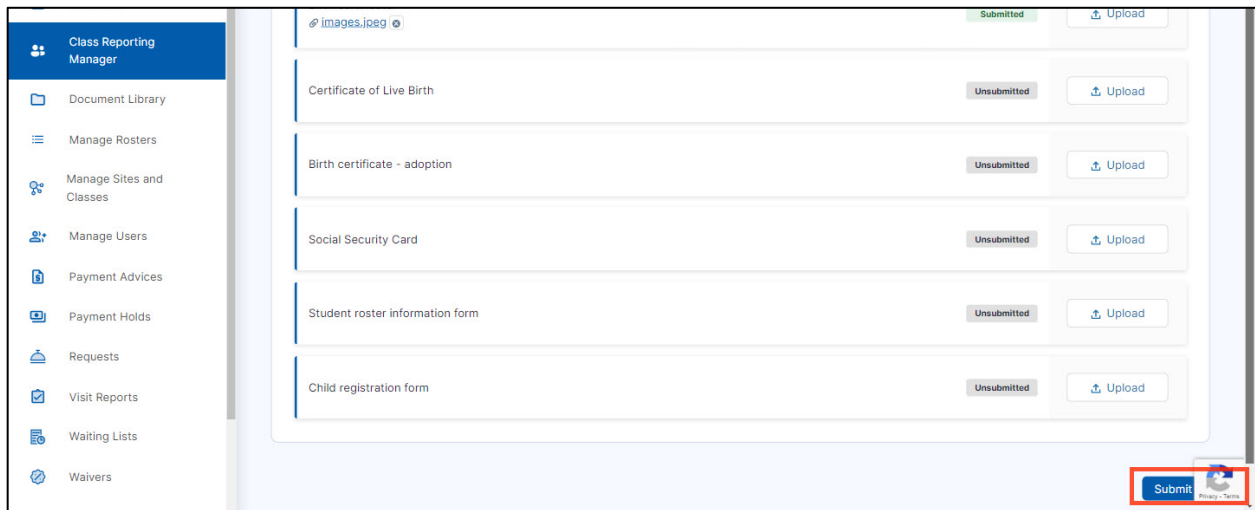
Note: Refer to the [File Upload](#) section for the detailed procedure for uploading the files.



Document Name	Status	Action
Birth certificate images.jpeg	Submitted	[Upload]
Certificate of Live Birth	Unsubmitted	[Upload]
Birth certificate - adoption	Unsubmitted	[Upload]
Social Security Card	Unsubmitted	[Upload]
Student roster information form	Unsubmitted	[Upload]

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

3. Click the **Submit** button.



The screenshot shows the 'Class Reporting Manager' interface. On the left is a sidebar with navigation links: Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, Visit Reports, Waiting Lists, and Waivers. The main area displays a list of documents to be uploaded, each with a status and an 'Upload' button:

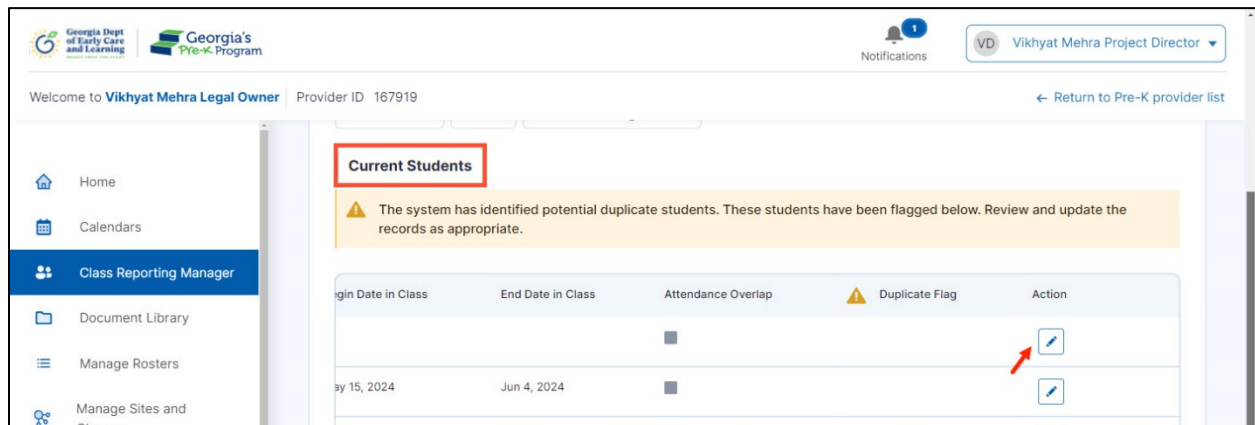
Document	Status	Action
images.jpeg	Submitted	Upload
Certificate of Live Birth	Unsubmitted	Upload
Birth certificate - adoption	Unsubmitted	Upload
Social Security Card	Unsubmitted	Upload
Student roster information form	Unsubmitted	Upload
Child registration form	Unsubmitted	Upload

A red box highlights the 'Submit' button at the bottom right of the interface.


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.



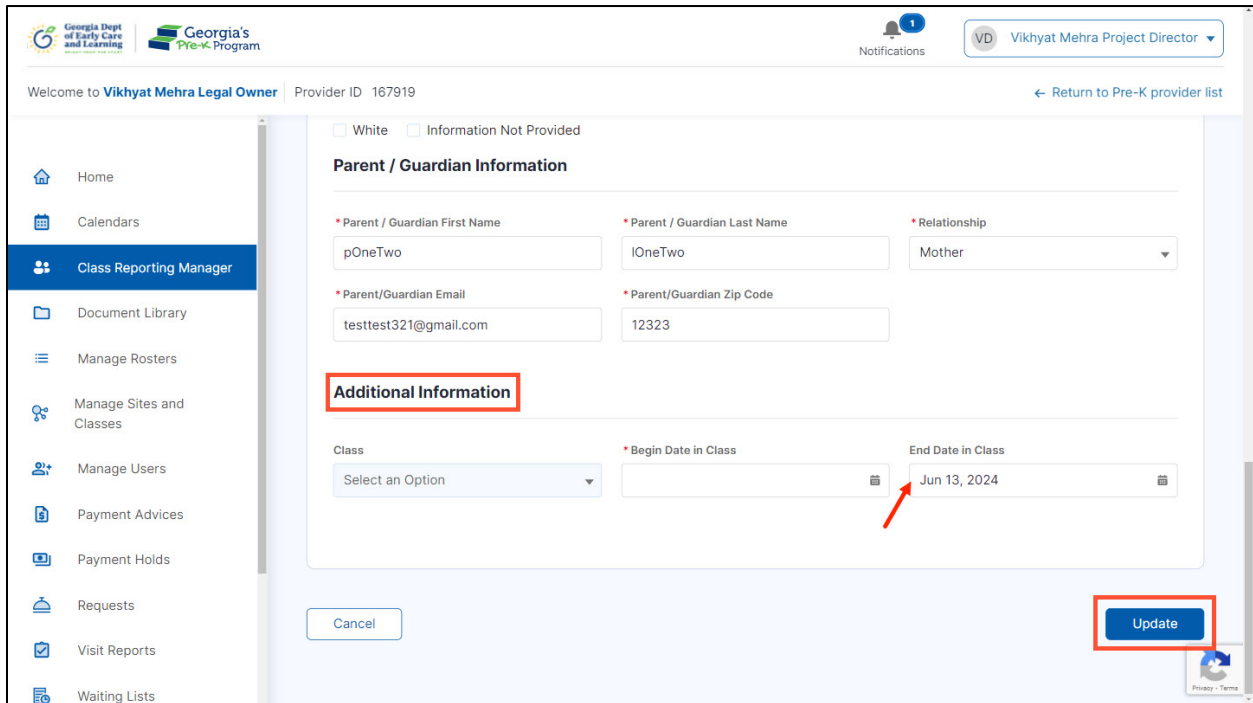
The screenshot shows the 'Georgia's Pre-K Program' interface. The top navigation bar includes the Georgia Department of Early Care and Learning logo, the user's name 'Vikhyat Mehra Project Director', and a 'Return to Pre-K provider list' link. The main area is titled 'Current Students' and contains a warning message: 'The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.'

Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
May 15, 2024	Jun 4, 2024	■	■	

A red arrow points to the 'Edit' pencil icon in the 'Action' column of the table.

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:

- Class:** A dropdown menu with 'Select an Option' selected.
- * Begin Date in Class:** An empty date field.
- End Date in Class:** A date field containing 'Jun 13, 2024', highlighted with a red box and a red arrow.

Below the 'Additional Information' section, there is a 'Cancel' button and an 'Update' button, which is also highlighted with a red box.

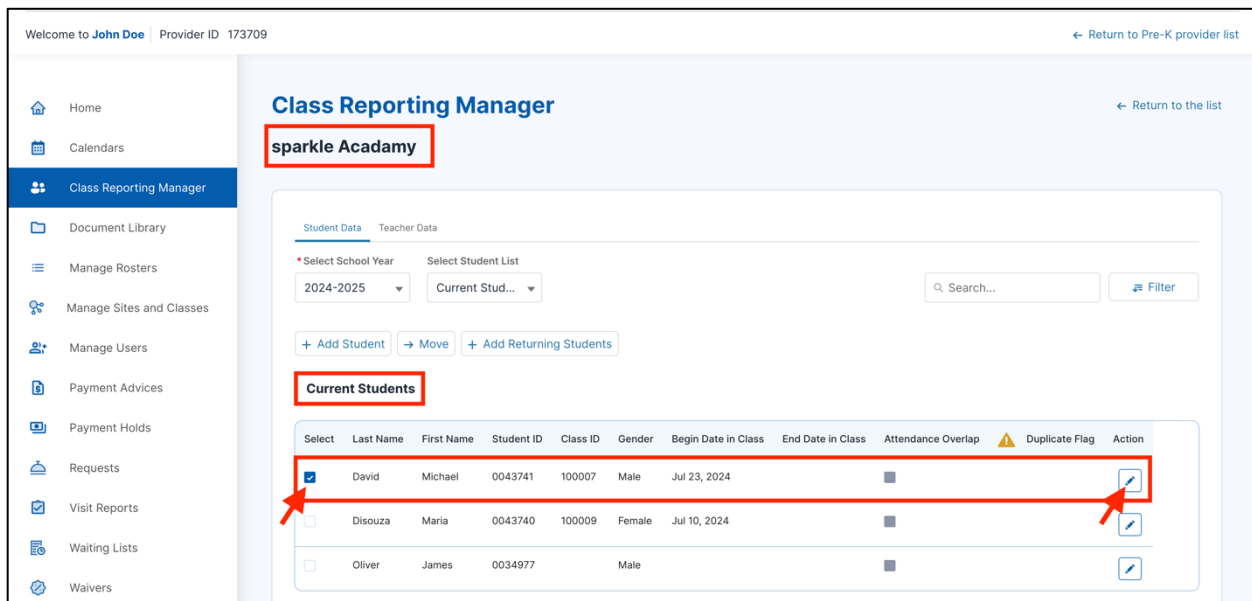
**The End Date of the Class will be reflected on the page for the selected student in the Current Student section.*

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.



Welcome to **John Doe** | Provider ID: 173709 [Return to Pre-K provider list](#)

Class Reporting Manager [Return to the list](#)

sparkle Academy

Student Data Teacher Data

*Select School Year: 2024-2025 Select Student List: Current Stud...

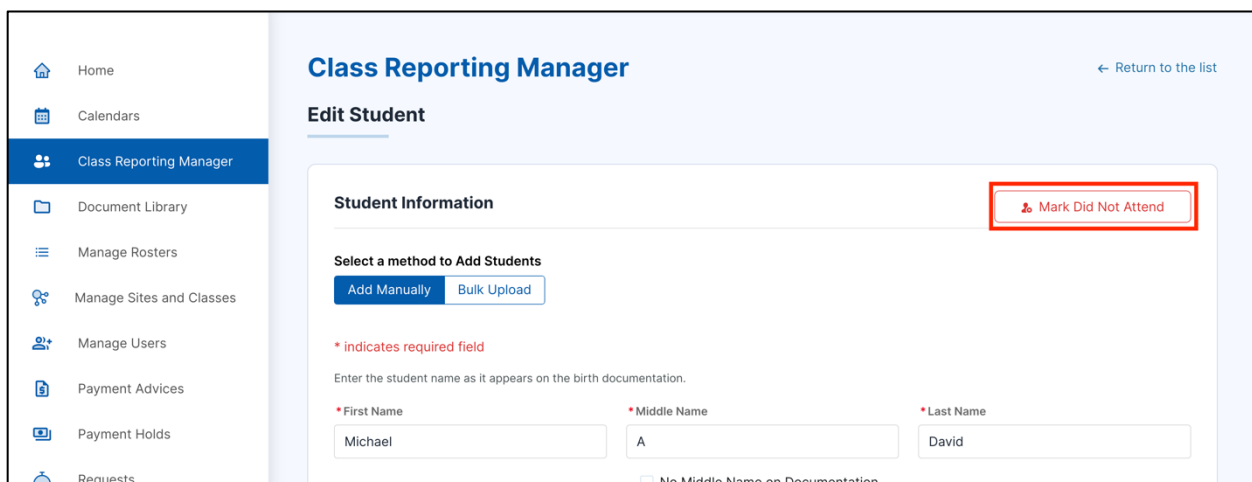
+ Add Student → Move + Add Returning Students

Current Students

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
<input checked="" type="checkbox"/>	David	Michael	0043741	100007	Male	Jul 23, 2024				
<input type="checkbox"/>	Disouza	Maria	0043740	100009	Female	Jul 10, 2024				
<input type="checkbox"/>	Oliver	James	0034977		Male					

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

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



Class Reporting Manager [Return to the list](#)

Edit Student

Student Information **Mark Did Not Attend**

Select a method to Add Students:

* indicates required field

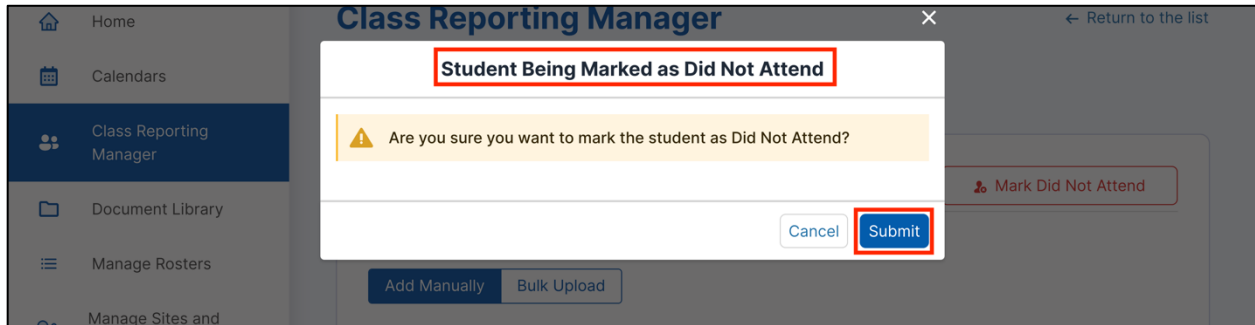
Enter the student name as it appears on the birth documentation.

* First Name: Michael * Middle Name: A * Last Name: David

☐ No Middle Name on Documentation

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.*

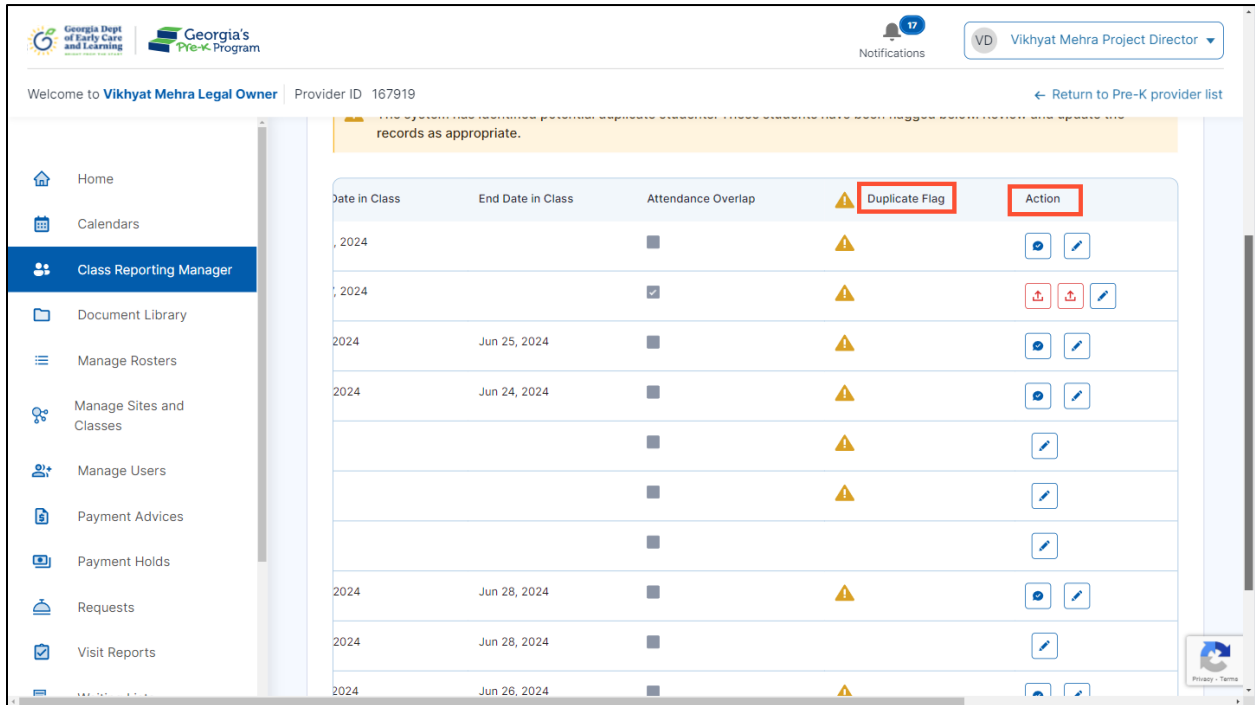
Resolving Duplicate Student

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 interface. The user is logged in as Vikhyat Mehra, Project Director. The interface includes a sidebar with navigation options: Home, Calendars, Class Reporting Manager (selected), Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advises, Payment Holds, Requests, and Visit Reports. The main content area 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, some with duplicate flags.

Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
, 2024			⚠	[Edit] [Delete]
, 2024		☑	⚠	[Duplicate] [Delete] [Edit]
2024	Jun 25, 2024		⚠	[Edit] [Delete]
2024	Jun 24, 2024		⚠	[Edit] [Delete]
			⚠	[Edit]
			⚠	[Edit]
			⚠	[Edit]
2024	Jun 28, 2024		⚠	[Edit] [Delete]
2024	Jun 28, 2024			[Edit]
2024	Jun 26, 2024		⚠	[Edit] [Delete]

You will see the duplicate flag against the student record.

The duplicate student resolution steps vary based on the criteria.

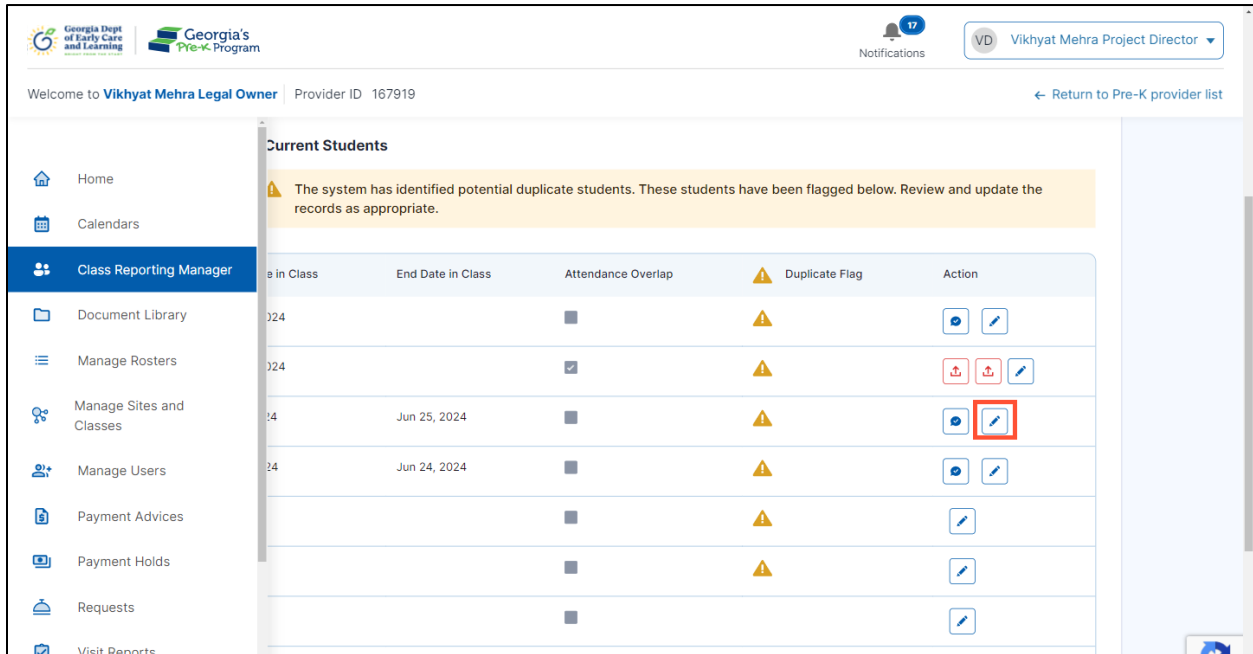
1. Criteria 1 - Same Last Four of SSN Different Demographics and Name Reversal

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.















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

← Return to Pre-K provider list

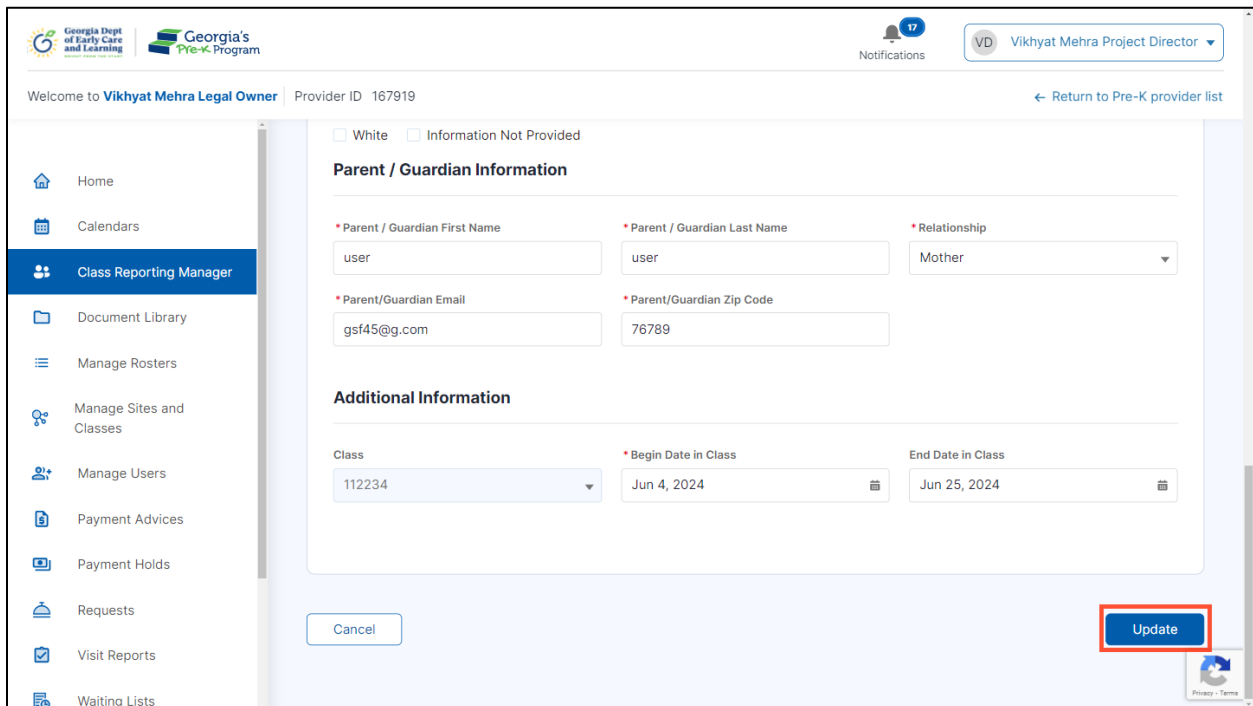
Current Students

The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.

In Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
024				 
024				  
024	Jun 25, 2024			 
024	Jun 24, 2024			 
				
				
				

You will be directed to the Edit Student page.

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



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

← Return to Pre-K provider list

☐ White ☐ Information Not Provided

Parent / Guardian Information

* Parent / Guardian First Name: user

* Parent / Guardian Last Name: user

* Relationship: Mother

* Parent/Guardian Email: gsf45@g.com

* Parent/Guardian Zip Code: 76789

Additional Information

Class: 112234

* Begin Date in Class: Jun 4, 2024

End Date in Class: Jun 25, 2024

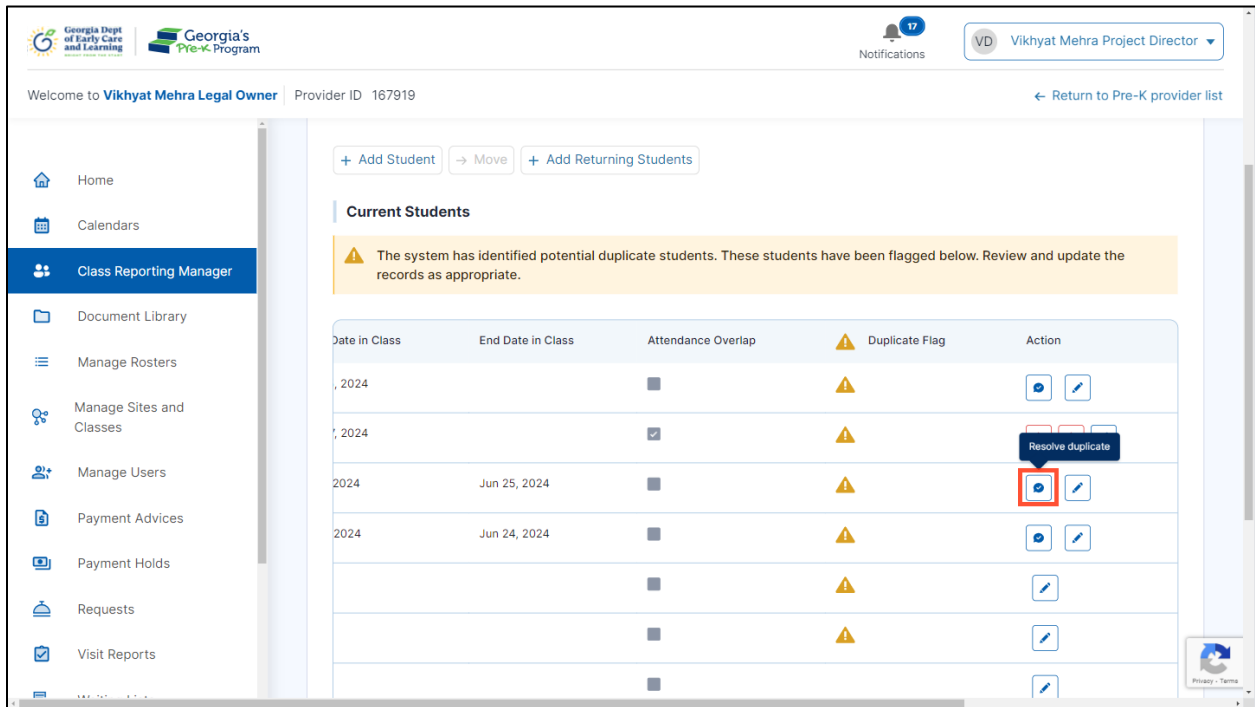
Cancel **Update**

*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.

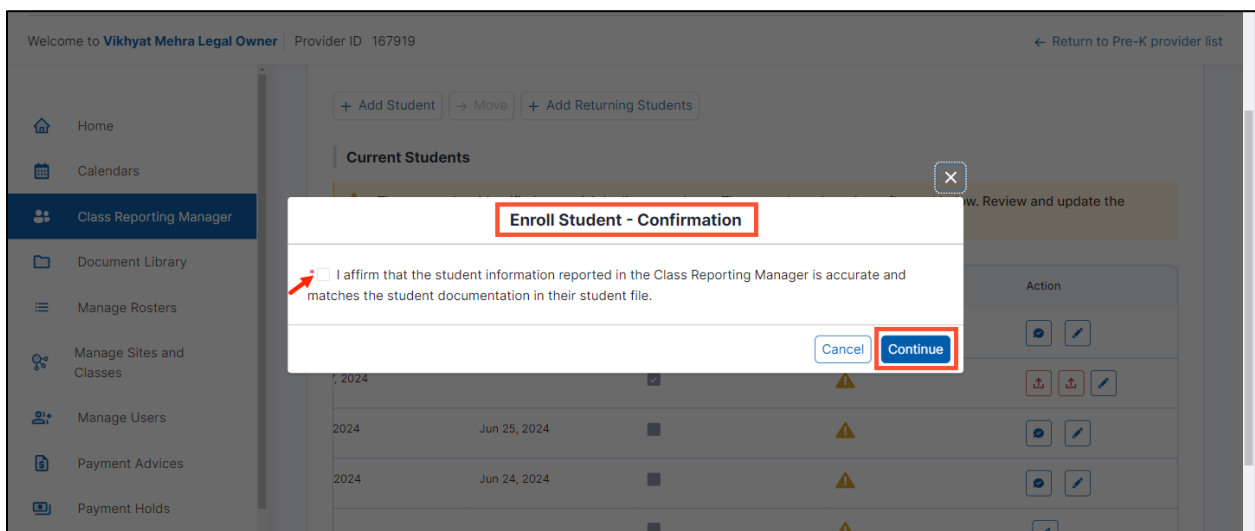


The screenshot shows the 'Class Reporting Manager' interface for Vikhyat Mehra Legal Owner (Provider ID: 167919). The 'Current Students' table lists students with columns for Date in Class, End Date in Class, Attendance Overlap, Duplicate Flag, and Action. A yellow warning banner at the top states: 'The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.' The 'Resolve duplicate' button is highlighted in the Action column for the student with Date in Class 2024 and End Date in Class Jun 25, 2024.

Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
2024			⚠	[Resolve duplicate] [Edit]
2024		☑	⚠	[Resolve duplicate] [Edit]
2024	Jun 25, 2024		⚠	[Resolve duplicate] [Edit]
2024	Jun 24, 2024		⚠	[Resolve duplicate] [Edit]
			⚠	[Edit]
			⚠	[Edit]

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

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



The screenshot shows the 'Enroll Student - Confirmation' pop-up window. The window contains a checkbox and the text: 'I affirm that the student information reported in the Class Reporting Manager is accurate and matches the student documentation in their student file.' The 'Continue' button is highlighted.

*A success message will be displayed on the page.

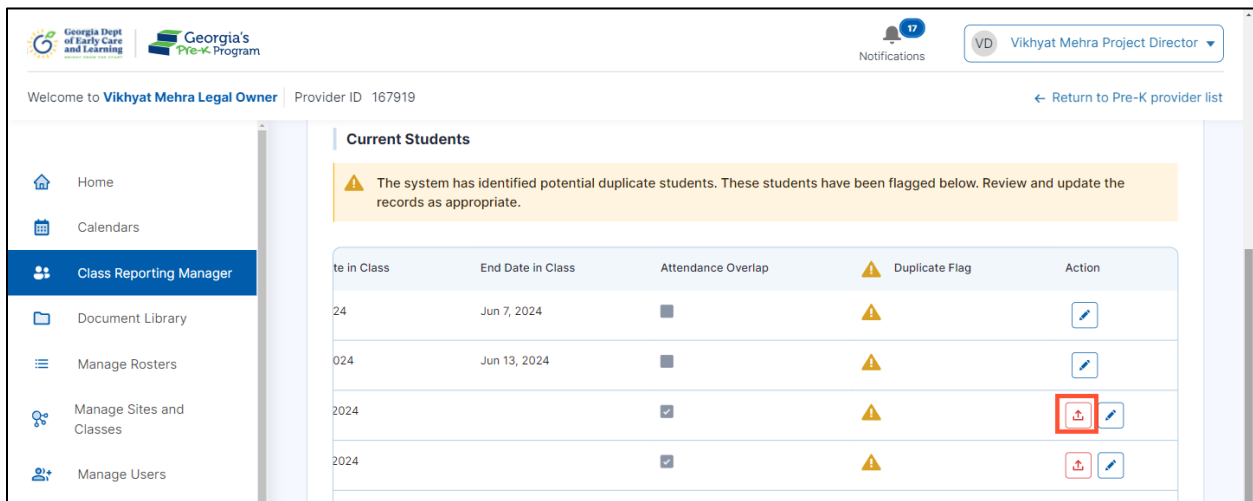
2. Criteria 2 - Same Demographics Different Last Four of SSN, Same Demographics Different Gender and Same Demographics Blank SSN.

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.



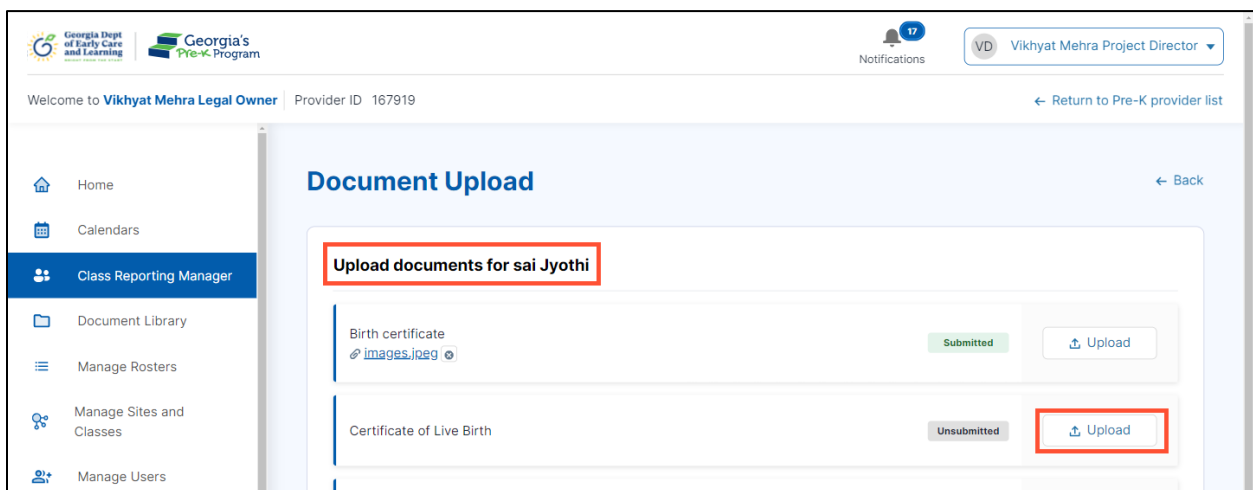
Current Students

The system has identified potential duplicate students. These students have been flagged below. Review and update the records as appropriate.

Site in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
24	Jun 7, 2024		⚠	
024	Jun 13, 2024		⚠	
2024		☑	⚠	 
2024		☑	⚠	 




You will be directed to the Document Upload page.

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



Document Upload

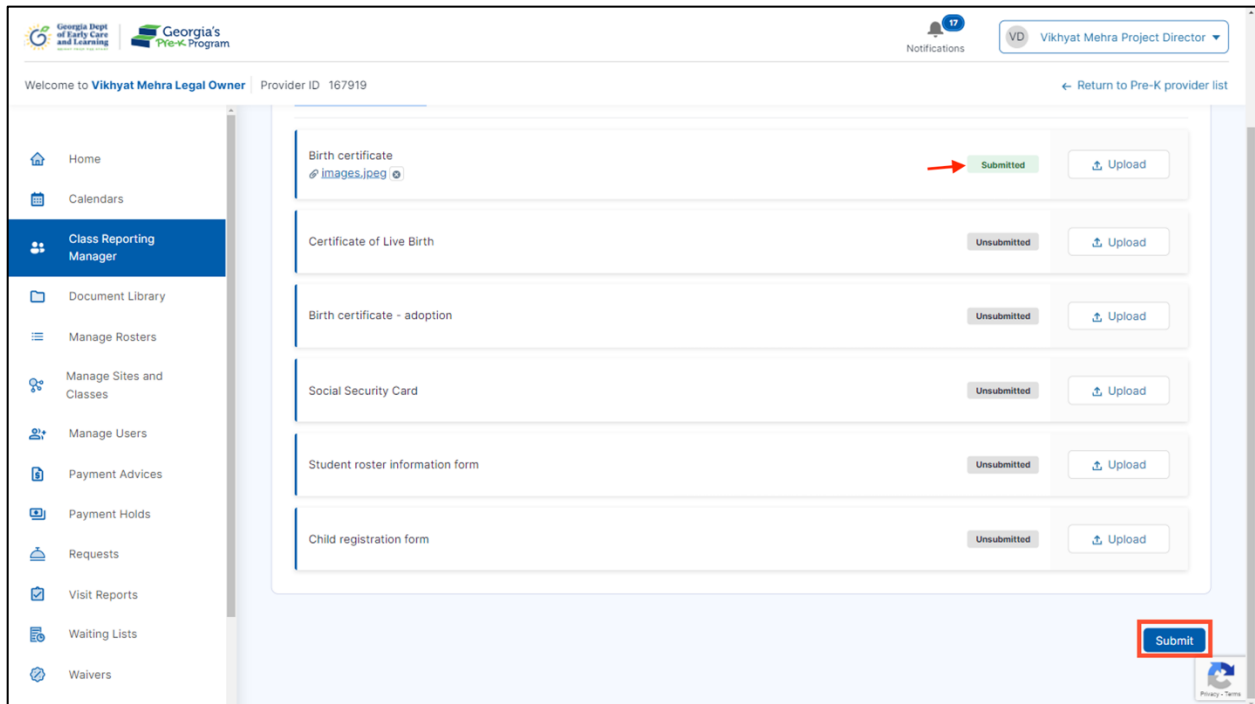
Upload documents for sai Jyothi

Birth certificate  images.jpeg	Submitted	 Upload
Certificate of Live Birth	Unsubmitted	 Upload

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.

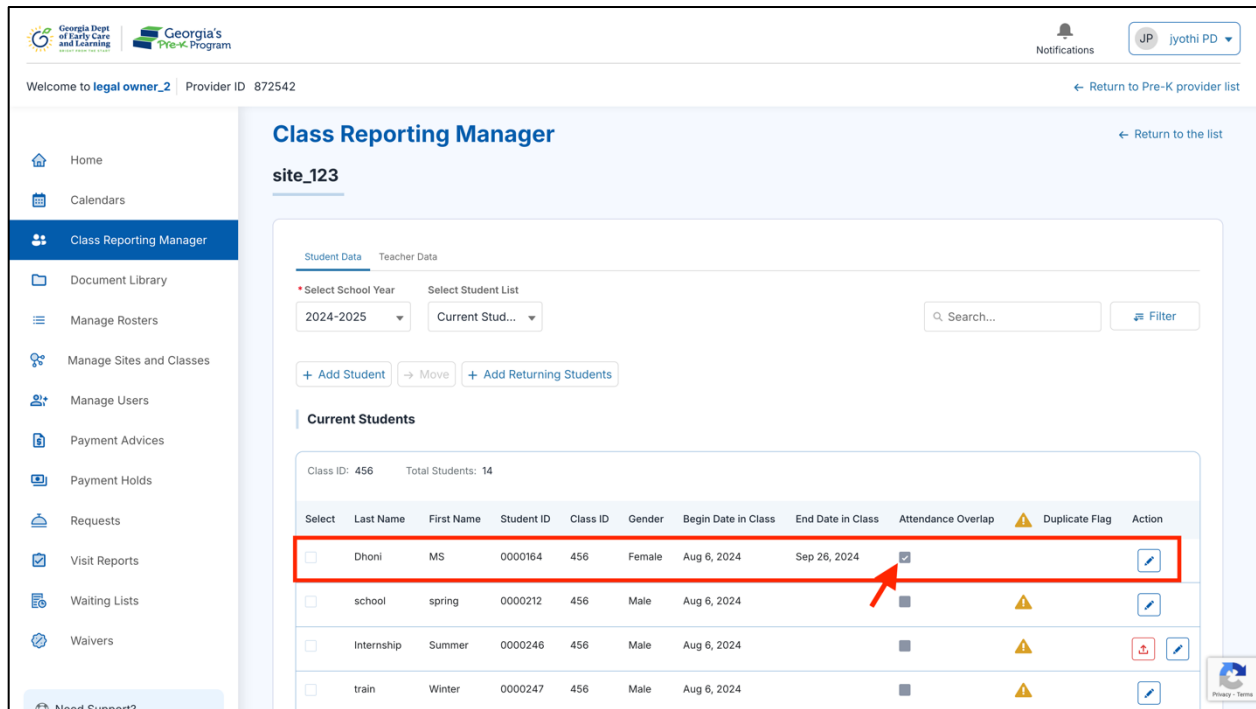
iii. Click the **Submit** button.



**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.

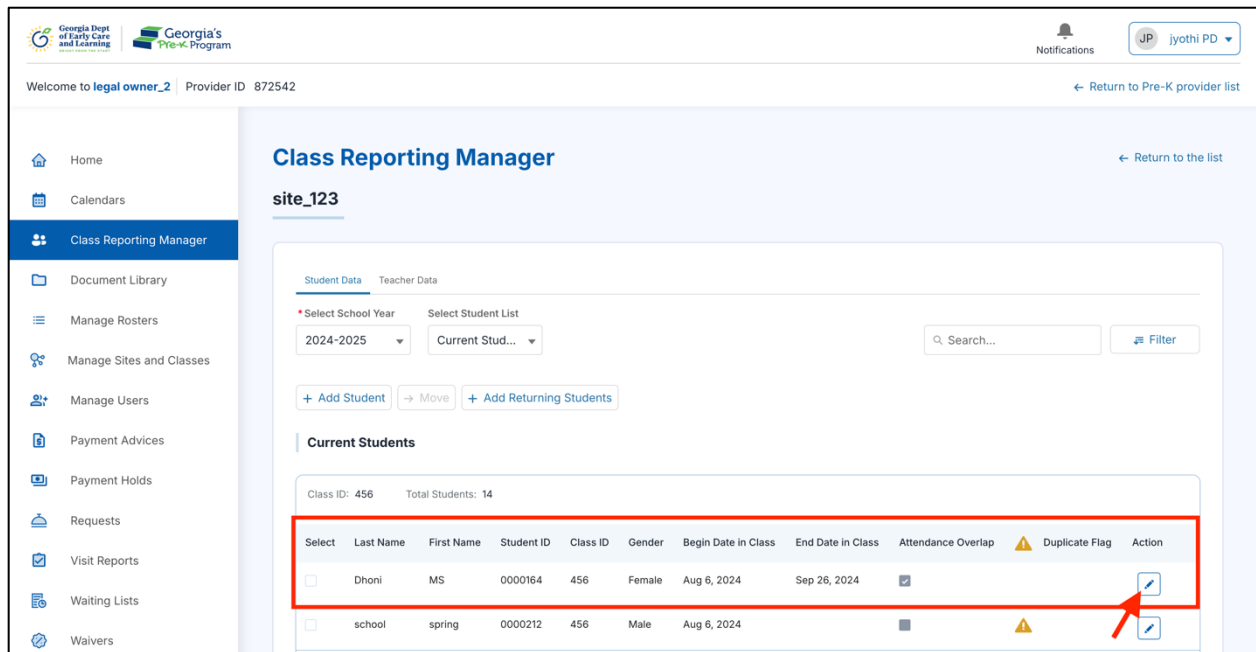


Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
<input type="checkbox"/>	Dhoni	MS	0000164	456	Female	Aug 6, 2024	Sep 26, 2024	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	school	spring	0000212	456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

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:

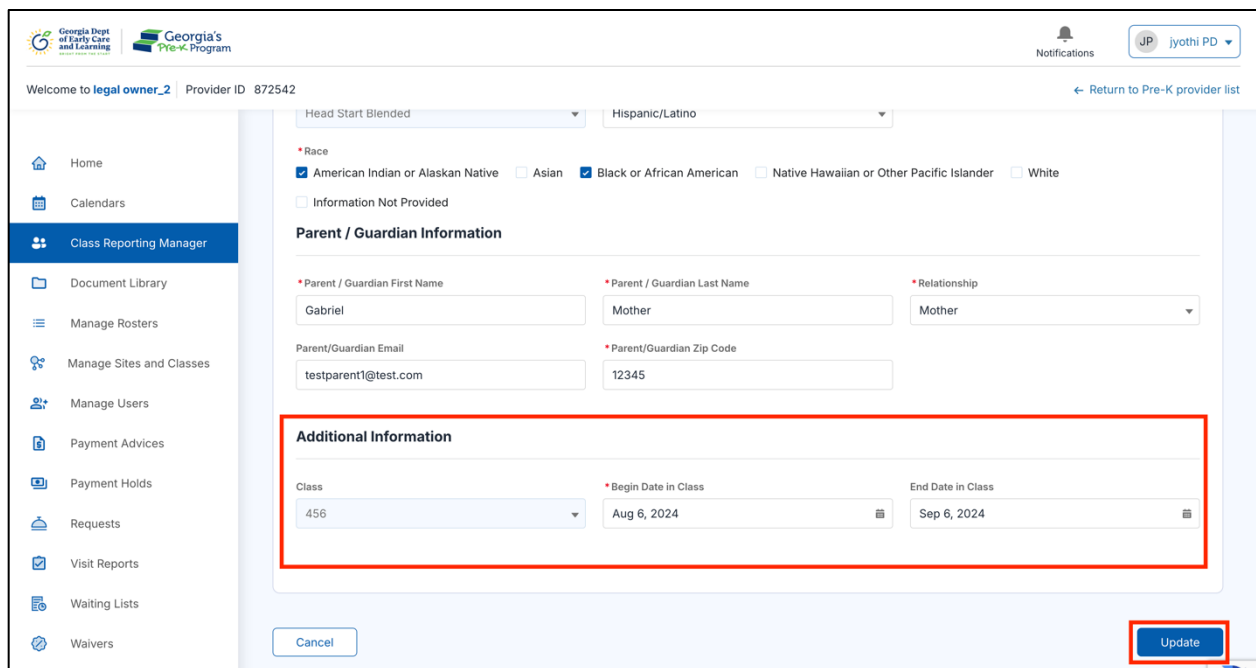
1. On the selected site > Student Data tab, click the **Edit** Pencil icon on the Action column.



The screenshot shows the 'Class Reporting Manager' interface for 'site_123'. The 'Student Data' tab is active. Below the 'Select School Year' (2024-2025) and 'Select Student List' (Current Stud...) dropdowns, there are buttons for '+ Add Student', '+ Move', and '+ Add Returning Students'. A search bar and a 'Filter' button are also present. The 'Current Students' section shows a table with 14 total students. The table has columns: Select, Last Name, First Name, Student ID, Class ID, Gender, Begin Date in Class, End Date in Class, Attendance Overlap, Duplicate Flag, and Action. Two students are listed: Dhoni MS (ID 0000164, Class 456, Female, Aug 6, 2024 to Sep 26, 2024) and school spring (ID 0000212, Class 456, Male, Aug 6, 2024). A red box highlights the table, and a red arrow points to the 'Edit' pencil icon in the Action column for the second student.

**The Student Information page will be displayed.*

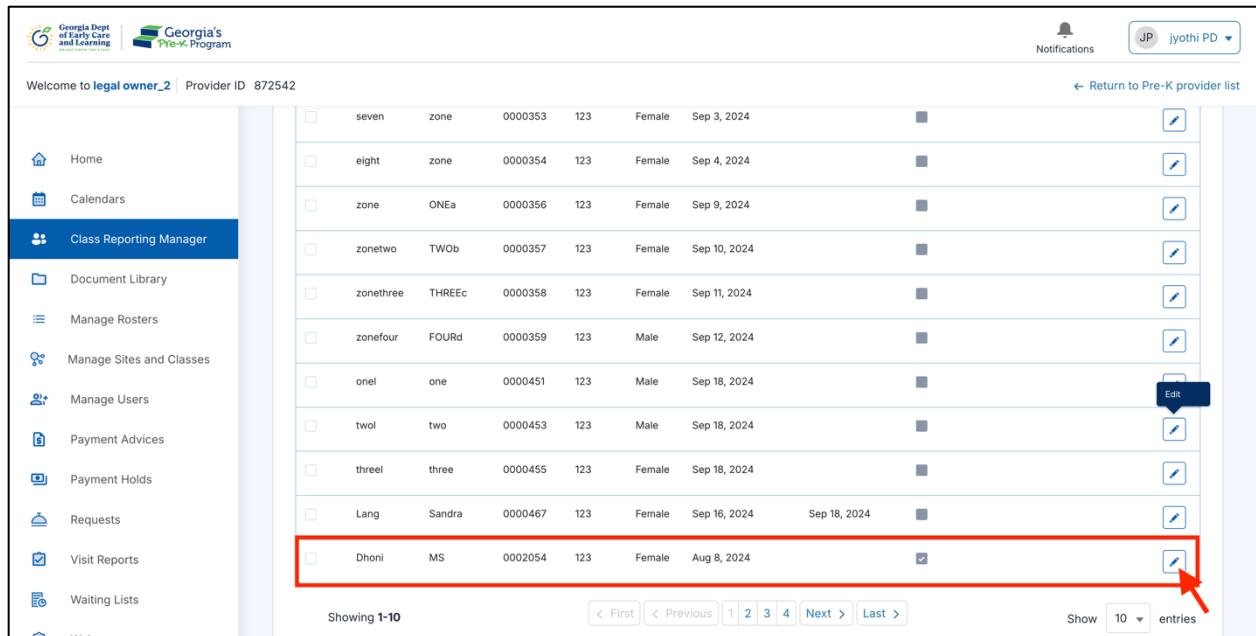
2. In the Additional Information section, update the **Begin Date in Class** and **End Date in Class**. Then click the **Update** Button.



The screenshot shows the 'Student Information' page for the student with ID 0000212. The 'Head Start Blended' dropdown is set to 'Hispanic/Latino'. The 'Race' section has checkboxes for American Indian or Alaskan Native, Asian, Black or African American (checked), Native Hawaiian or Other Pacific Islander, and White. The 'Parent / Guardian Information' section has fields for Parent / Guardian First Name (Gabriel), Parent / Guardian Last Name (Mother), Relationship (Mother), Parent/Guardian Email (testparent1@test.com), and Parent/Guardian Zip Code (12345). 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). At the bottom, there are 'Cancel' and 'Update' buttons. The 'Update' button is highlighted with a red box.

A success message will be displayed in the page.

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



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

Welcome to **legal owner_2** | Provider ID 872542

← Return to Pre-K provider list

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

Showing 1-10

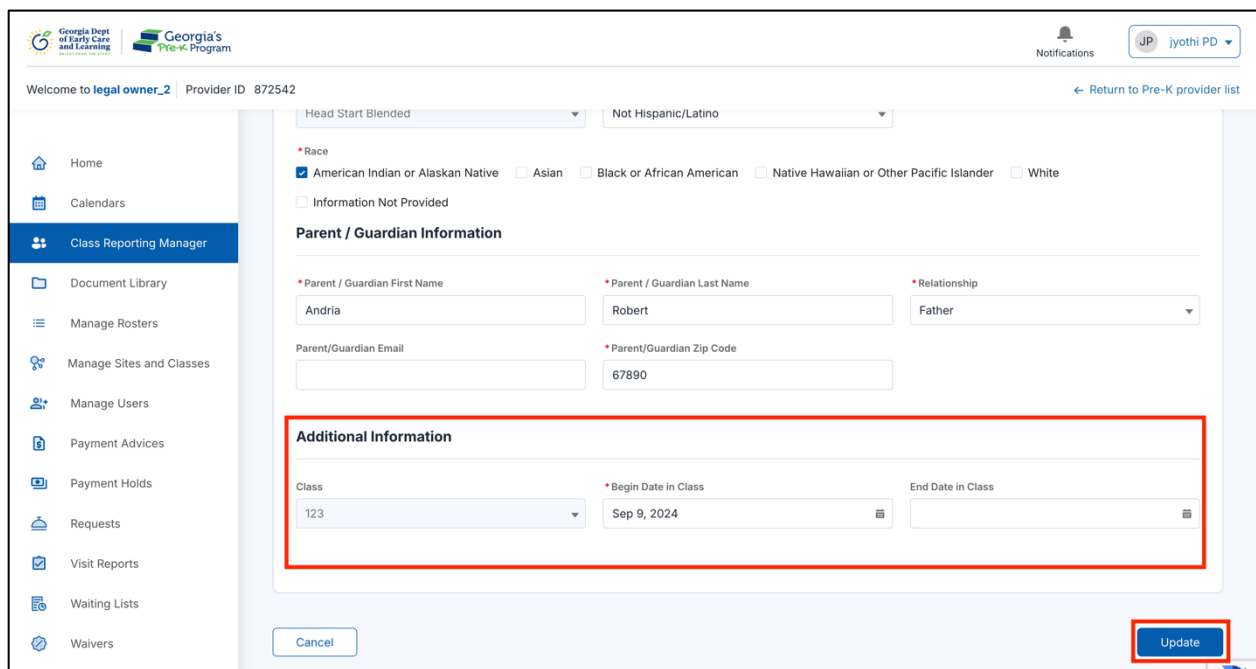
← First < Previous 1 2 3 4 Next > Last →

Show 10 entries

**The Student Information page will be displayed.*

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

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



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

Welcome to **legal owner_2** | Provider ID 872542

← Return to Pre-K provider list

Head Start Blended | Not Hispanic/Latino

* Race

☒ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

☐ Information Not Provided

Parent / Guardian Information

* Parent / Guardian First Name: Andria

* Parent / Guardian Last Name: Robert

* Relationship: Father

Parent/Guardian Email:

* Parent/Guardian Zip Code: 67890

Additional Information

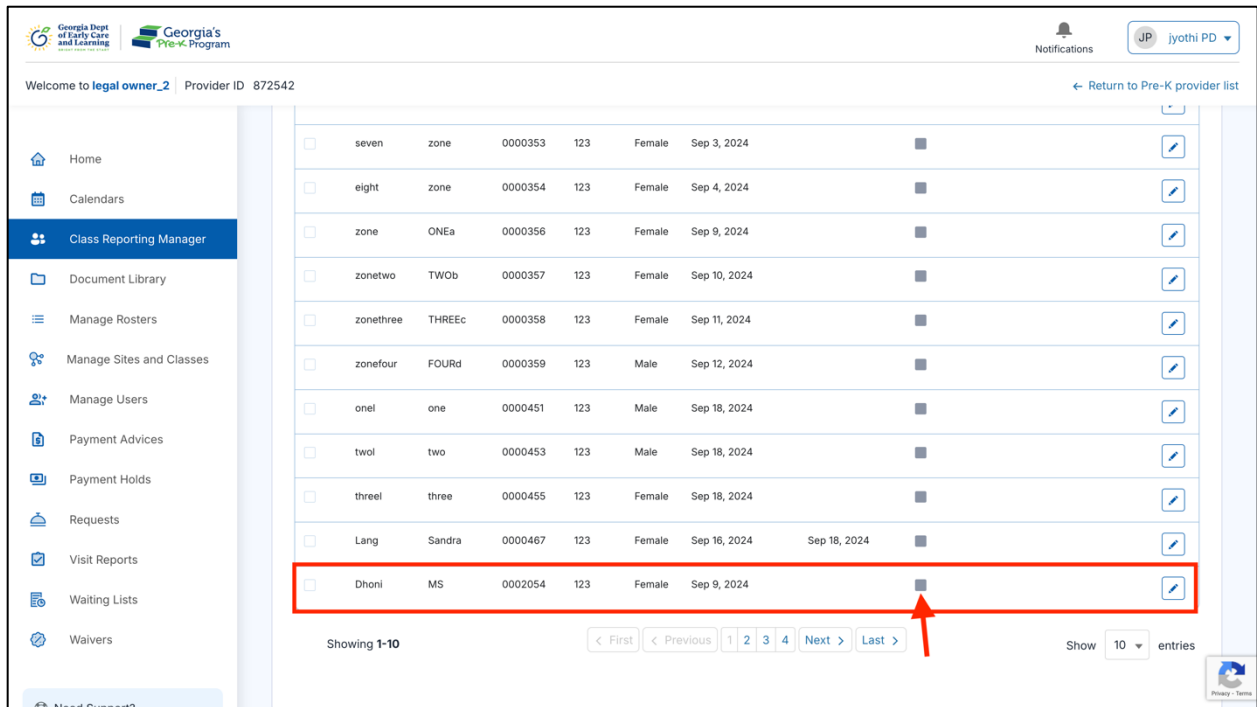
Class: 123

* Begin Date in Class: Sep 9, 2024

End Date in Class:

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 | jyothi PD

← Return to Pre-K provider list

Class Reporting Manager

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

Showing 1-10

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

Show 10 entries

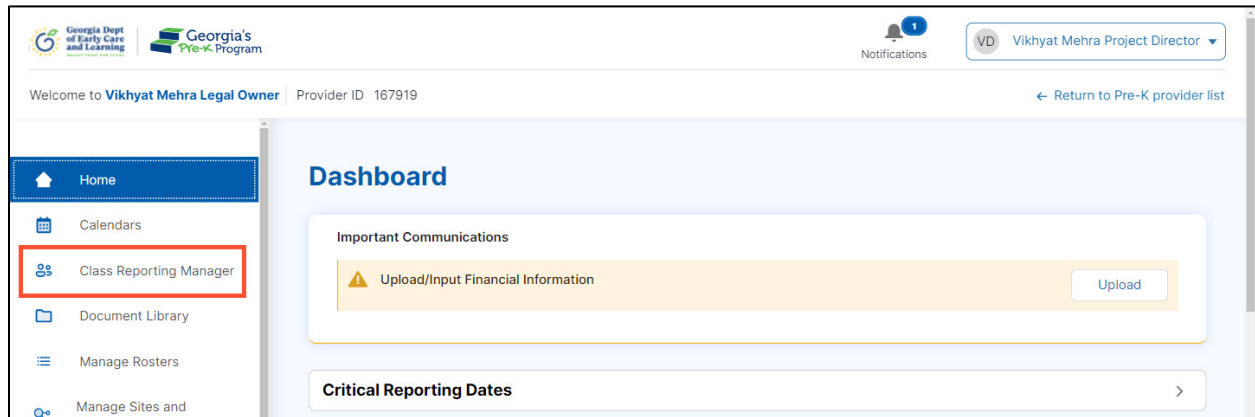
Need Support?

Privacy Terms

Managing Teachers

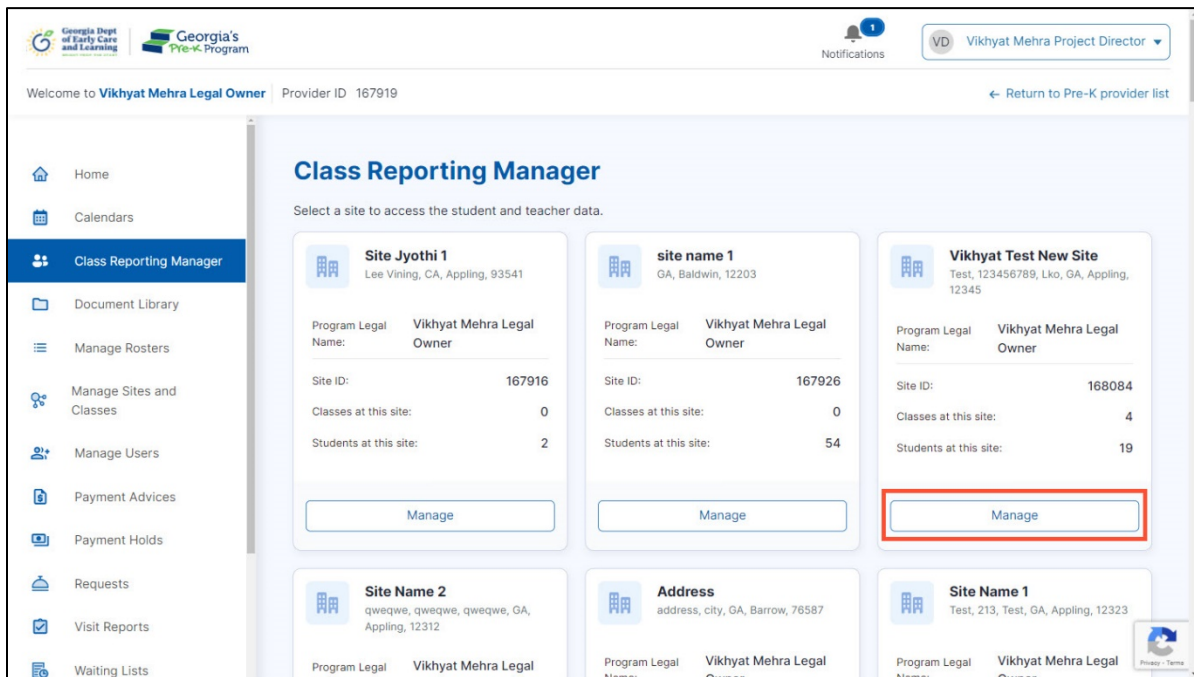
To manage the Teachers, perform the following steps:

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



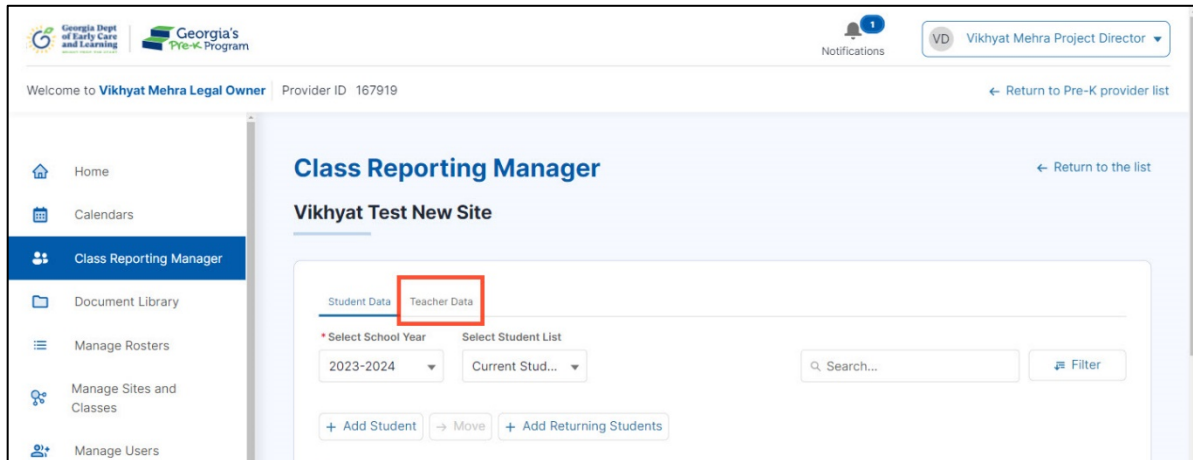
You will be directed to the Class Reporting Manager page.

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.

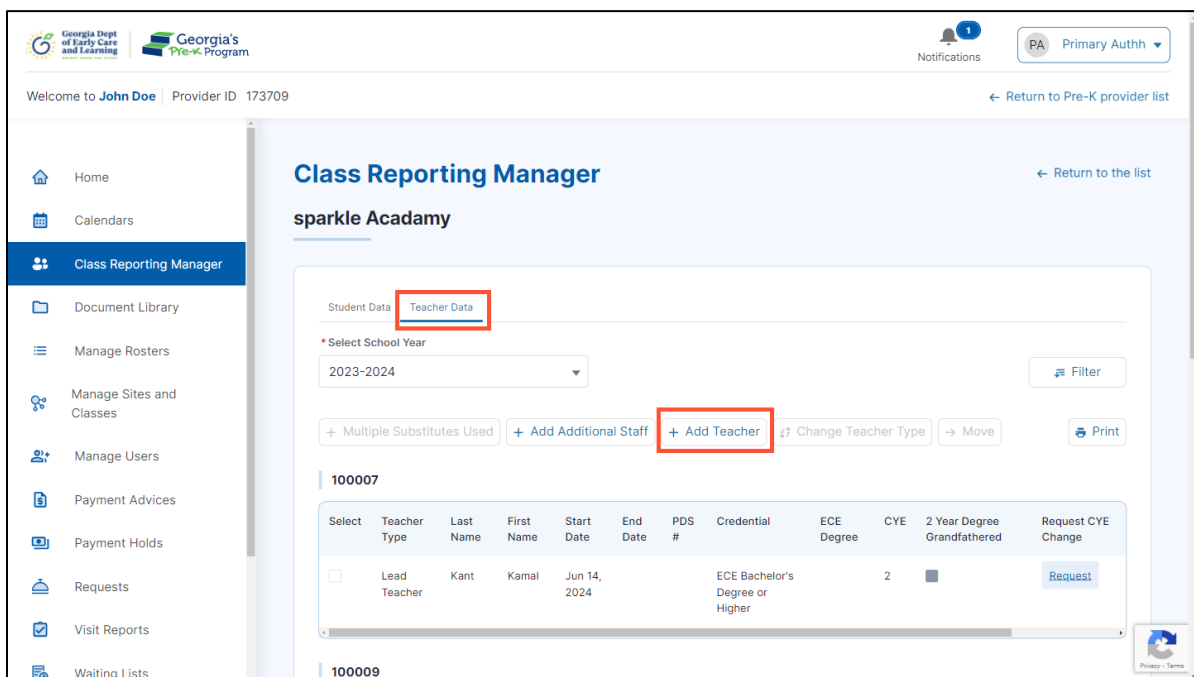


You will be directed to the Teacher Data page.

Adding a Teacher

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

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

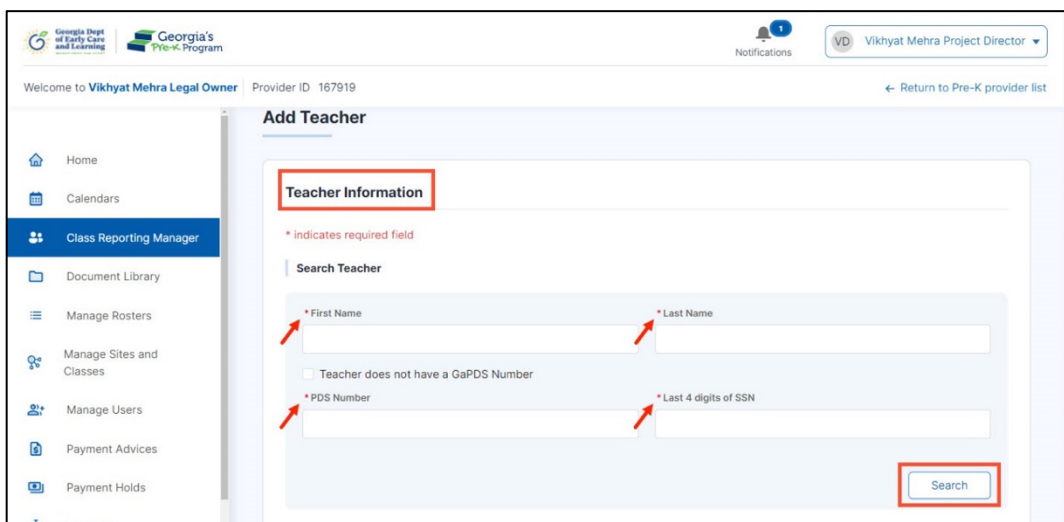


You will be directed to the Add Teacher page.

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.

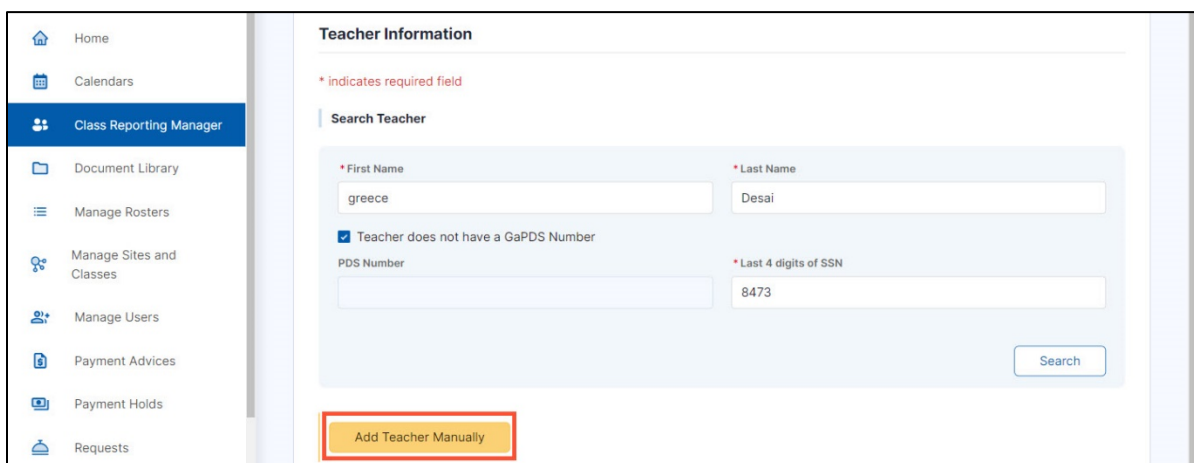
Note: Select the **Teacher doesn't have a GaPDS Number** checkbox if you don't have a PDS number.

 - d. Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
 - e. Click the **Search** button.



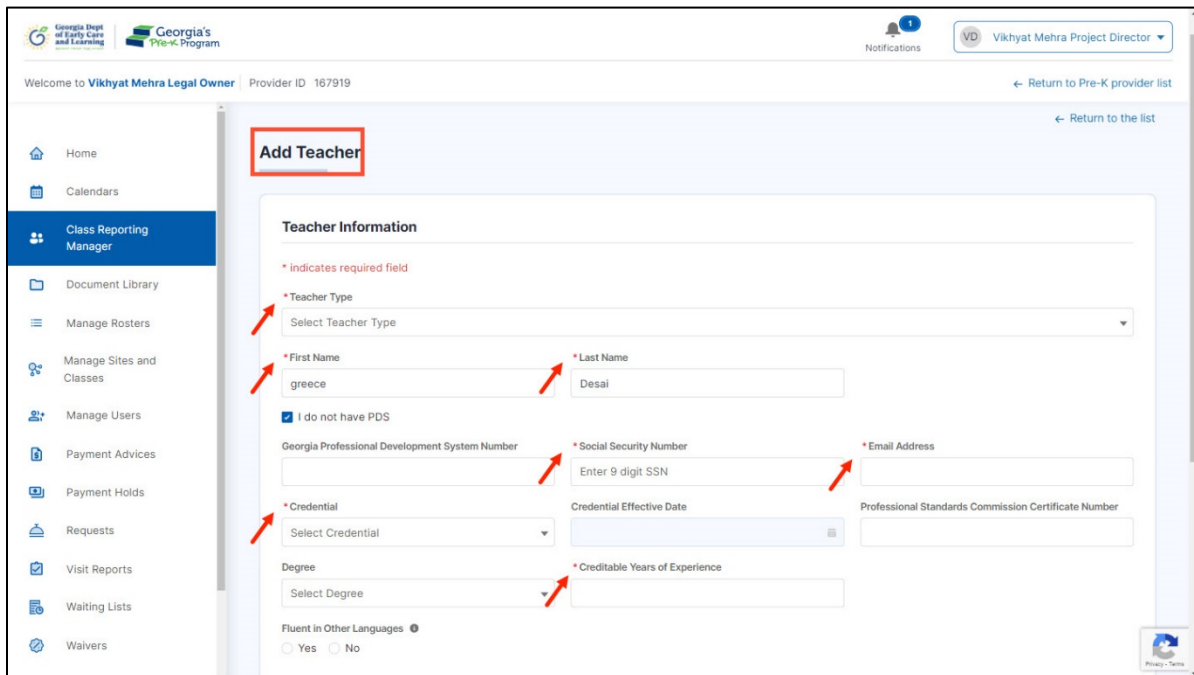
If the entered information does not match the existing Teacher information, then click the **Add Teacher Manually** button will be displayed.

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.



Welcome to Vikhyat Mehra Legal Owner | Provider ID 167919

Return to Pre-K provider list

Return to the list

Add Teacher

Teacher Information

* indicates required field

* Teacher Type
Select Teacher Type

* First Name
greece

* Last Name
Desai

☒ I do not have PDS

Georgia Professional Development System Number

* Social Security Number
Enter 9 digit SSN

* Email Address

* Credential
Select Credential

Credential Effective Date

Professional Standards Commission Certificate Number

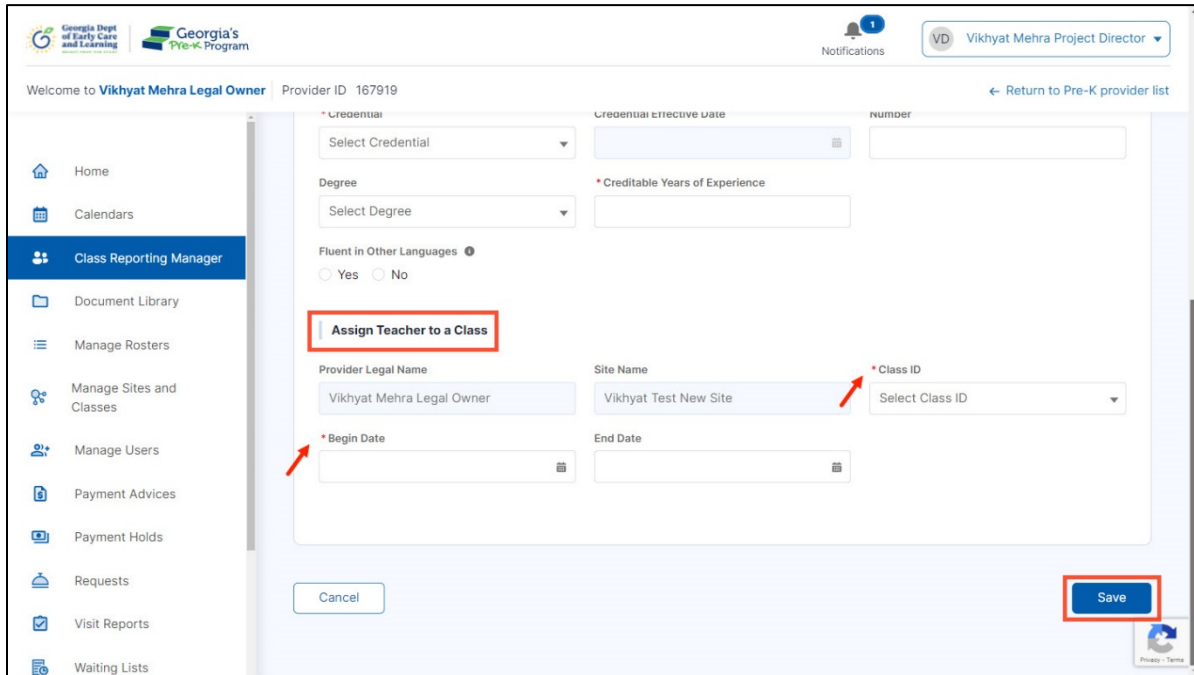
Degree
Select Degree

* Creditable Years of Experience

Fluent in Other Languages ☒ Yes ☐ No

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 displays the 'Assign Teacher to a Class' form within the Georgia's Pre-K Program web application. The interface includes a sidebar with 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 shows the form for assigning a teacher to a class. The form includes fields for Credential, Credential effective date, Degree, Creditable Years of Experience, and Fluent in Other Languages (Yes/No). The 'Assign Teacher to a Class' button is highlighted with a red box. Below this, there are fields for Provider Legal Name (Vikhyat Mehra Legal Owner), Site Name (Vikhyat Test New Site), Class ID (Select Class ID), Begin Date, and End Date. The 'Save' button is also highlighted with a red box. A red arrow points to the 'Begin Date' field, and another red arrow points to the 'Class ID' dropdown menu. The top of the page shows the user's name 'Vikhyat Mehra Project Director' and a 'Return to Pre-K provider list' link.

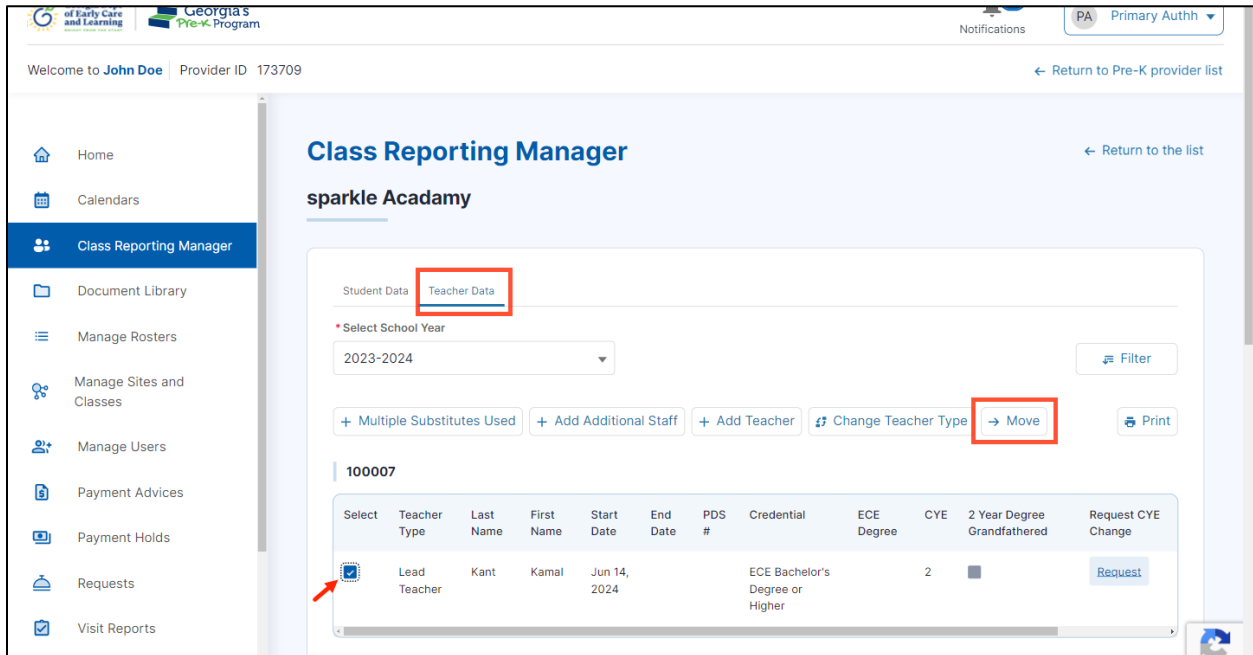
**After saving, a success message will be displayed on the page.*

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.

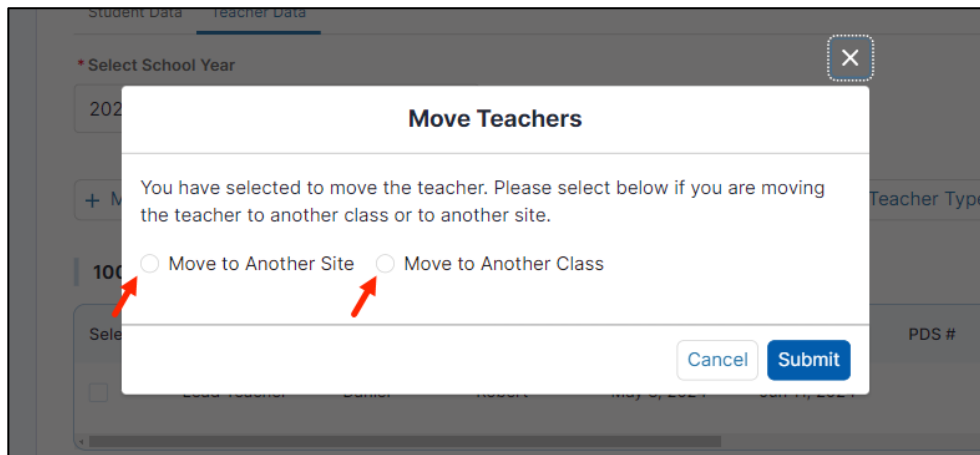


The screenshot shows the 'Class Reporting Manager' interface for 'sparkle Academy'. The 'Teacher Data' tab is selected. A table lists teachers, with the first row highlighted. The '→ Move' button is visible in the top right of the table area.

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change
<input checked="" type="checkbox"/>	Lead Teacher	Kant	Kamal	Jun 14, 2024			ECE Bachelor's Degree or Higher		2		Request

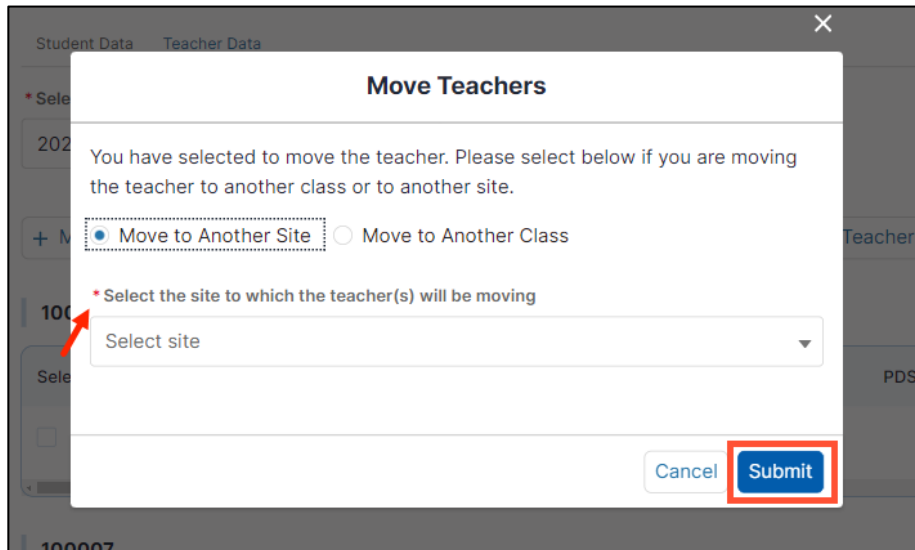
The Move Teachers pop-up window will be displayed.

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



The 'Move Teachers' pop-up window is displayed. It contains the following text: 'You have selected to move the teacher. Please select below if you are moving the teacher to another class or to another site.' Below this text are two radio buttons: 'Move to Another Site' and 'Move to Another Class'. The 'Submit' button is visible at the bottom right.

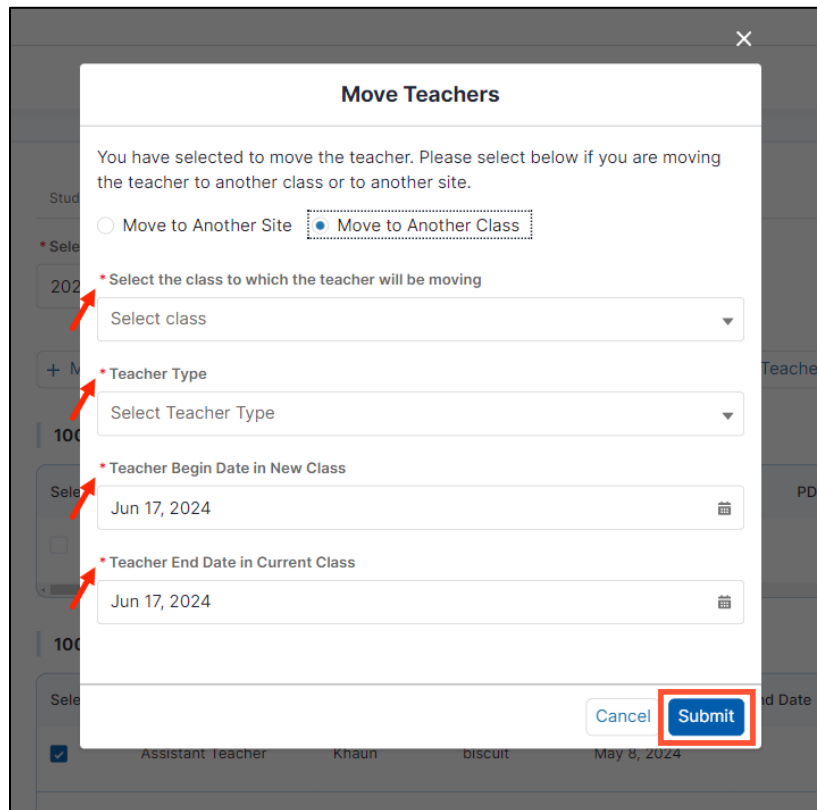
- a. If you select the **Move to Another Site** radio button:
 - i. Select the *site* from the Select the site to which the teacher(s) will be moving drop-down list.
 - ii. Click the **Submit** button.



**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

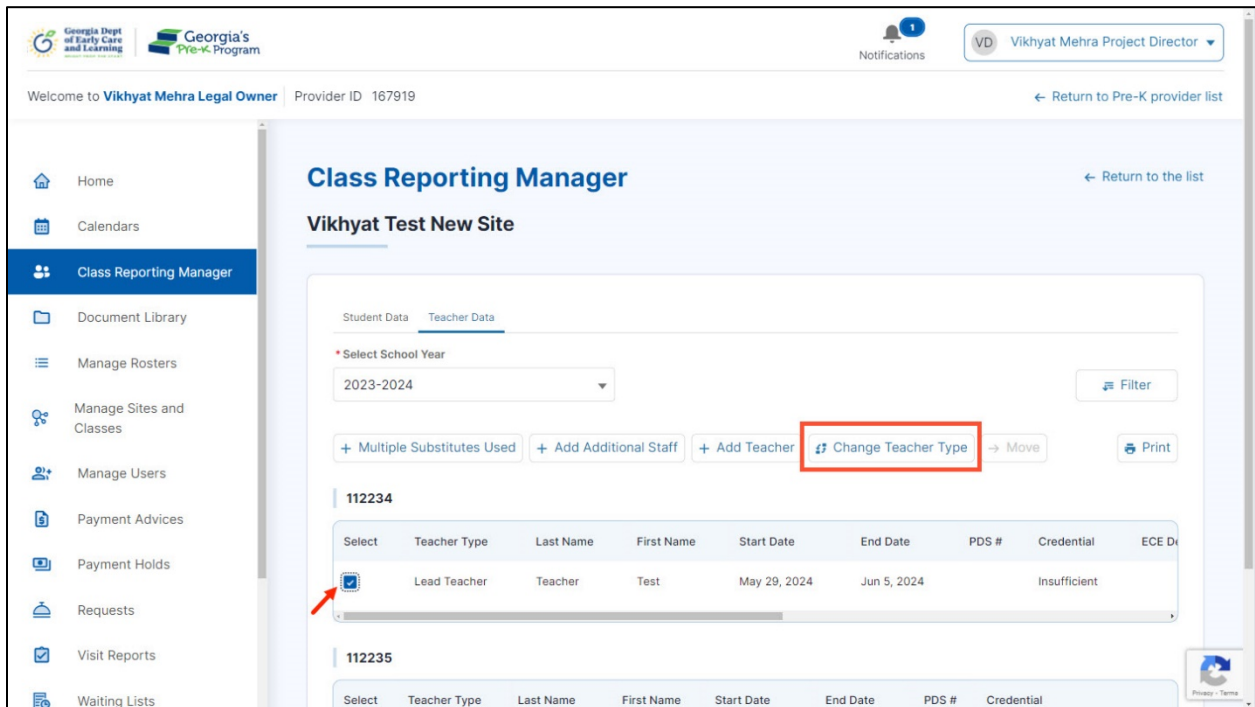
**After saving, a success message will be displayed on the page and the class changes of the selected teachers will be reflected under the Teacher Data tab.*

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.



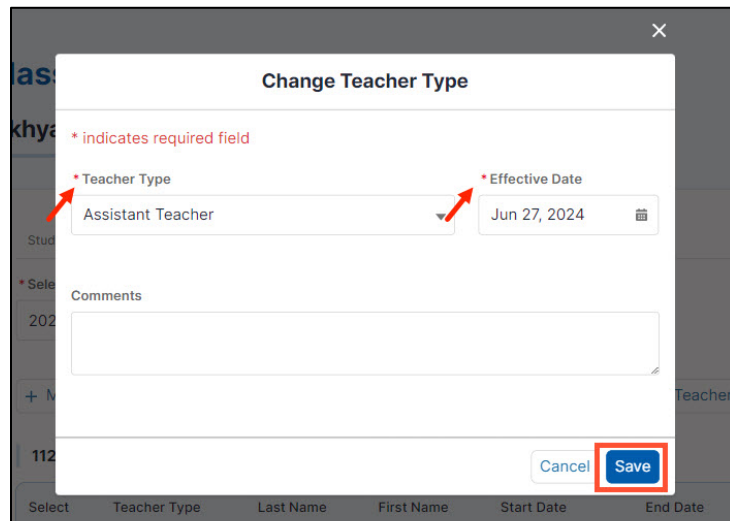
The screenshot shows the 'Class Reporting Manager' interface for 'Vikhyat Test New Site'. The 'Teacher Data' tab is active. A dropdown menu for 'Select School Year' is set to '2023-2024'. Below this are buttons for '+ Multiple Substitutes Used', '+ Add Additional Staff', '+ Add Teacher', and 'Change Teacher Type' (highlighted with a red box). A 'Filter' button and a 'Print' button are also visible. A table lists teachers, with the first row (ID 112234) having a checkbox selected (indicated by a red arrow) and a 'Move' button. The table columns are: Select, Teacher Type, Last Name, First Name, Start Date, End Date, PDS #, Credential, and ECE D.

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	

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.



The 'Change Teacher Type' pop-up window contains the following fields and controls:

- Teacher Type:** A dropdown menu with 'Assistant Teacher' selected. A red arrow points to this field.
- Effective Date:** A date field with 'Jun 27, 2024' and a calendar icon. A red arrow points to this field.
- Comments:** A text area for additional notes.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right. The 'Save' button is highlighted with a red box.

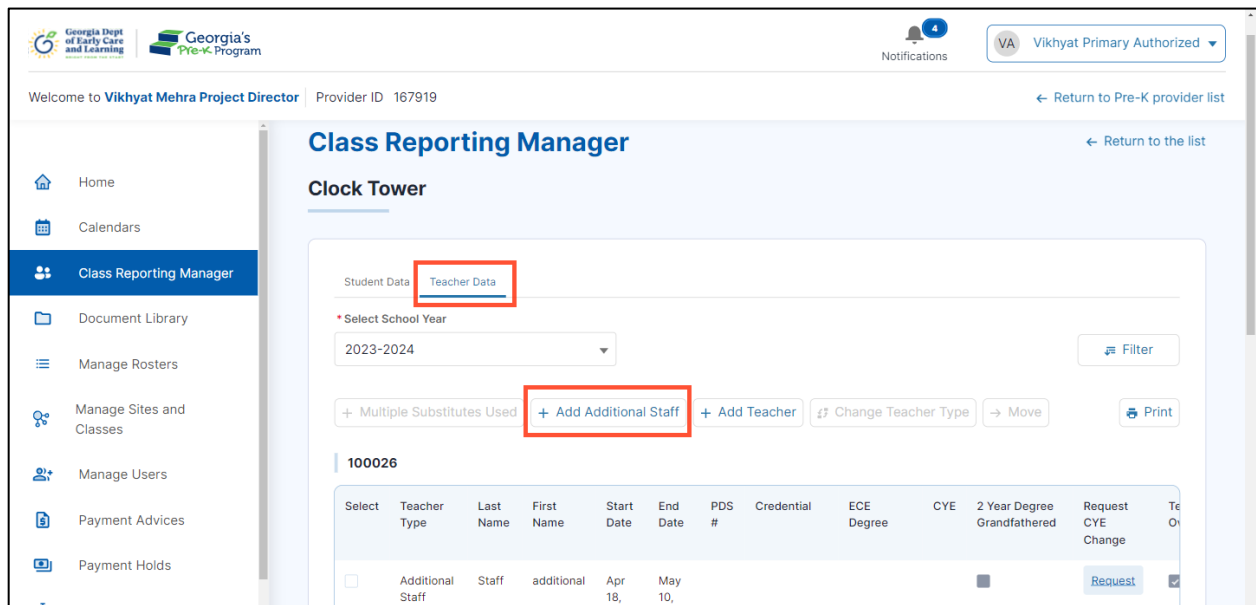
**A success message will be displayed on the page, and the Teacher Type along with the Effective Date of the change will be shown in the Teacher Data section.*

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.

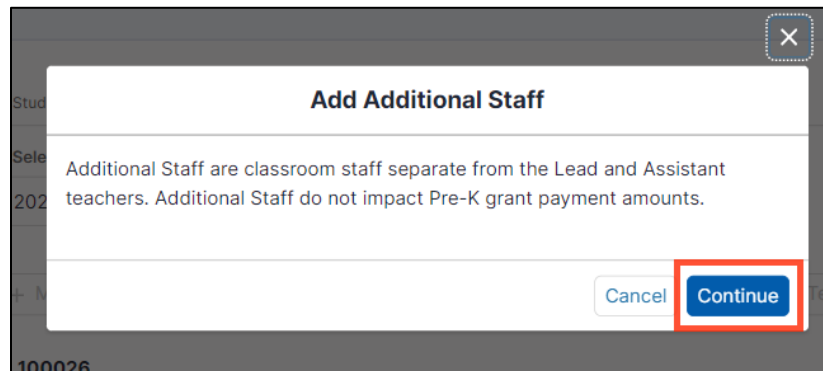


The screenshot shows the 'Class Reporting Manager' interface with the 'Teacher Data' tab selected. The 'Add Additional Staff' button is highlighted with a red box. Below the button, a table displays existing staff data.

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change	Te
<input type="checkbox"/>	Additional Staff	Staff	additional	Apr 18,	May 10,						Request	

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

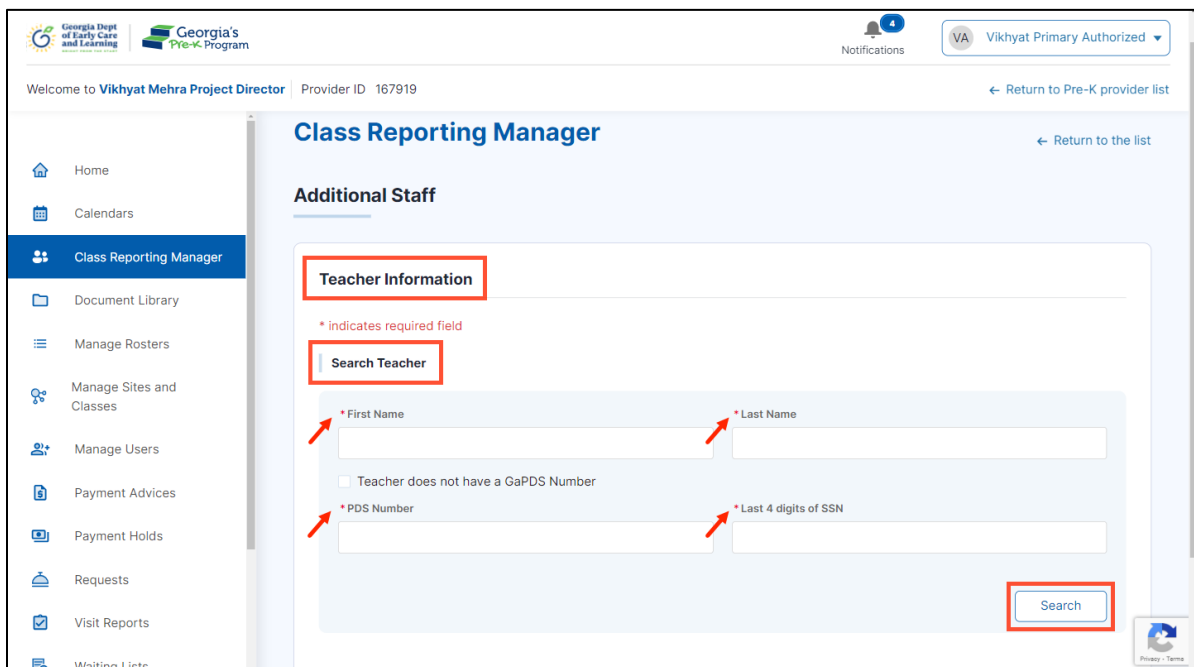
2. Click the **Continue** button.



You will be directed to the Additional Staff page.

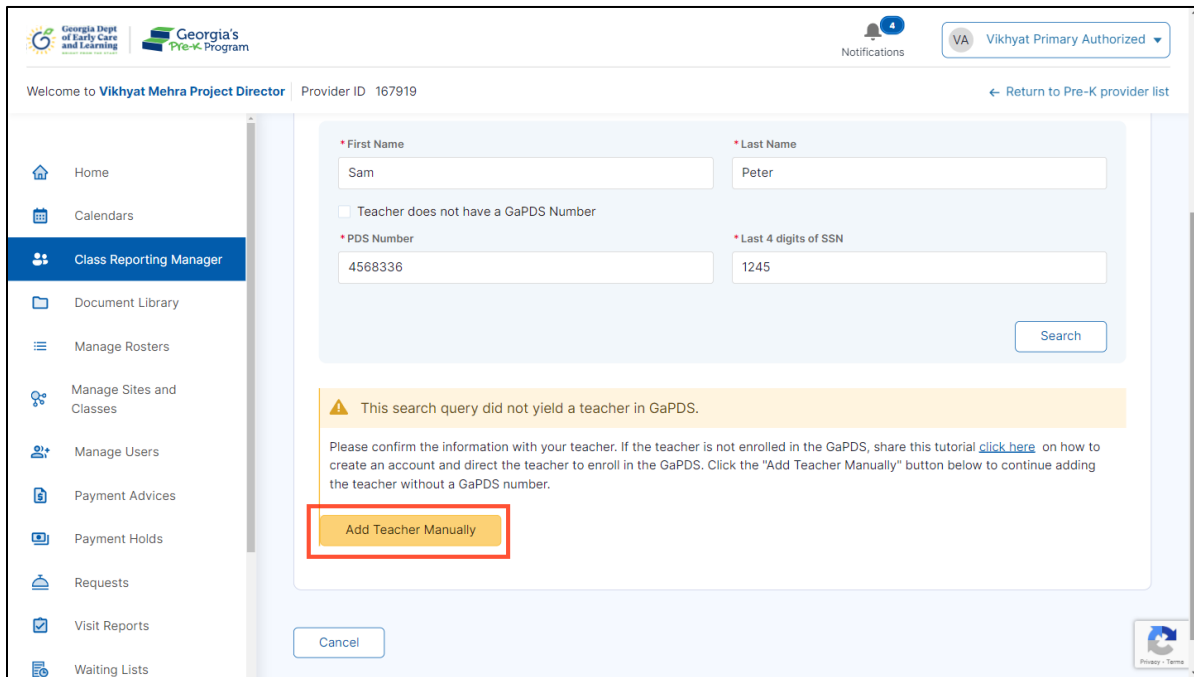
3. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
 - a. Enter the *First Name* in the **First Name** textbox.
 - b. Enter the *Last Name* in the **Last Name** textbox.
 - c. Enter the *value* in the **PDS Number** field.

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



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

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

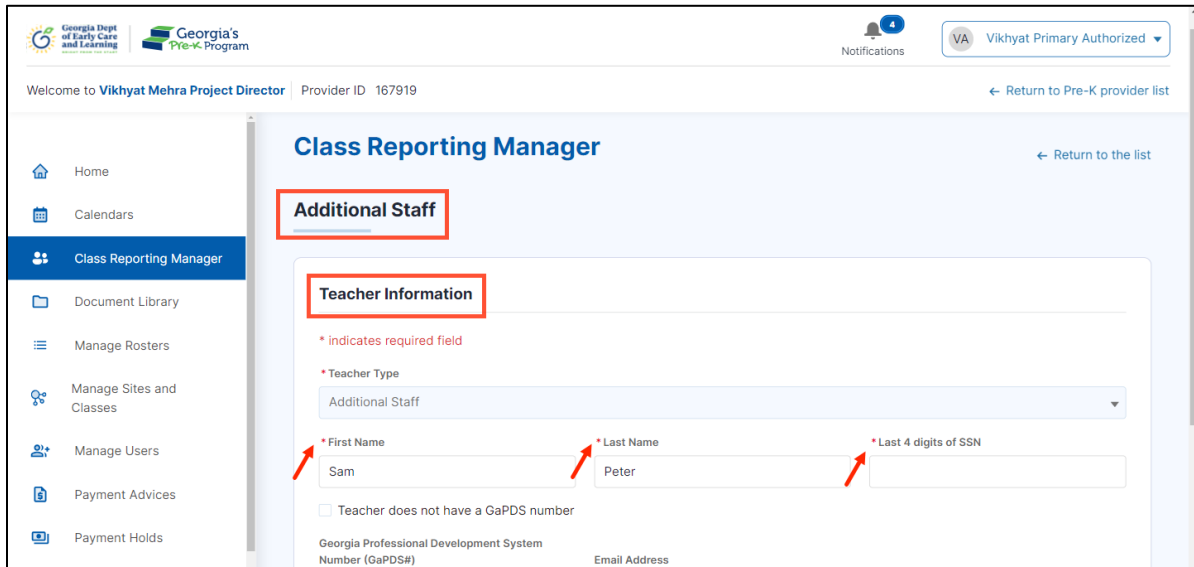


The screenshot shows the Georgia's Pre-K Program interface. The top navigation bar includes the Georgia Department of Early Care and Learning logo, the Georgia's Pre-K Program logo, a notifications bell icon, and a dropdown menu for 'Vikhyat Primary Authorized'. Below the navigation bar, the user is logged in as 'Vikhyat Mehra Project Director' with a Provider ID of 167919. A sidebar on the left contains a menu with 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 displays a form for adding a teacher. It includes fields for First Name (Sam), Last Name (Peter), PDS Number (4568336), and Last 4 digits of SSN (1245). A checkbox labeled 'Teacher does not have a GaPDS Number' is present. A 'Search' button is located at the bottom right of the form. Below the form, a yellow warning box states: '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.' The 'Add Teacher Manually' button is highlighted with a red rectangle. A 'Cancel' button is located at the bottom left of the form area.

You will be directed to the Additional Staff page.

5. On the **Teacher Information** section, enter the following information:
 - a. Enter the *First Name* in the **First Name** textbox.
 - b. Enter the *Last Name* in the **Last Name** textbox.

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

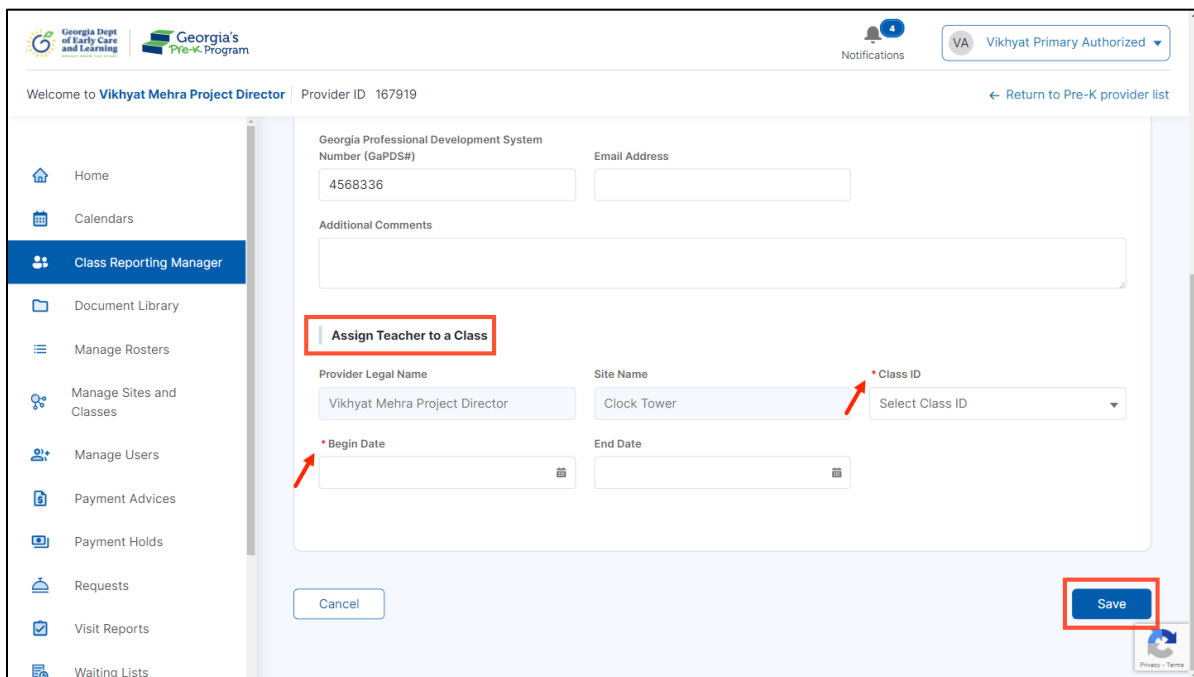


The screenshot shows the 'Class Reporting Manager' interface. The 'Additional Staff' section is highlighted with a red box. Within this section, the 'Teacher Information' sub-section is also highlighted with a red box. It contains several fields: 'Teacher Type' (a dropdown menu set to 'Additional Staff'), 'First Name' (containing 'Sam'), 'Last Name' (containing 'Peter'), and 'Last 4 digits of SSN' (empty). Red arrows point to the 'First Name', 'Last Name', and 'Last 4 digits of SSN' fields. A legend indicates that an asterisk (*) denotes a required field. Below the main form, there are checkboxes for 'Teacher does not have a GaPDS number' and 'Georgia Professional Development System Number (GaPDS#)', and an 'Email Address' field.

6. On the **Assign Teacher to the Class** section, enter the following information:

- Select the class in the **Class ID** drop-down list.
- Select the *date* in the **Begin Date** field.

7. Click the **Save** button.



The screenshot shows the 'Assign Teacher to a Class' section, which is highlighted with a red box. This section is part of a larger form that includes fields for 'Georgia Professional Development System Number (GaPDS#)' (containing '4568336'), 'Email Address', and 'Additional Comments'. The 'Assign Teacher to a Class' section itself contains: 'Provider Legal Name' (set to 'Vikhyat Mehra Project Director'), 'Site Name' (set to 'Clock Tower'), 'Class ID' (a dropdown menu with 'Select Class ID' selected, indicated by a red arrow), 'Begin Date' (empty, indicated by a red arrow), and 'End Date' (empty). At the bottom of the form, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box. A 'Privacy - Terms' link is visible in the bottom right corner.

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

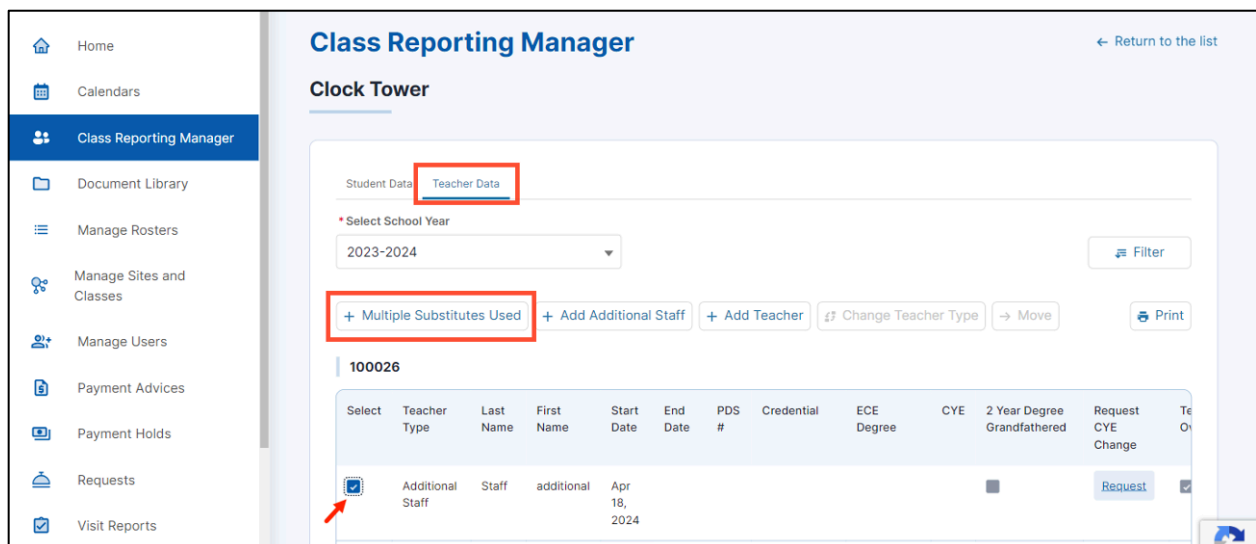
Adding a Substitute Teacher

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.

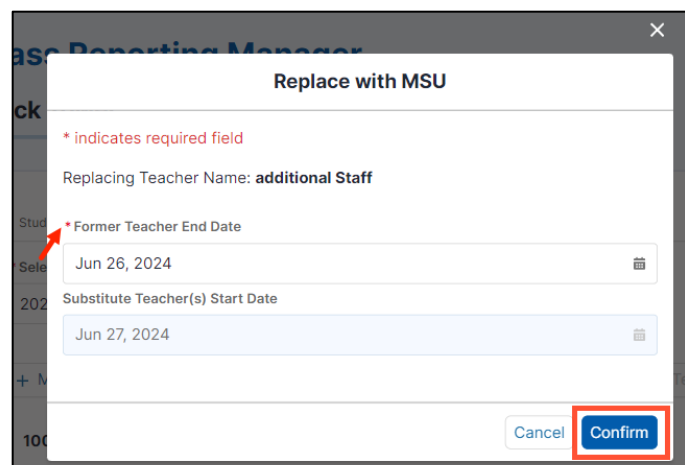
Note: Please ensure that the End Date is not added before assigning the substitute teacher.



The screenshot shows the 'Class Reporting Manager' interface. On the left is a sidebar with navigation links: Home, Calendars, Class Reporting Manager (selected), Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advices, Payment Holds, Requests, and Visit Reports. The main area is titled 'Class Reporting Manager' and 'Clock Tower'. It has two tabs: 'Student Data' and 'Teacher Data' (selected). Below the tabs is a 'Select School Year' dropdown set to '2023-2024' and a 'Filter' button. A row of buttons includes '+ Multiple Substitutes Used' (highlighted with a red box), '+ Add Additional Staff', '+ Add Teacher', 'Change Teacher Type', 'Move', and 'Print'. Below these buttons is a table with the following columns: 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 table contains one row for 'Additional Staff' with a start date of 'Apr 18, 2024'. A red arrow points to the checkbox in the 'Select' column for this row.

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 screenshot shows a 'Replace with MSU' pop-up window. It has a title bar with a close button. Below the title is a red asterisk indicating required fields. The 'Replacing Teacher Name' is 'additional Staff'. There are two date fields: 'Former Teacher End Date' (set to 'Jun 26, 2024') and 'Substitute Teacher(s) Start Date' (set to 'Jun 27, 2024'). A red arrow points to the 'Former Teacher End Date' field. At the bottom are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button highlighted by a red box.

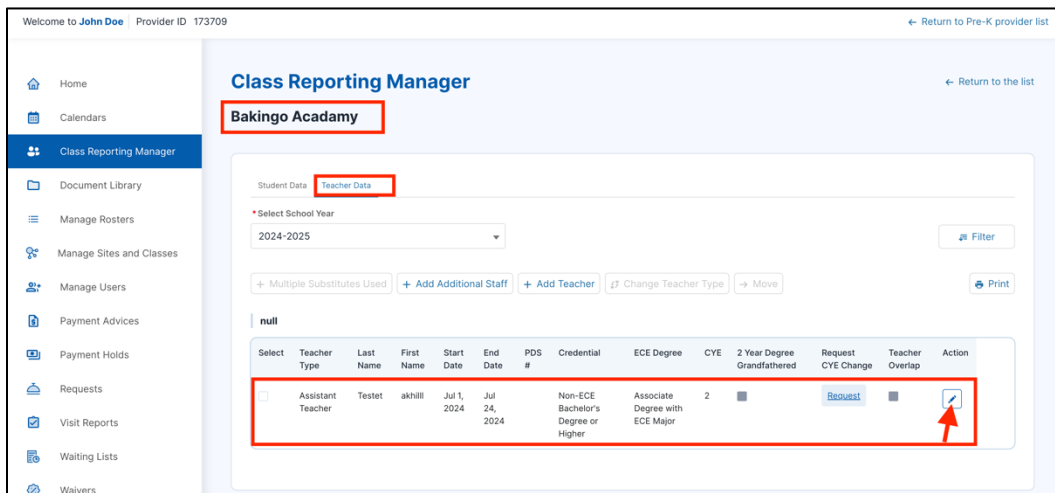
**A success message will be displayed on the page.*

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.



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

Class Reporting Manager


Bakingo Academy

Student Data: **Teacher Data**

*Select School Year: 2024-2025

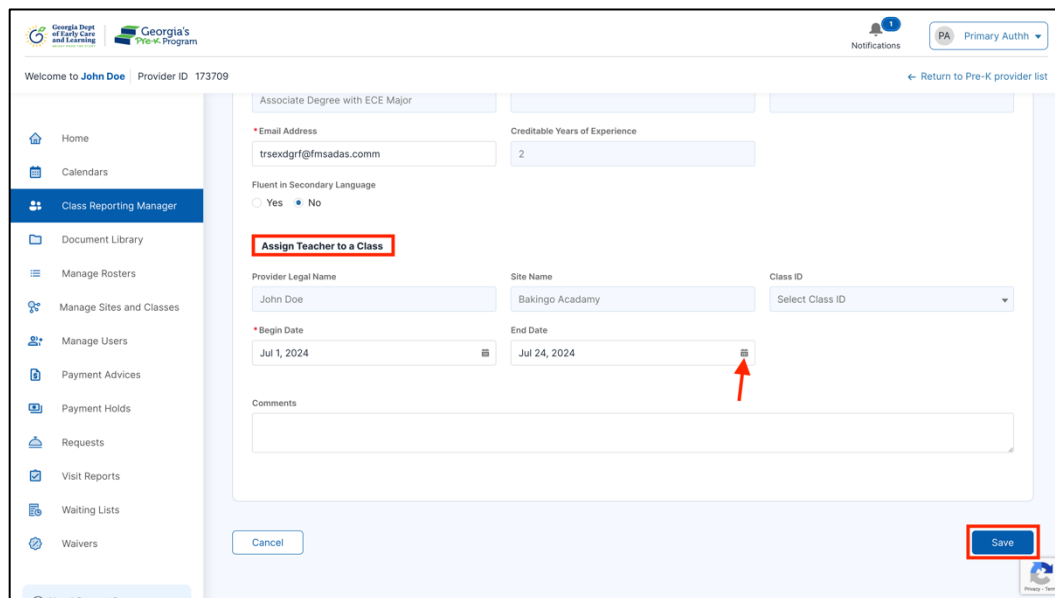
+ Multiple Substitutes Used + Add Additional Staff + Add Teacher < Change Teacher Type → Move

Filter Print

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
<input type="checkbox"/>	Assistant Teacher	Testet	akhill	Jul 1, 2024	Jul 24, 2024		Non-ECE Bachelor's Degree or Higher	Associate Degree with ECE Major	2		Request		

The **Edit Teacher page will be displayed.*

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



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

Associate Degree with ECE Major

*Email Address: trsxdgrf@fmsadas.comm

Creditable Years of Experience: 2

Fluent in Secondary Language: ☐ Yes ☒ No

Assign Teacher to a Class

Provider Legal Name: John Doe

Site Name: Bakingo Academy

Class ID: Select Class ID

*Begin Date: Jul 1, 2024

End Date: Jul 24, 2024

Comments:

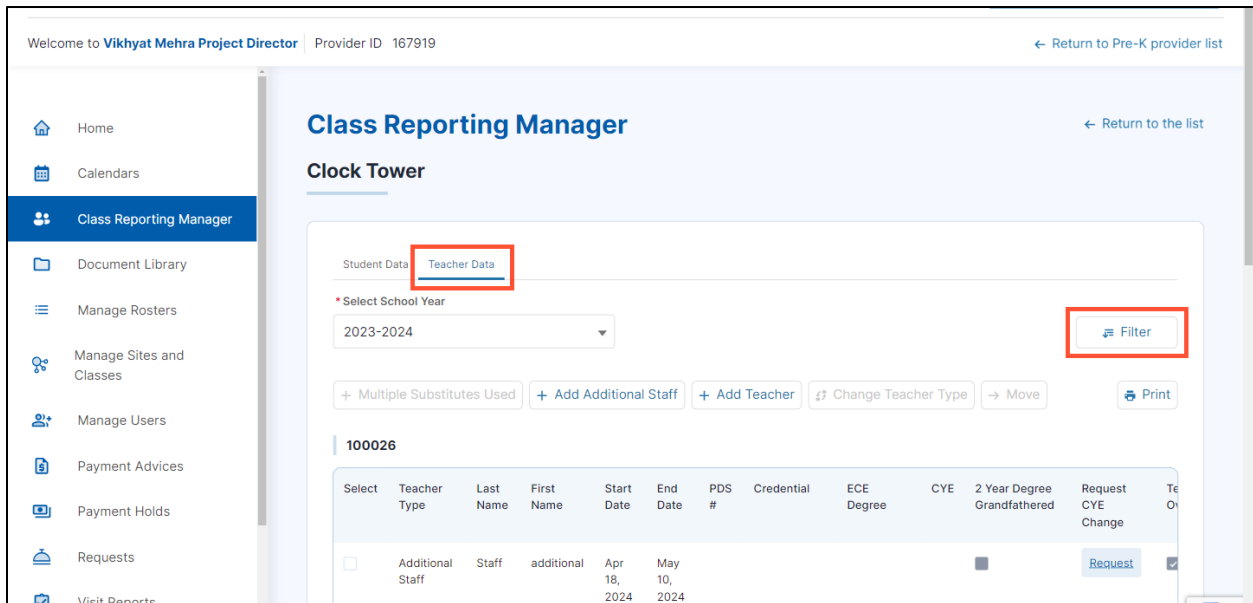
Cancel Save

**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.



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

Class Reporting Manager

Student Data **Teacher Data**

Select School Year: 2023-2024

Filter

+ Multiple Substitutes Used + Add Additional Staff + Add Teacher ⚙ Change Teacher Type → Move Print

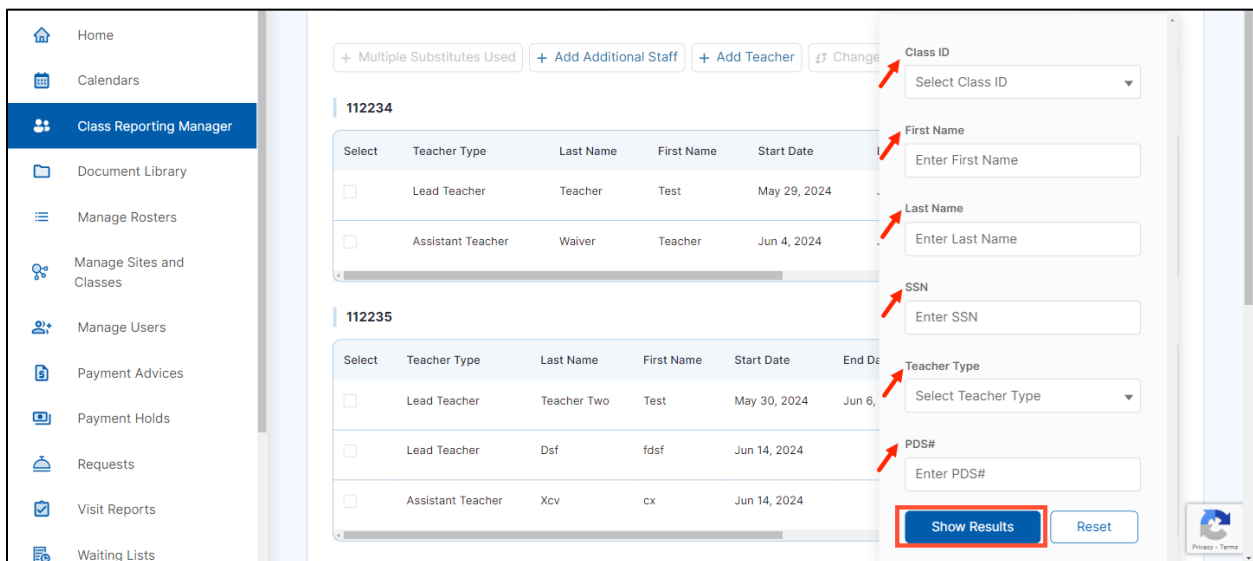
100026

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change	Te On
<input type="checkbox"/>	Additional Staff	Staff	additional	Apr 18, 2024	May 10, 2024						Request	

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.



+ Multiple Substitutes Used + Add Additional Staff + Add Teacher ⚙ Change

112234

Select	Teacher Type	Last Name	First Name	Start Date	End Date
<input type="checkbox"/>	Lead Teacher	Teacher	Test	May 29, 2024	
<input type="checkbox"/>	Assistant Teacher	Waiver	Teacher	Jun 4, 2024	

112235

Select	Teacher Type	Last Name	First Name	Start Date	End Date
<input type="checkbox"/>	Lead Teacher	Teacher Two	Test	May 30, 2024	Jun 6, 2024
<input type="checkbox"/>	Lead Teacher	Dsf	fdsf	Jun 14, 2024	
<input type="checkbox"/>	Assistant Teacher	Xcv	cx	Jun 14, 2024	

Class ID: Select Class ID

First Name: Enter First Name

Last Name: Enter Last Name

SSN: Enter SSN

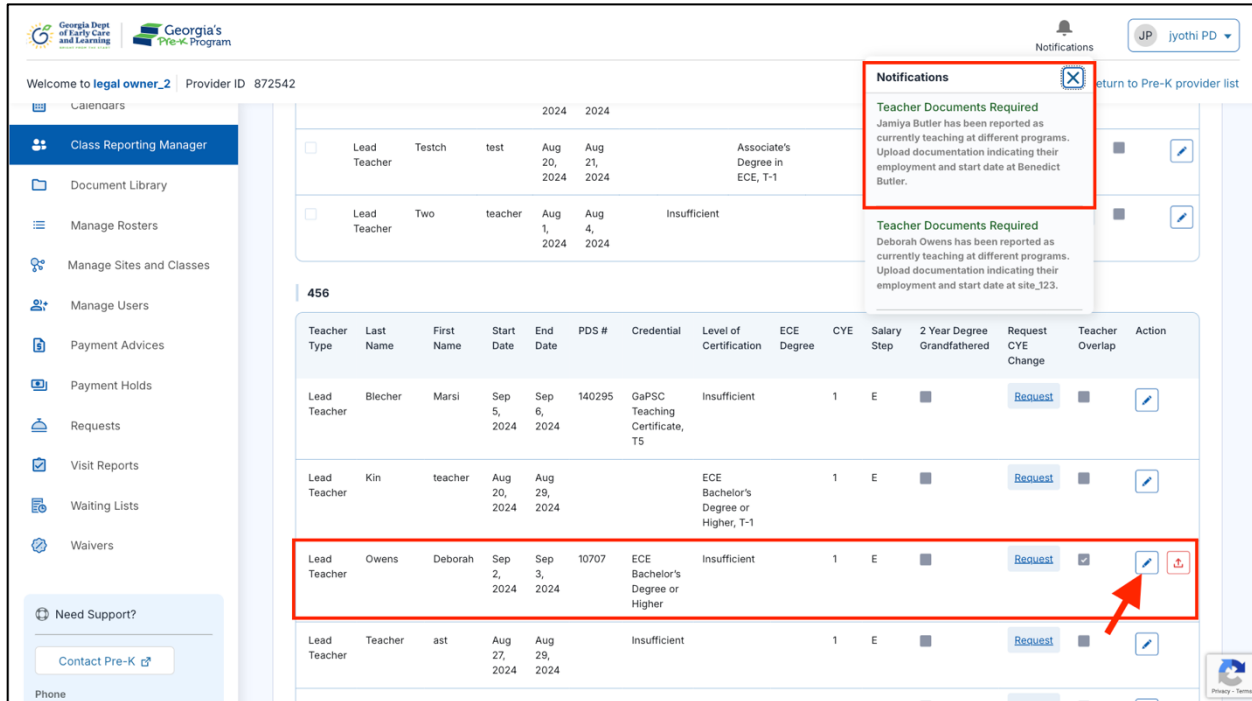
Teacher Type: Select Teacher Type

PDS#: Enter PDS#

Show Results Reset

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.

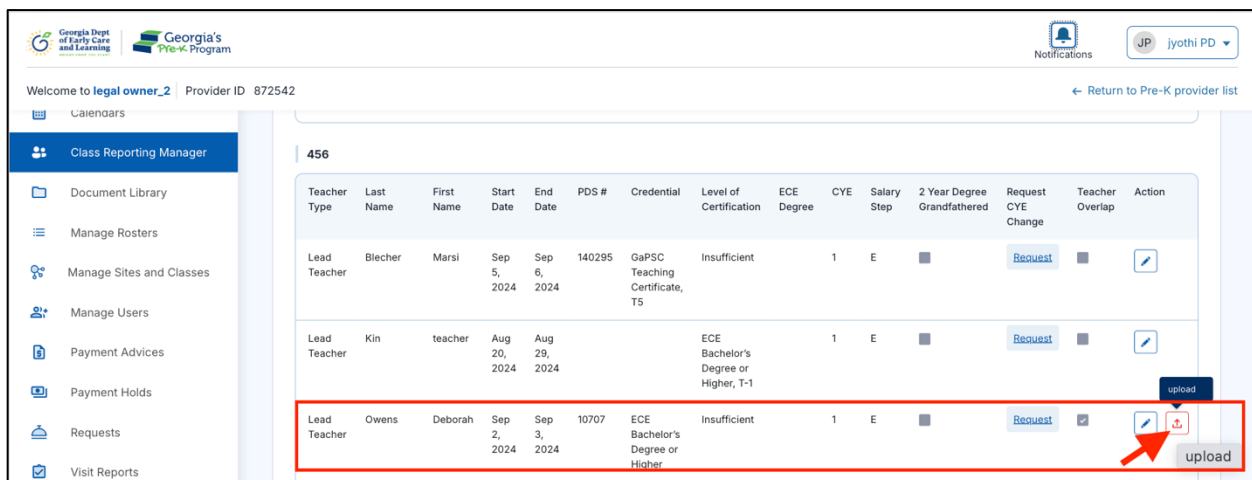


The screenshot shows the Georgia's Pre-K Program interface. A notification box titled "Teacher Documents Required" is displayed, stating: "Jamiya Butler has been reported as currently teaching at different programs. Upload documentation indicating their employment and start date at Benedict Butler." Another notification below it states: "Teacher Documents Required. Deborah Owens has been reported as currently teaching at different programs. Upload documentation indicating their employment and start date at site 123." The table below shows teacher data with 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 the 'Upload' button in the Action column is indicated by a red arrow.

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, TS	Insufficient		1	E		Request		
Lead Teacher	Kin	teacher	Aug 20, 2024	Aug 29, 2024			ECE Bachelor's Degree or Higher, T-1		1	E		Request		
Lead Teacher	Owens	Deborah	Sep 2, 2024	Sep 3, 2024	10707	ECE Bachelor's Degree or Higher	Insufficient		1	E		Request	<input checked="" type="checkbox"/>	
Lead Teacher	Teacher	ast	Aug 27, 2024	Aug 29, 2024			Insufficient		1	E		Request		

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.



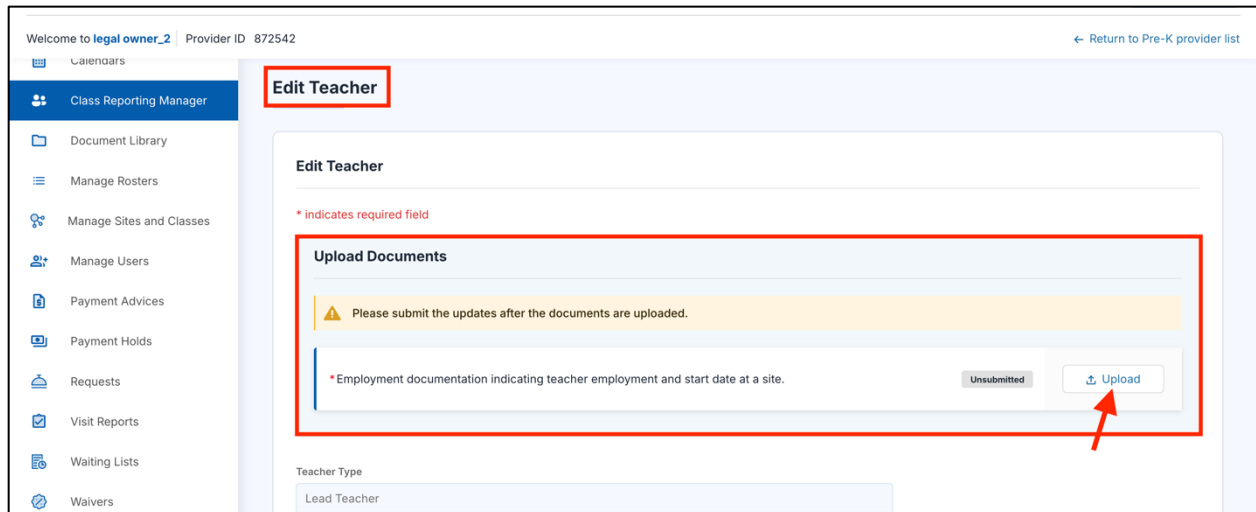
This screenshot is similar to the previous one, but the 'Upload' button in the Action column for the Deborah Owens row is highlighted with a red box and a red arrow. The 'Teacher Overlap' checkbox is also checked.

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, TS	Insufficient		1	E		Request		
Lead Teacher	Kin	teacher	Aug 20, 2024	Aug 29, 2024			ECE Bachelor's Degree or Higher, T-1		1	E		Request		
Lead Teacher	Owens	Deborah	Sep 2, 2024	Sep 3, 2024	10707	ECE Bachelor's Degree or Higher	Insufficient		1	E		Request	<input checked="" type="checkbox"/>	
Lead Teacher	Teacher	ast	Aug 27, 2024	Aug 29, 2024			Insufficient		1	E		Request		

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.



Welcome to **legal owner_2** | Provider ID: 872542

Class Reporting Manager

Edit Teacher

* indicates required field

Upload Documents

Please submit the updates after the documents are uploaded.

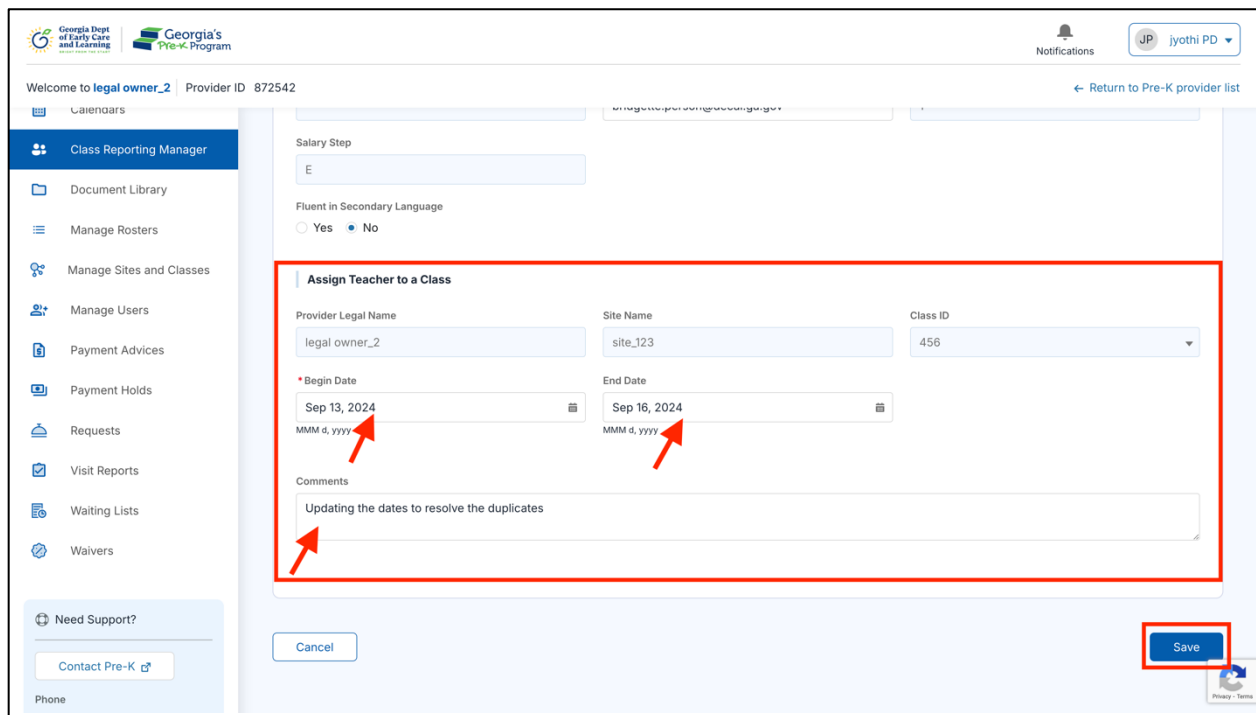
* Employment documentation indicating teacher employment and start date at a site.

Unsubmitted **Upload**

Teacher Type
Lead Teacher

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.



Welcome to **legal owner_2** | Provider ID: 872542

Class Reporting Manager

Assign Teacher to a Class

Salary Step
E

Fluent in Secondary Language
☐ Yes ☒ No

Provider Legal Name: legal owner_2 | Site Name: site_123 | Class ID: 456

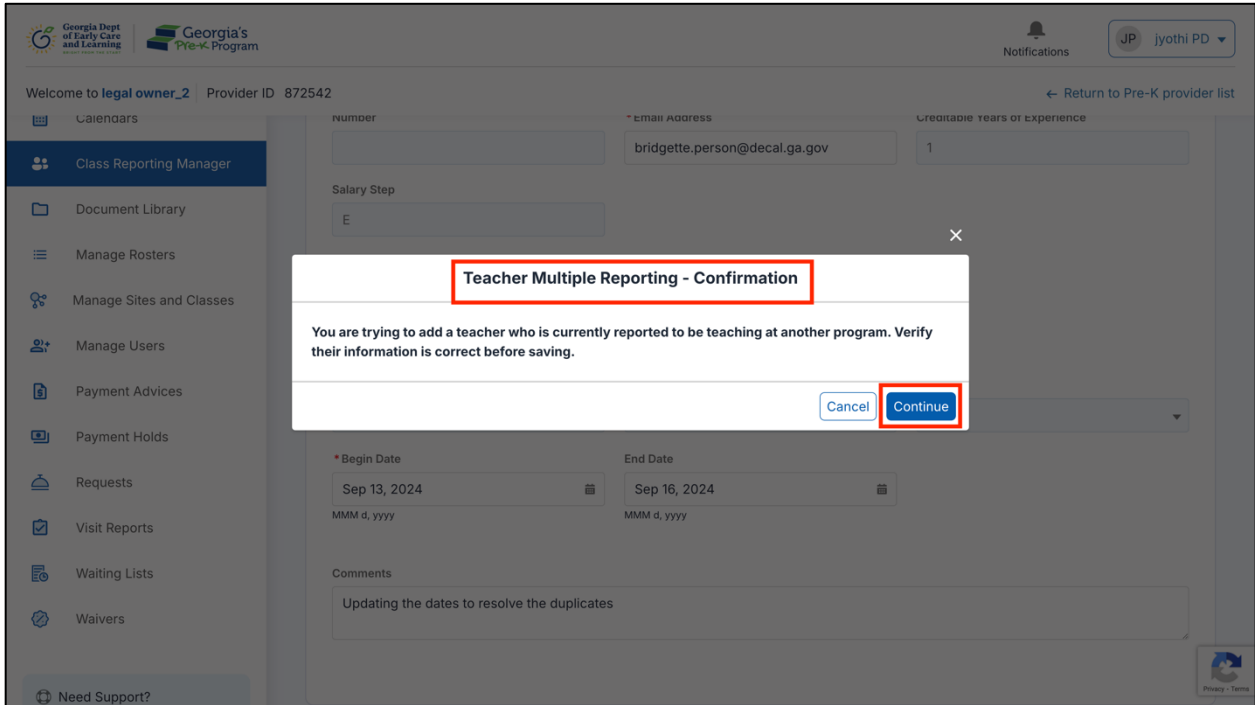
* Begin Date: Sep 13, 2024 | End Date: Sep 16, 2024
MMM d, yyyy

Comments
Updating the dates to resolve the duplicates

Cancel **Save**

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.



The screenshot shows the Georgia's Pre-K Program interface. A pop-up window titled "Teacher Multiple Reporting - Confirmation" is displayed in the center. The window contains the following text: "You are trying to add a teacher who is currently reported to be teaching at another program. Verify their information is correct before saving." Below the text are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red box. The background interface shows a sidebar with various menu items like "Class Reporting Manager", "Document Library", "Manage Rosters", etc. The main content area displays a form for adding a teacher, with fields for "Number", "Email Address" (bridgette.person@dec.al.ga.gov), "Creditable Years of Experience" (1), "Salary Step" (E), "Begin Date" (Sep 13, 2024), and "End Date" (Sep 16, 2024). A "Comments" field at the bottom contains the text "Updating the dates to resolve the duplicates".

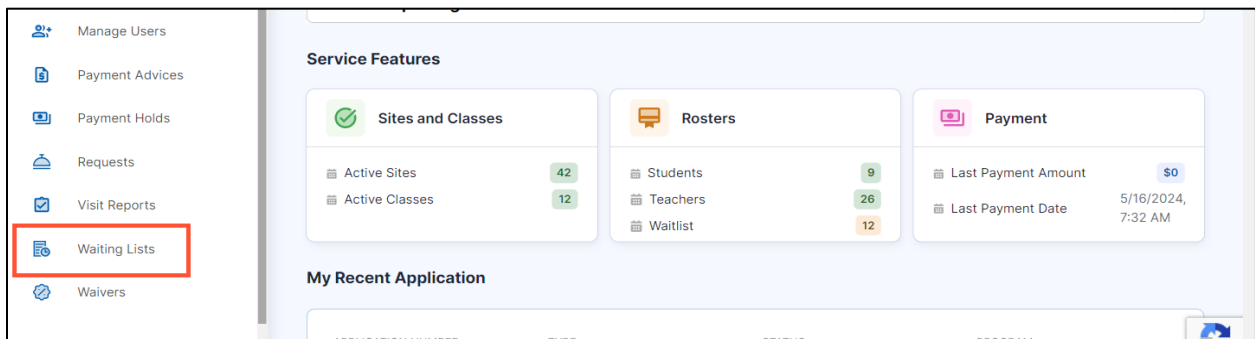
**A success message stating that the "Teacher Data Updated Successfully" will be displayed on the page and the upload button will be removed from the Action column.*

MANAGING STUDENT WAITING LIST

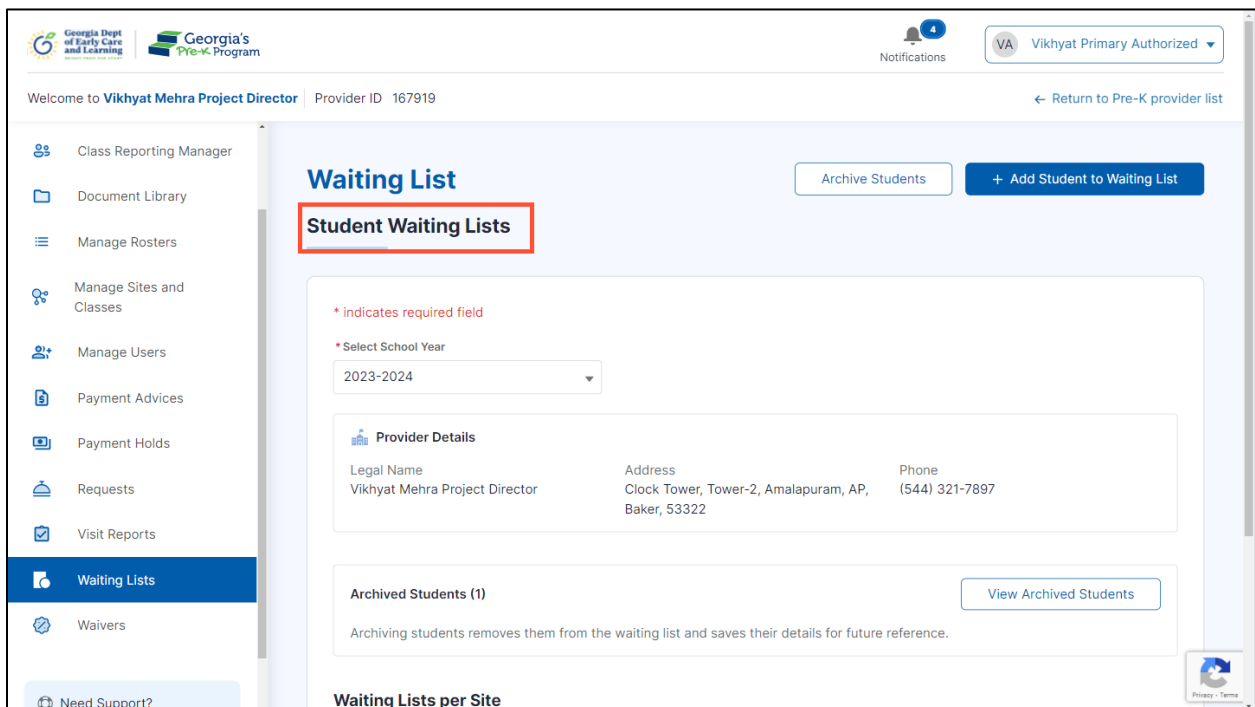
A student waiting list is to maintain an organized queue of students seeking enrollment, however, it cannot be accommodated immediately due to limited availability. It helps manage demand for limited spots and facilitates transparency in the enrollment process.

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

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



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



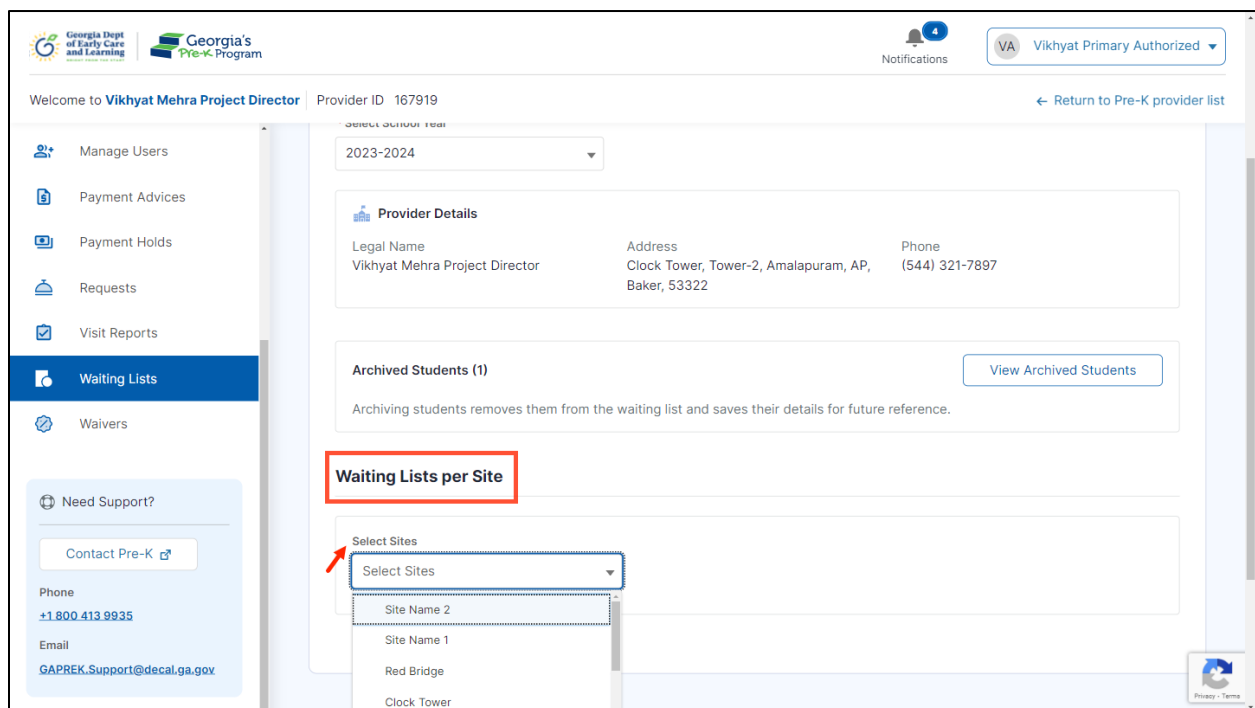
Adding a Student from the Waiting List

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

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

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

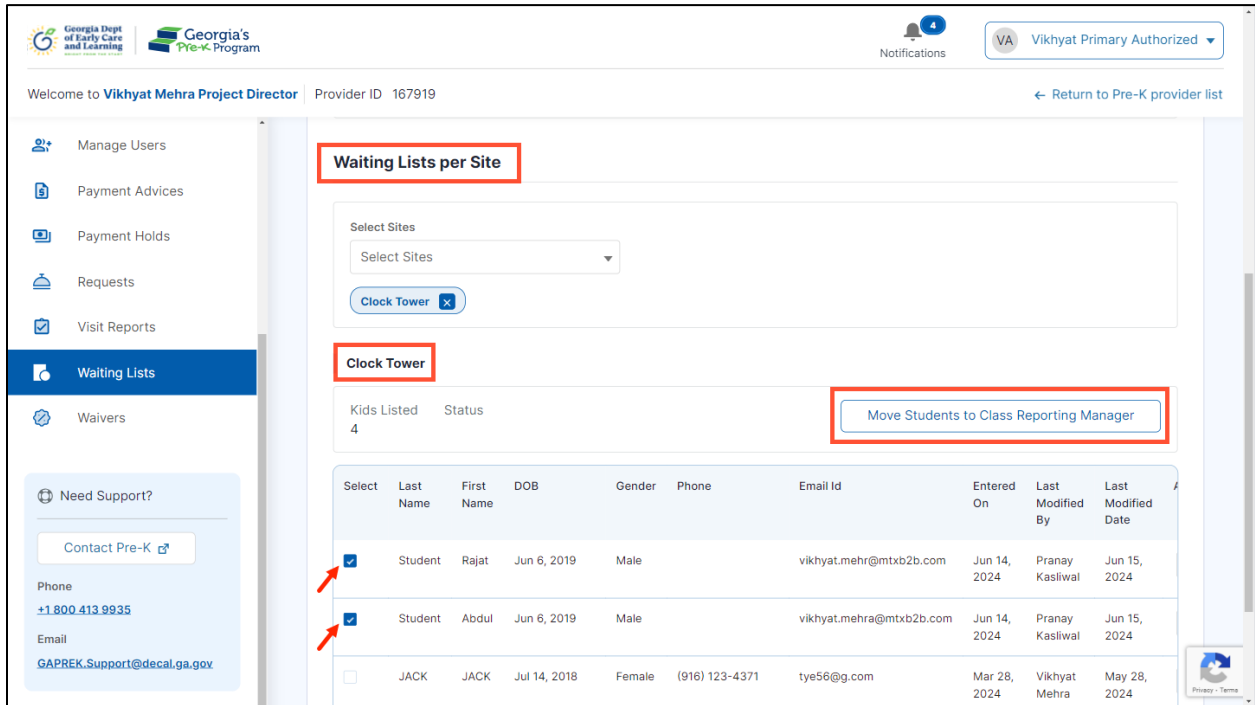
Note: You can select multiple sites.



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

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

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



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

← Return to Pre-K provider list

Waiting Lists per Site

Select Sites
Select Sites

Clock Tower

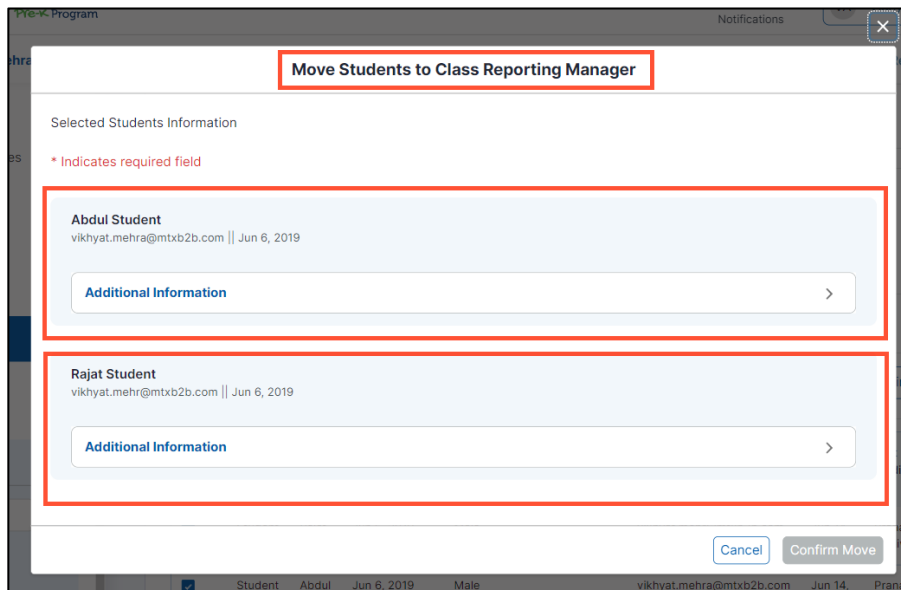
Kids Listed: 4

Move Students to Class Reporting Manager

Select	Last Name	First Name	DOB	Gender	Phone	Email Id	Entered On	Last Modified By	Last Modified Date
<input checked="" type="checkbox"/>	Student	Rajat	Jun 6, 2019	Male		vikhyat.mehr@mtxb2b.com	Jun 14, 2024	Pranay Kasliwal	Jun 15, 2024
<input checked="" type="checkbox"/>	Student	Abdul	Jun 6, 2019	Male		vikhyat.mehra@mtxb2b.com	Jun 14, 2024	Pranay Kasliwal	Jun 15, 2024
<input type="checkbox"/>	JACK	JACK	Jul 14, 2018	Female	(916) 123-4371	tye56@g.com	Mar 28, 2024	Vikhyat Mehra	May 28, 2024

Need Support?
Contact Pre-K
Phone: +1.800.413.9935
Email: GAPREK.Support@dec.al.ga.gov

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



Move Students to Class Reporting Manager

Selected Students Information

* Indicates required field

Abdul Student
vikhyat.mehra@mtxb2b.com || Jun 6, 2019

Additional Information

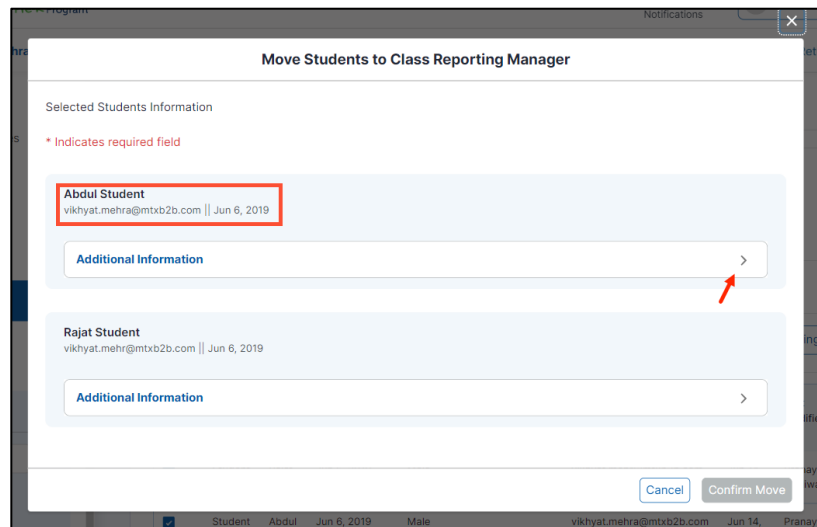
Rajat Student
vikhyat.mehr@mtxb2b.com || Jun 6, 2019

Additional Information

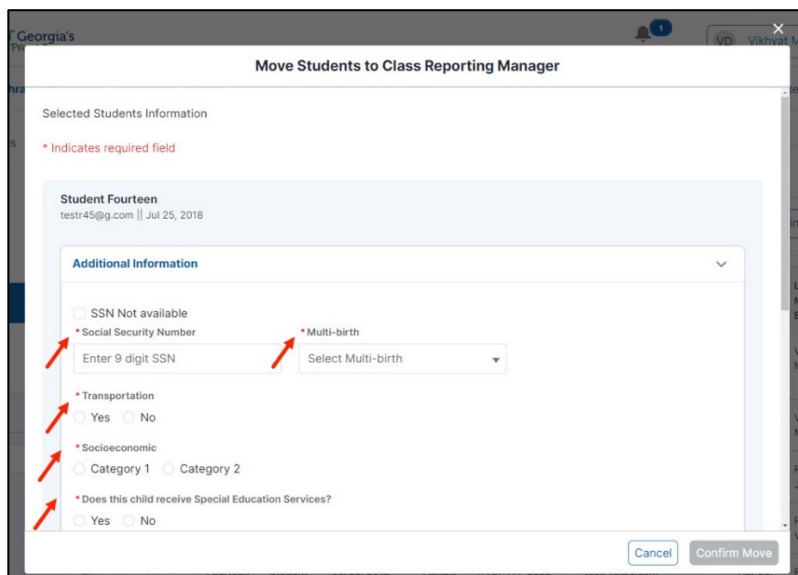
Cancel Confirm Move

☒ Student Abdul Jun 6, 2019 Male vikhyat.mehra@mtxb2b.com Jun 14, Pranay

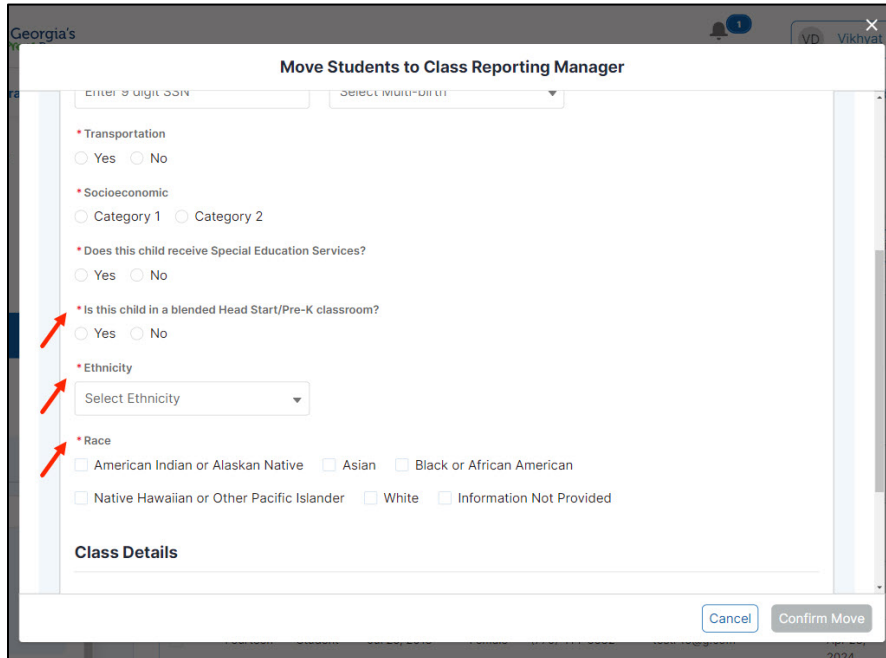
5. On the required student tile, click the arrow to expand the Additional Information section.



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.



Georgia's

Move Students to Class Reporting Manager

Enter 9 digit SSN: Select multi-birth:

* Transportation
☐ Yes ☐ No

* Socioeconomic
☐ Category 1 ☐ Category 2

* Does this child receive Special Education Services?
☐ Yes ☐ No

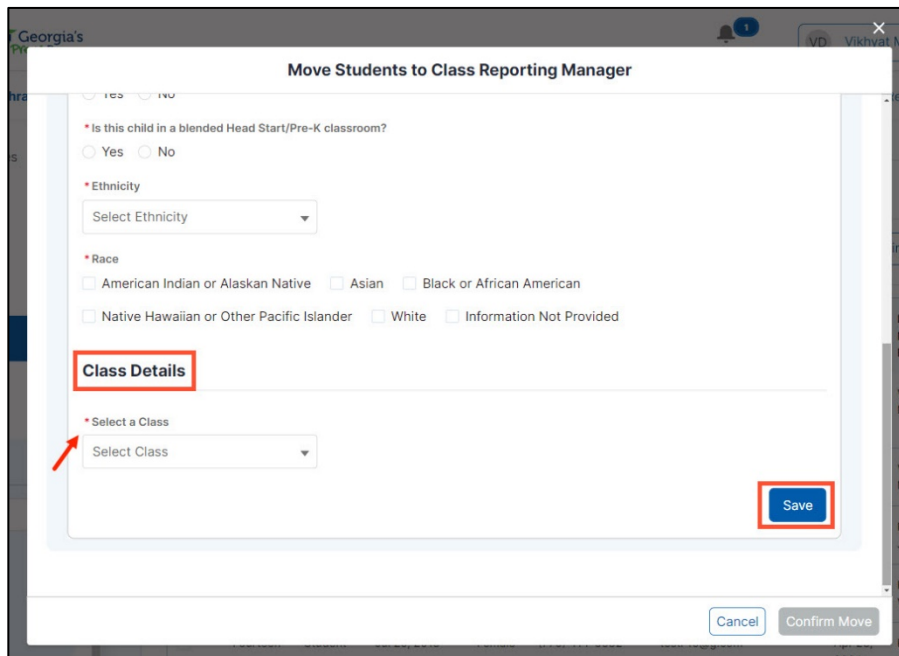
* Is this child in a blended Head Start/Pre-K classroom?
☐ Yes ☐ No

* Ethnicity
Select Ethnicity

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

Class Details

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



Georgia's

Move Students to Class Reporting Manager

☐ Yes ☐ No

* Is this child in a blended Head Start/Pre-K classroom?
☐ Yes ☐ No

* Ethnicity
Select Ethnicity

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

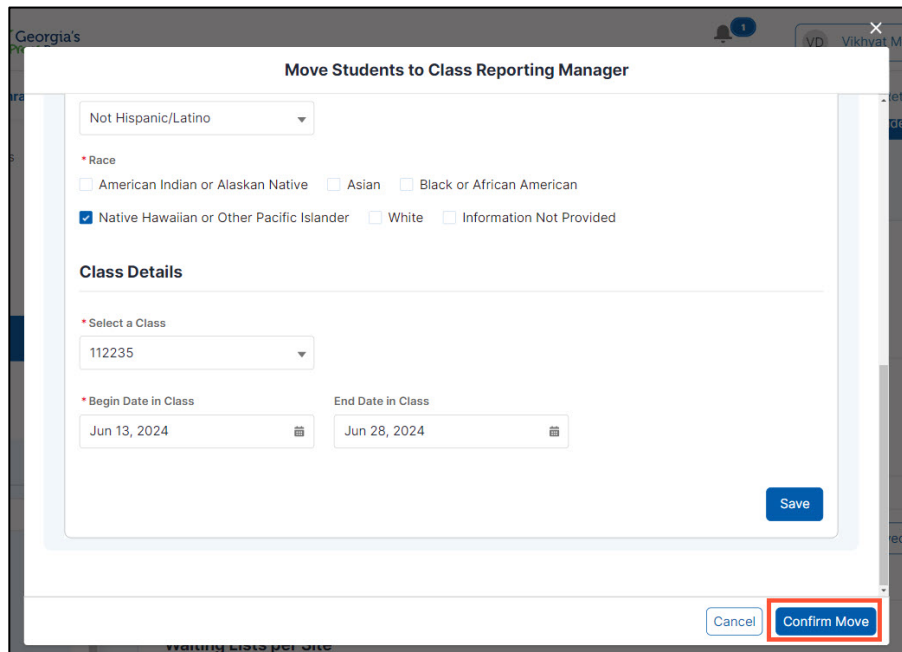
Class Details

* Select a Class
Select Class

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

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

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

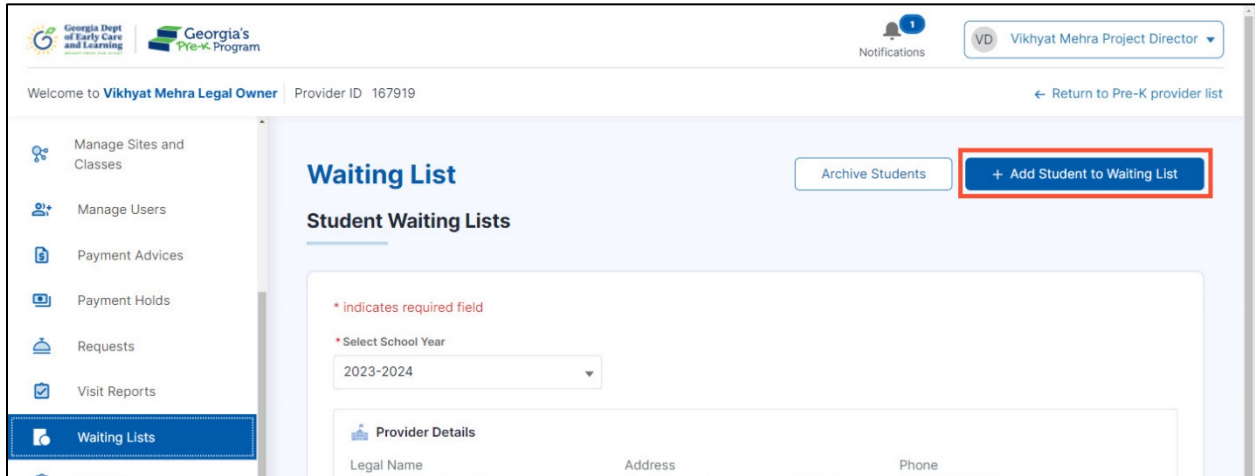


**A success message will be displayed on the page, and the student record will be moved from the Students Waiting List to the Current Students List.*

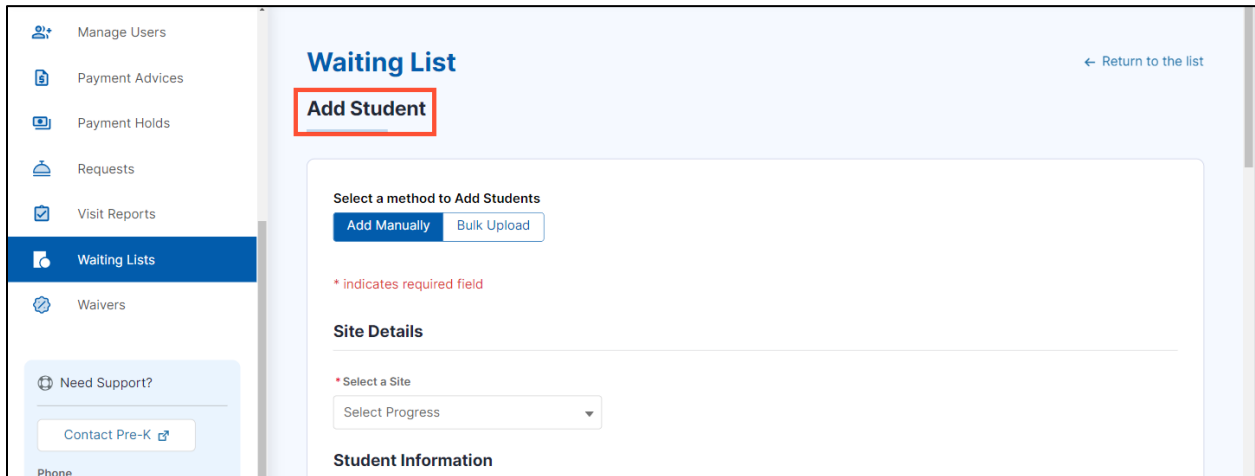
Adding a Student to the Waiting List

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

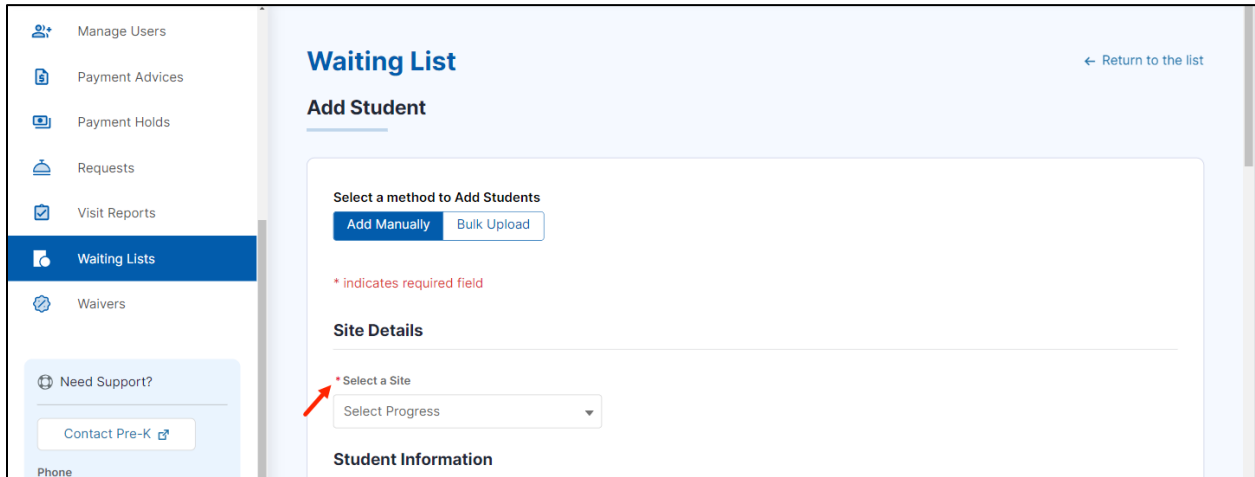
1. On the Waiting List > Student Waiting Lists page, click the **+Add Student to Waiting List** button.



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



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



Waiting List [← Return to the list](#)

Add Student

Select a method to Add Students

[Add Manually](#) [Bulk Upload](#)

* indicates required field

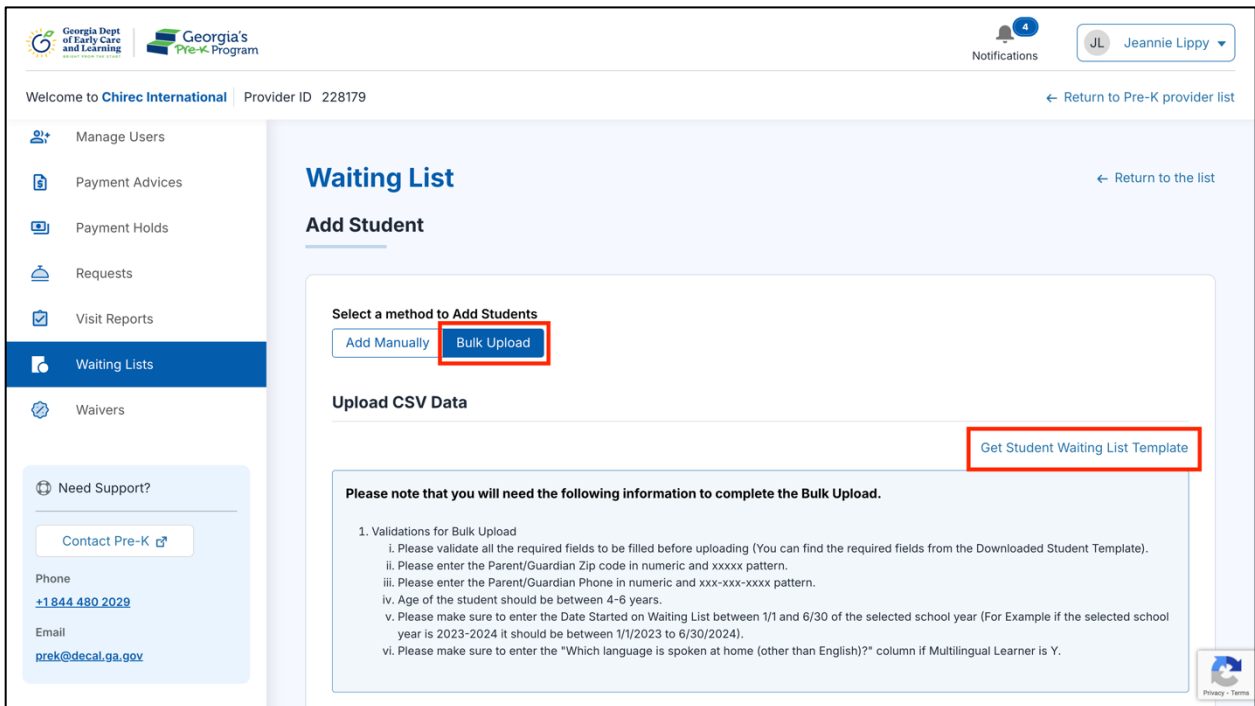
Site Details

* Select a Site

Select Progress

Student Information

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.



Waiting List [← Return to the list](#)

Add Student

Select a method to Add Students

[Add Manually](#) [Bulk Upload](#)

Upload CSV Data

[Get Student Waiting List Template](#)

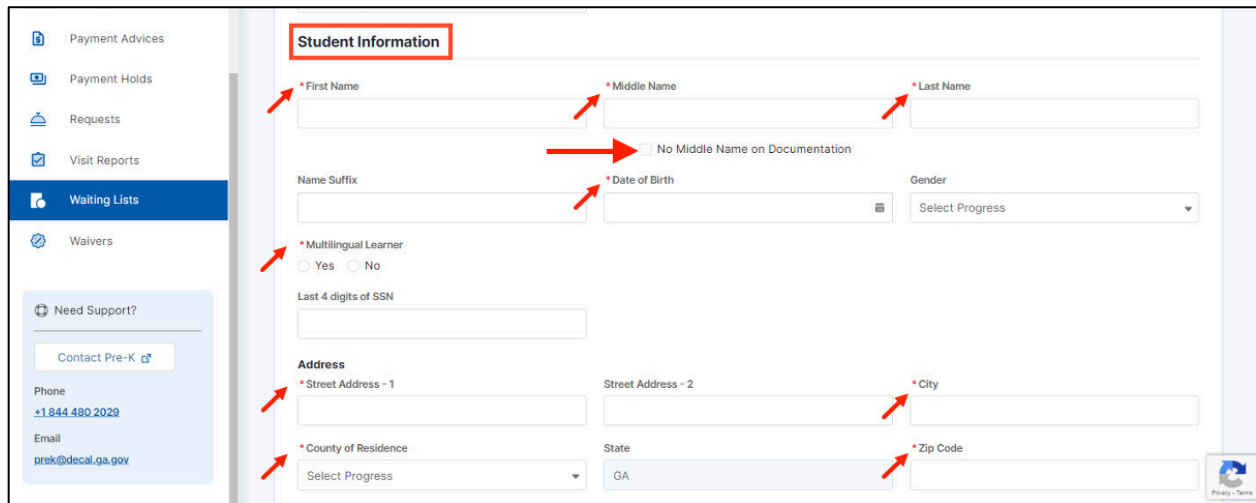
Please note that you will need the following information to complete the Bulk Upload.

1. Validations for Bulk Upload
 - i. Please validate all the required fields to be filled before uploading (You can find the required fields from the Downloaded Student Template).
 - ii. Please enter the Parent/Guardian Zip code in numeric and xxxxx pattern.
 - iii. Please enter the Parent/Guardian Phone in numeric and xxx-xxx-xxxx pattern.
 - iv. Age of the student should be between 4-6 years.
 - v. Please make sure to enter the Date Started on Waiting List between 1/1 and 6/30 of the selected school year (For Example if the selected school year is 2023-2024 it should be between 1/1/2023 to 6/30/2024).
 - vi. Please make sure to enter the "Which language is spoken at home (other than English)?" column if Multilingual Learner is Y.

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

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

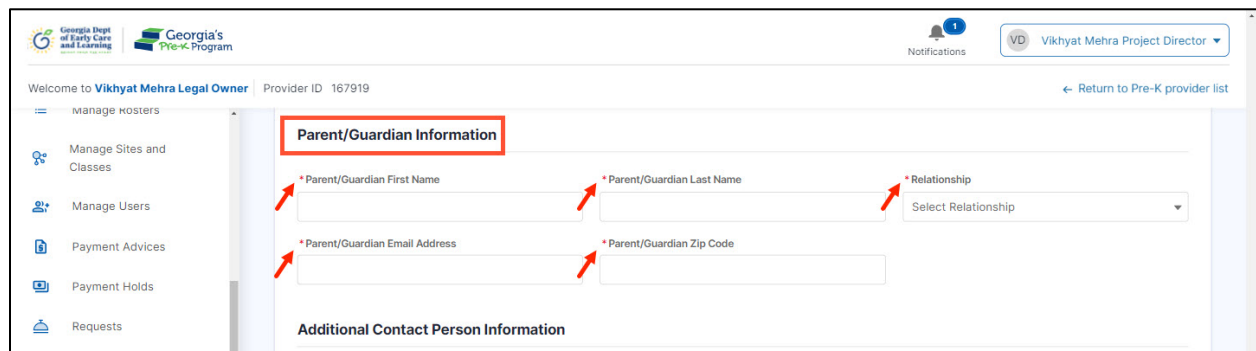
- Enter the **First Name**, **Middle Name**, **Last Name**, and **Address** in the designated textbox.
- Note:** Select the **No Middle Name on Documentation** checkbox, if you do not have a middle name.
- Select the *date* in the **Date of Birth** field.
- Select the *Yes or No* radio button for the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



The screenshot shows the 'Student Information' form. Red arrows point to the following fields: *First Name, *Middle Name, *Last Name, *Date of Birth, *Multilingual Learner (Yes/No radio buttons), *Street Address - 1, *City, *County of Residence, *State, and *Zip Code. A red arrow also points to the 'No Middle Name on Documentation' checkbox. The form includes a sidebar with navigation links like 'Payment Advises', 'Waiting Lists', and 'Need Support?'. A 'Contact Pre-K' button is also visible.

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

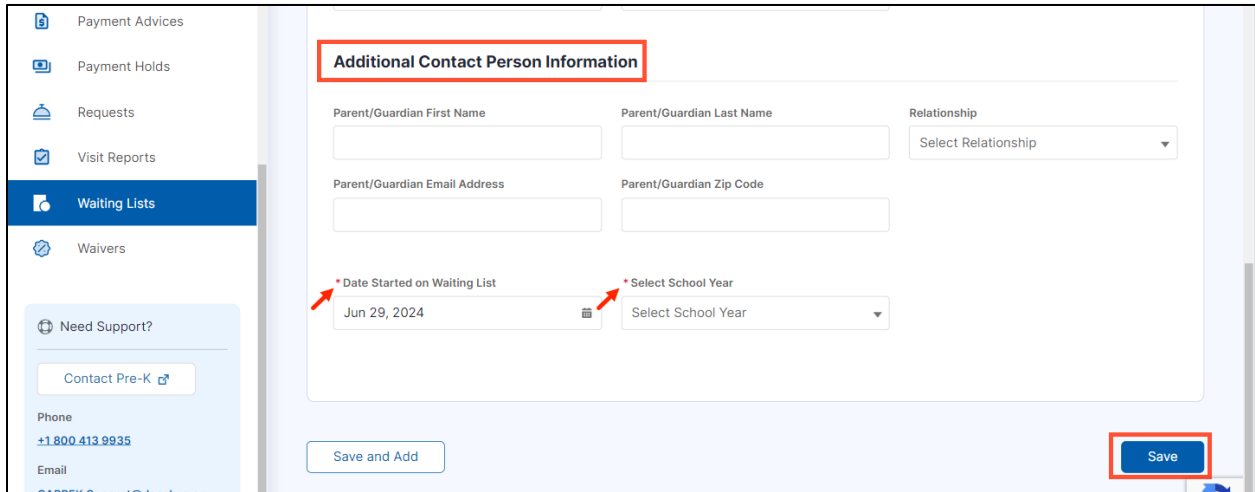
- Enter the **Parent/Guardian First Name** and **Parent/Guardian Last Name** in the designated textbox.
- Select the *Relationship* in the **Relationship** drop-down list.
- Enter the *Email Address* in the **Parent/Guardian Email** textbox.
- Enter the *Zip Code* in the **Parent/Guardian Zip Code**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



The screenshot shows the 'Parent/Guardian Information' form. Red arrows point to the following fields: *Parent/Guardian First Name, *Parent/Guardian Last Name, *Relationship (drop-down), *Parent/Guardian Email Address, and *Parent/Guardian Zip Code. The form includes a sidebar with navigation links like 'Manage Hosters', 'Manage Sites and Classes', and 'Payment Advises'. A 'Return to Pre-K provider list' link is also visible.

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.

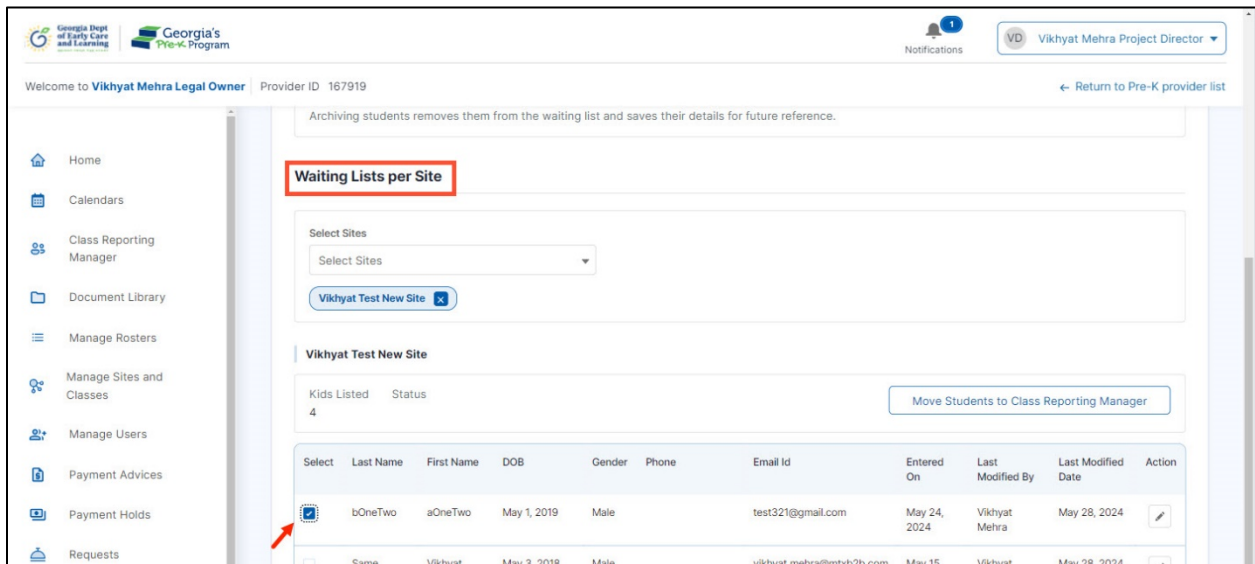


**After saving, a success message will be displayed on the page and the student record will be moved from the Students Waiting List to the Current Students List.*

Archiving a Student

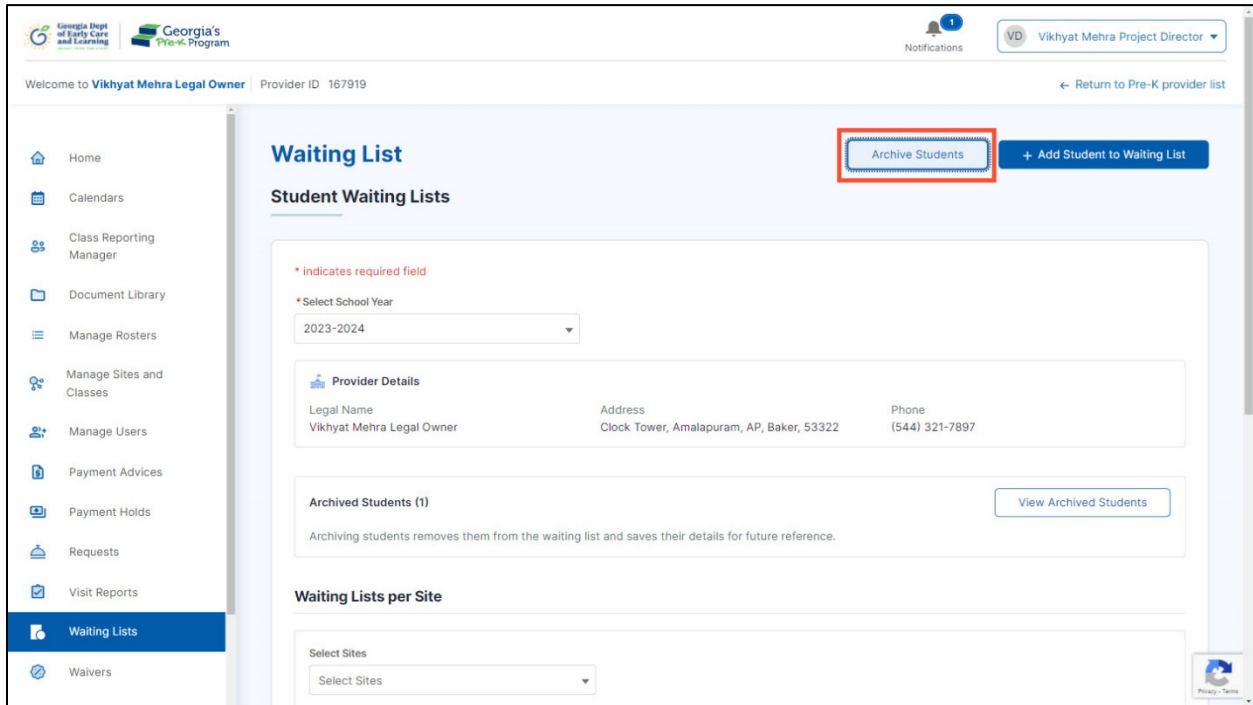
To archive students, perform the following steps:

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	

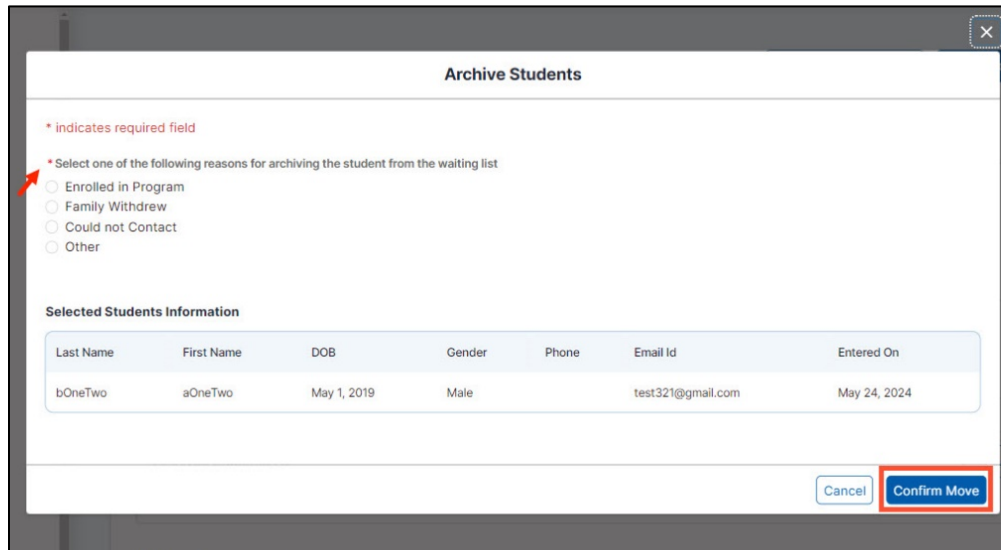
2. Scroll up, then click the **Archive Students** button.



The screenshot shows the 'Waiting List' page for the Georgia's Pre-K Program. The page header includes the Georgia Dept of Early Care and Learning logo, the user's name 'Vikhyat Mehra Project Director', and a 'Return to Pre-K provider list' link. The left sidebar contains navigation links: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, Payment Advances, Payment Holds, Requests, Visit Reports, **Waiting Lists**, and Waivers. The main content area is titled 'Waiting List' and 'Student Waiting Lists'. It features a red box around the 'Archive Students' button and a '+ Add Student to Waiting List' button. Below these are sections for 'Provider Details' (Legal Name, Address, Phone), 'Archived Students (1)' with a 'View Archived Students' button, and 'Waiting Lists per Site' with a 'Select Sites' dropdown.

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 screenshot shows the 'Archive Students' pop-up window. It has a title bar with a close button. The main content area is titled 'Archive Students'. It includes a red box around the 'Enrolled in Program' radio button, which is selected. Below this is a section titled 'Selected Students Information' containing a table with the following data:

Last Name	First Name	DOB	Gender	Phone	Email Id	Entered On
bOneTwo	aOneTwo	May 1, 2019	Male		test321@gmail.com	May 24, 2024

At the bottom right of the pop-up, there are two buttons: 'Cancel' and 'Confirm Move', with the 'Confirm Move' button highlighted by a red box.

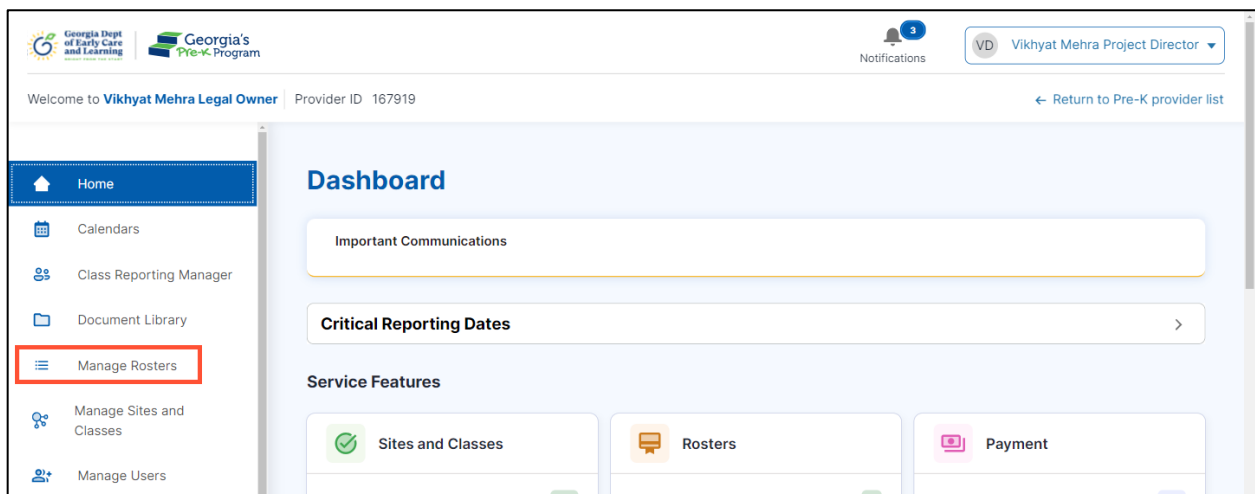
**The student data archived successfully message will be displayed on the page, and the student record will be moved from the waiting list to the Archive List.*

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.

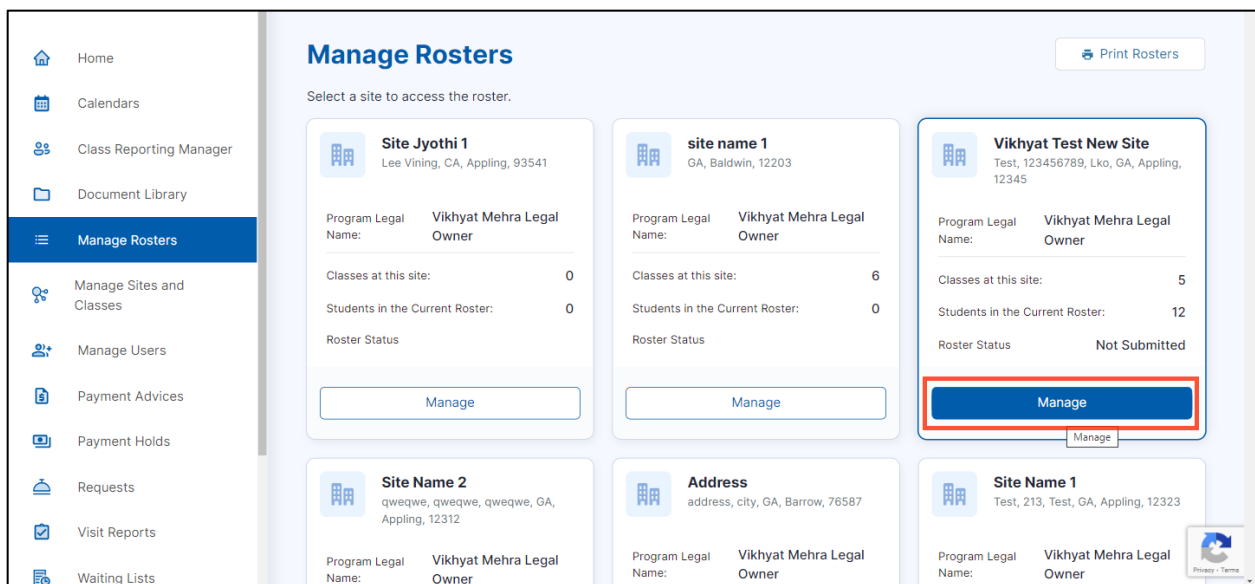
To manage the rosters, perform the following steps:

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

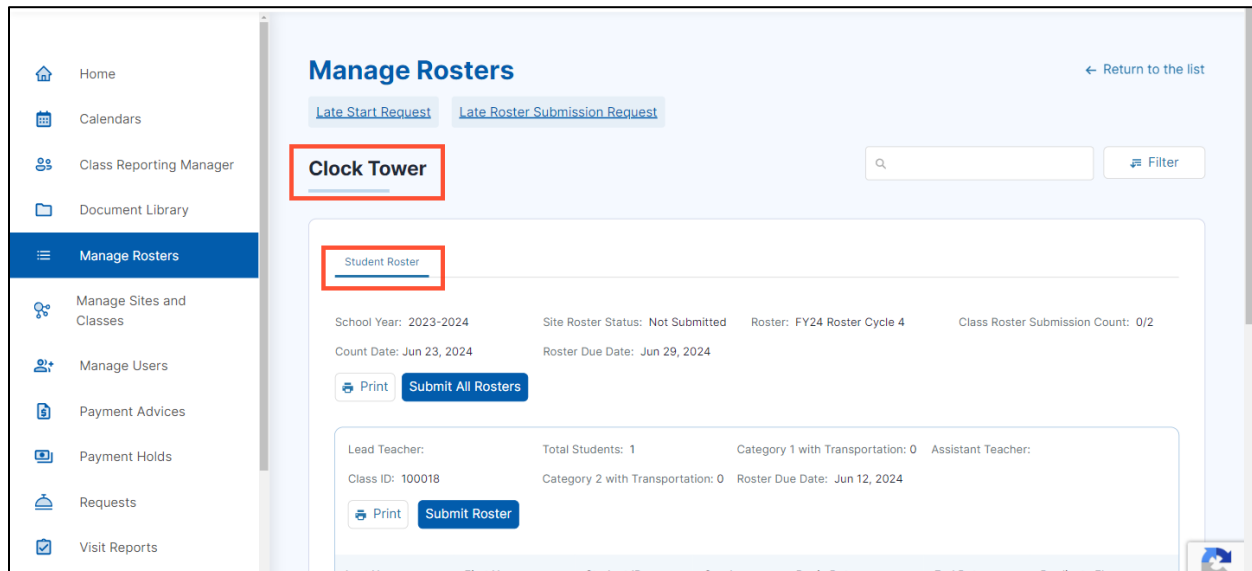


You will be directed to the Manage Rosters page.

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



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



Manage Rosters [← Return to the list](#)

[Late Start Request](#) [Late Roster Submission Request](#)

Clock Tower

Student Roster

School Year: 2023-2024 Site Roster Status: Not Submitted Roster: FY24 Roster Cycle 4 Class Roster Submission Count: 0/2

Count Date: Jun 23, 2024 Roster Due Date: Jun 29, 2024

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

Lead Teacher: Total Students: 1 Category 1 with Transportation: 0 Assistant Teacher:

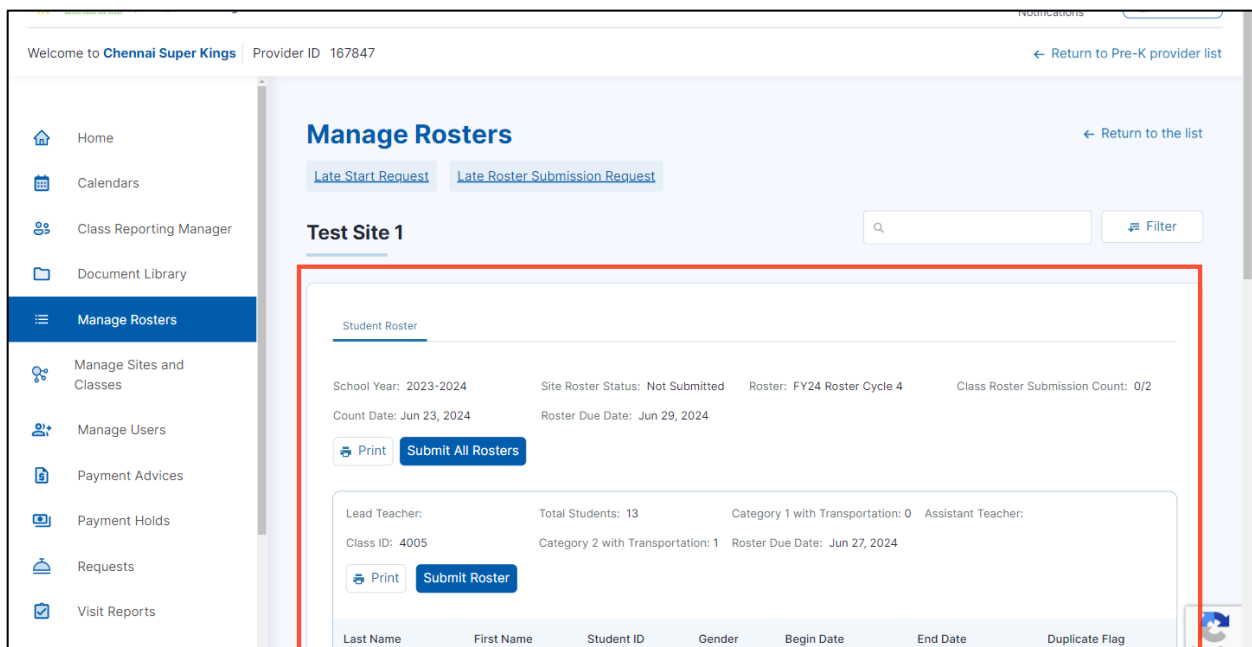
Class ID: 100018 Category 2 with Transportation: 0 Roster Due Date: Jun 12, 2024

[Print](#) [Submit Roster](#)

View Rosters

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

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



Welcome to **Chennai Super Kings** | Provider ID 167847 [← Return to Pre-K provider list](#)

Manage Rosters [← Return to the list](#)

[Late Start Request](#) [Late Roster Submission Request](#)

Test Site 1

Student Roster

School Year: 2023-2024 Site Roster Status: Not Submitted Roster: FY24 Roster Cycle 4 Class Roster Submission Count: 0/2

Count Date: Jun 23, 2024 Roster Due Date: Jun 29, 2024




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

Lead Teacher: Total Students: 13 Category 1 with Transportation: 0 Assistant Teacher:

Class ID: 4005 Category 2 with Transportation: 1 Roster Due Date: Jun 27, 2024

[Print](#) [Submit Roster](#)

Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag
-----------	------------	------------	--------	------------	----------	----------------

Class Reporting Manager	Last Name	First Name	Student ID	Gender	Begin Date	End Date	Duplicate Flag
Document Library	Caleb	Aria	0043659	Male	Jun 10, 2024	Jun 26, 2024	
Manage Rosters	Core	Intel	0043662	Male	May 27, 2024	Jun 26, 2024	
Manage Sites and Classes	Core	Intel	0043663	Male	Jun 03, 2024	Jun 26, 2024	
Manage Users	DUDU	BUBU	0043660	Female	Jun 03, 2024	Jun 27, 2024	
Payment Advices	DUDU	BUBU	0043661	Male	Jun 11, 2024	Jun 25, 2024	
Payment Holds	Kaleb	Arya	0043658	Male	Jun 03, 2024	Jun 27, 2024	
Requests	Kohli user	virat	0043668	Male	Jun 12, 2024	Jun 20, 2024	
Visit Reports	Pluto	Planet	0043667	Female	Jun 10, 2024	Jun 26, 2024	
Waiting Lists	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](#)

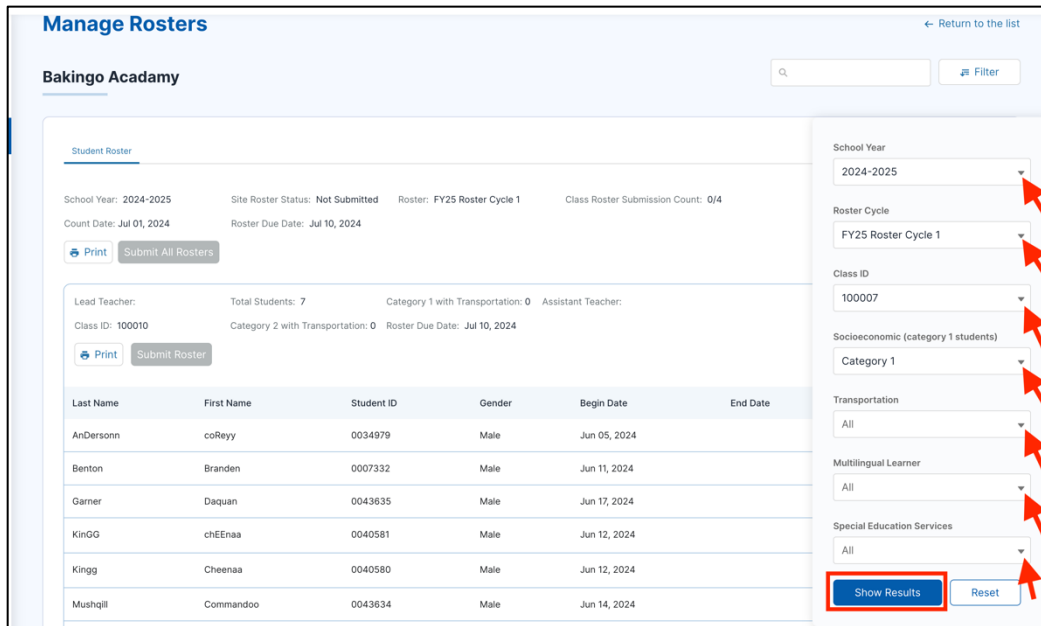
Bakingo Academy

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

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 [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](#)

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

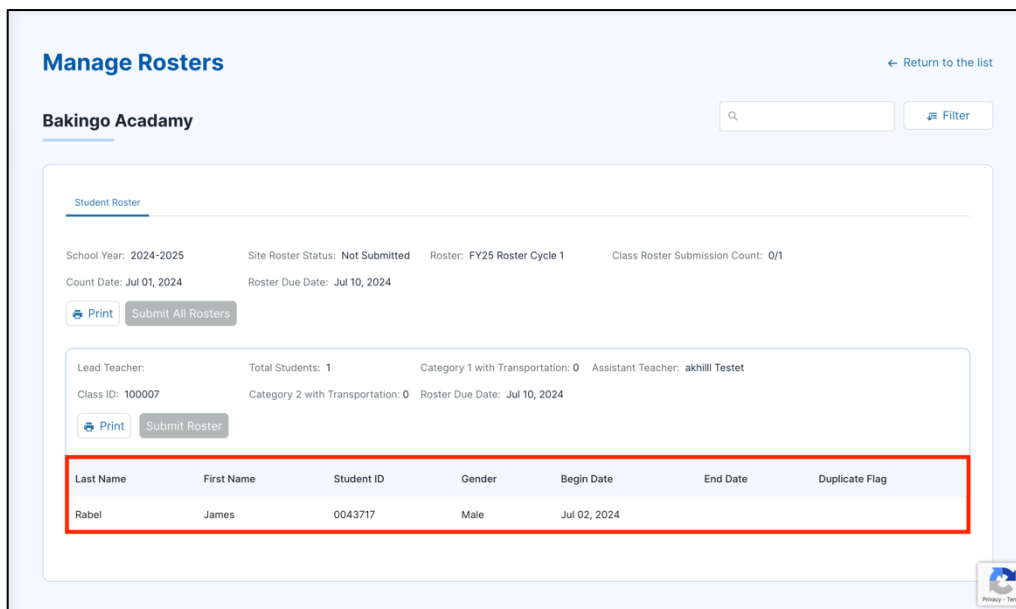
[Print](#) [Submit Roster](#)

Last Name	First Name	Student ID	Gender	Begin Date	End Date
Anderson	Corey	0034979	Male	Jun 05, 2024	
Benton	Branden	0007332	Male	Jun 11, 2024	
Garner	Daquan	0043635	Male	Jun 17, 2024	
King	ChEena	0040581	Male	Jun 12, 2024	
King	ChEena	0040580	Male	Jun 12, 2024	
Mushqil	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

[Show Results](#) [Reset](#)

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



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: 0/1
Count Date: Jul 01, 2024 Roster Due Date: Jul 10, 2024

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

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

[Print](#) [Submit Roster](#)

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

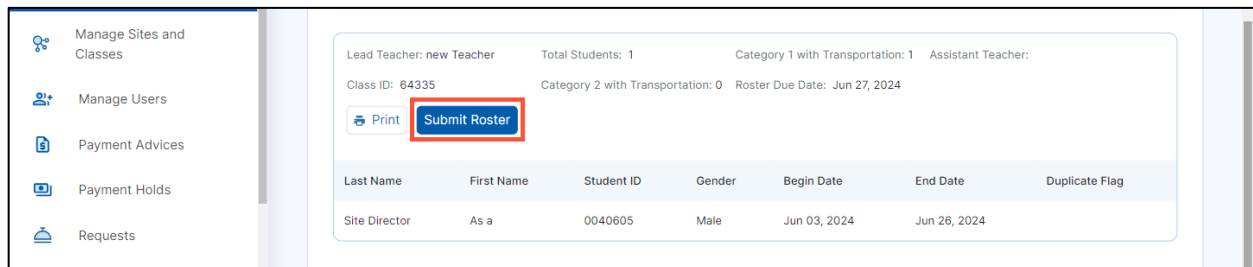
[Privacy Policy](#)

Submitting Rosters

To submit the roster, perform the following steps:

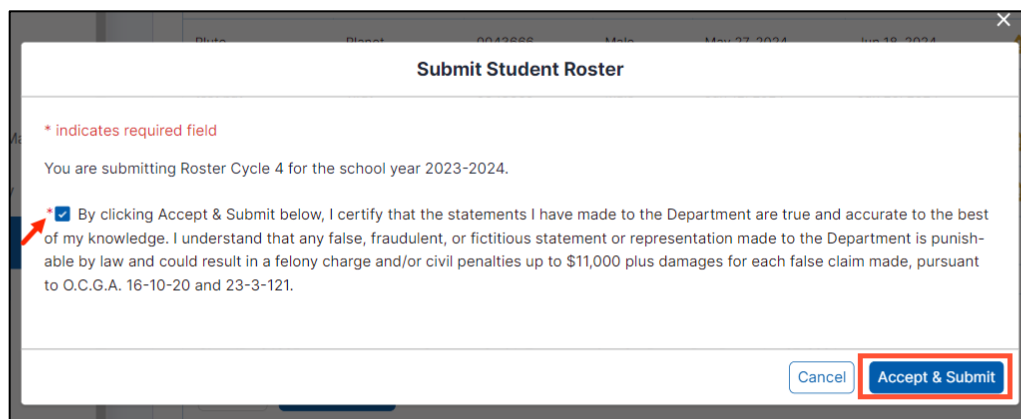
Note: You can also submit all the Rosters of the Site at once by clicking on the **Submit All Rosters** button.

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



The screenshot shows the 'Manage Sites and Classes' section on the left sidebar. The main content area displays details for a specific roster: Lead Teacher: new Teacher, Total Students: 1, Category 1 with Transportation: 1, Assistant Teacher: (blank), Class ID: 64335, Category 2 with Transportation: 0, and Roster Due Date: Jun 27, 2024. Below this information is a table with columns: Last Name, First Name, Student ID, Gender, Begin Date, End Date, and Duplicate Flag. The table contains one row for 'Site Director' with first name 'As a', student ID '0040605', gender 'Male', and dates 'Jun 03, 2024' to 'Jun 26, 2024'. A 'Print' button and a 'Submit Roster' button (highlighted with a red box) are located above the table.

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



The screenshot shows a modal titled 'Submit Student Roster'. It contains a red asterisk indicating a required field. The text states: 'You are submitting Roster Cycle 4 for the school year 2023-2024.' Below this is a checkbox with a red arrow pointing to it, which is checked. 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, there are two buttons: 'Cancel' and 'Accept & Submit' (highlighted with a red box).

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

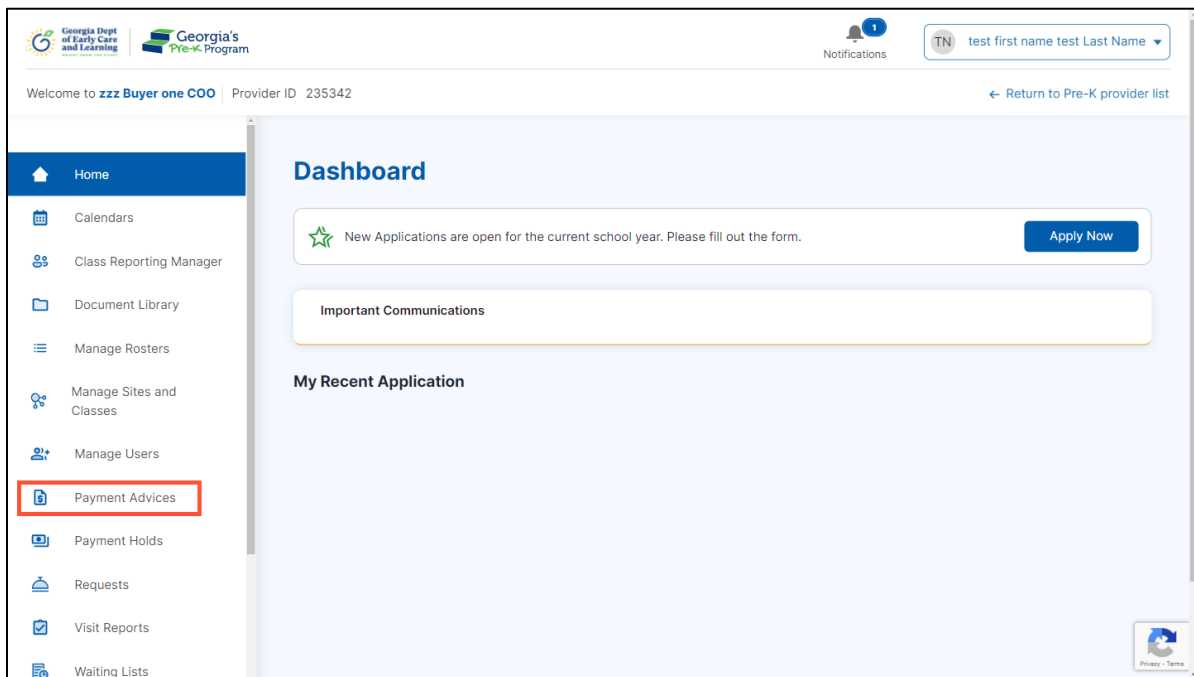
MANAGING PAYMENTS

Payment Advice are categorized into three different types:

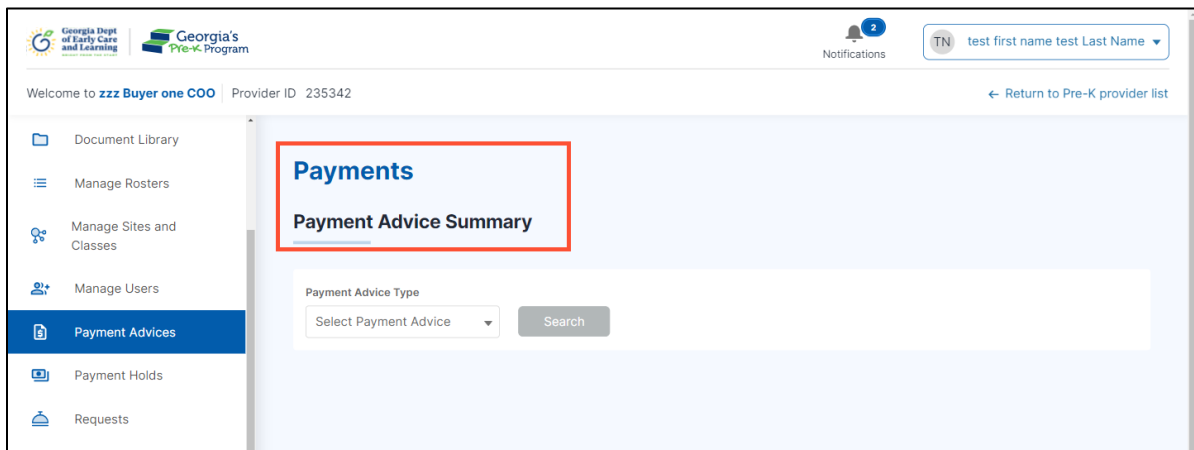
- [Monthly Payments](#)
- [Special Payments](#)
- [Start-Up Payments](#)

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.

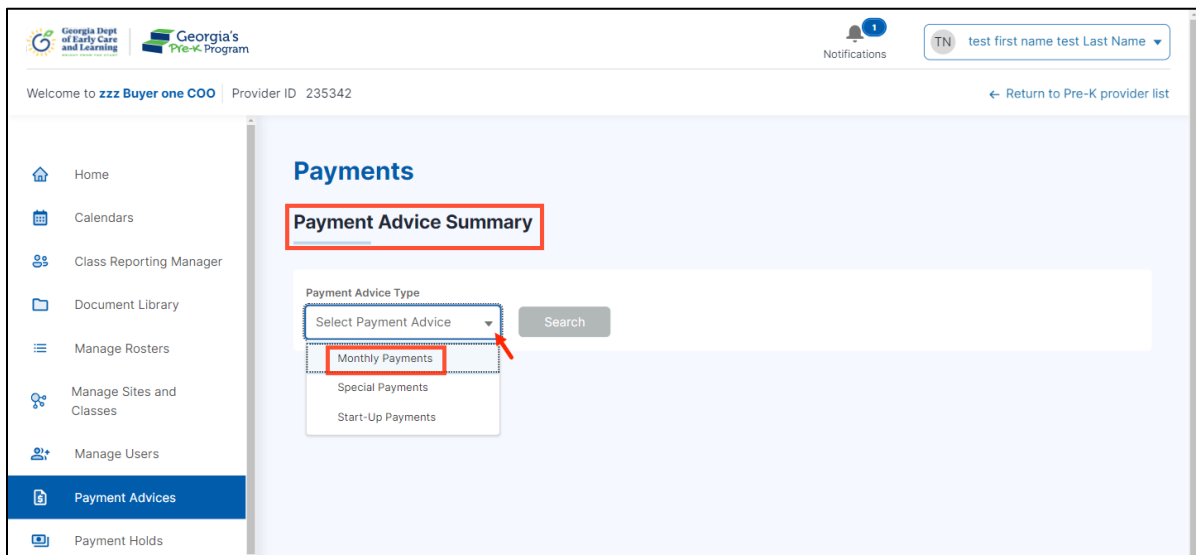


Monthly Payments

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.

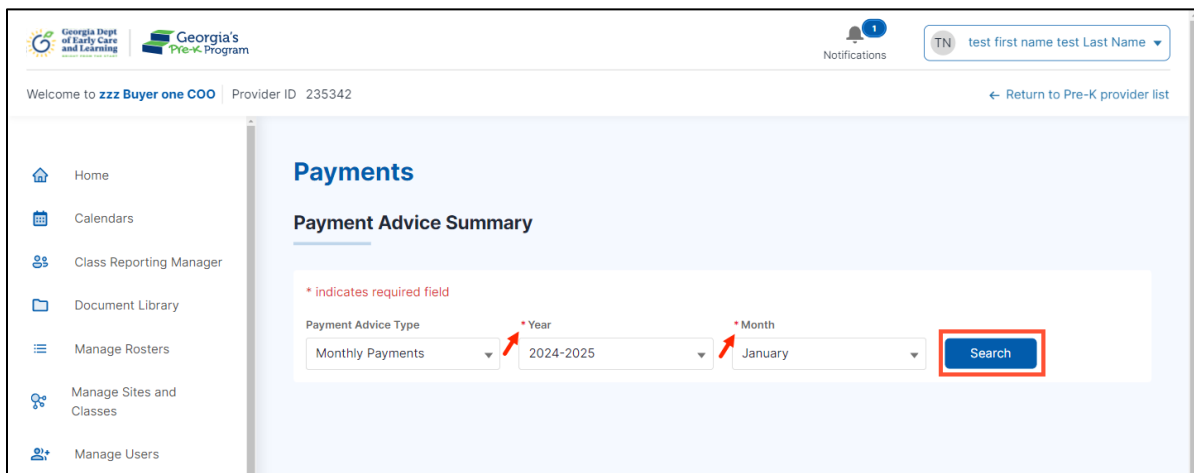
To view the Monthly Payments, perform the following steps:

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



The screenshot shows the Georgia's Pre-K Program portal. The user is logged in as 'zzz Buyer one COO' with Provider ID 235342. The 'Payment Advice Summary' page is displayed. The 'Payment Advice Type' dropdown menu is open, showing options: 'Monthly Payments', 'Special Payments', and 'Start-Up Payments'. The 'Monthly Payments' option is highlighted with a red box, and a red arrow points to it. The 'Search' button is visible next to the dropdown.

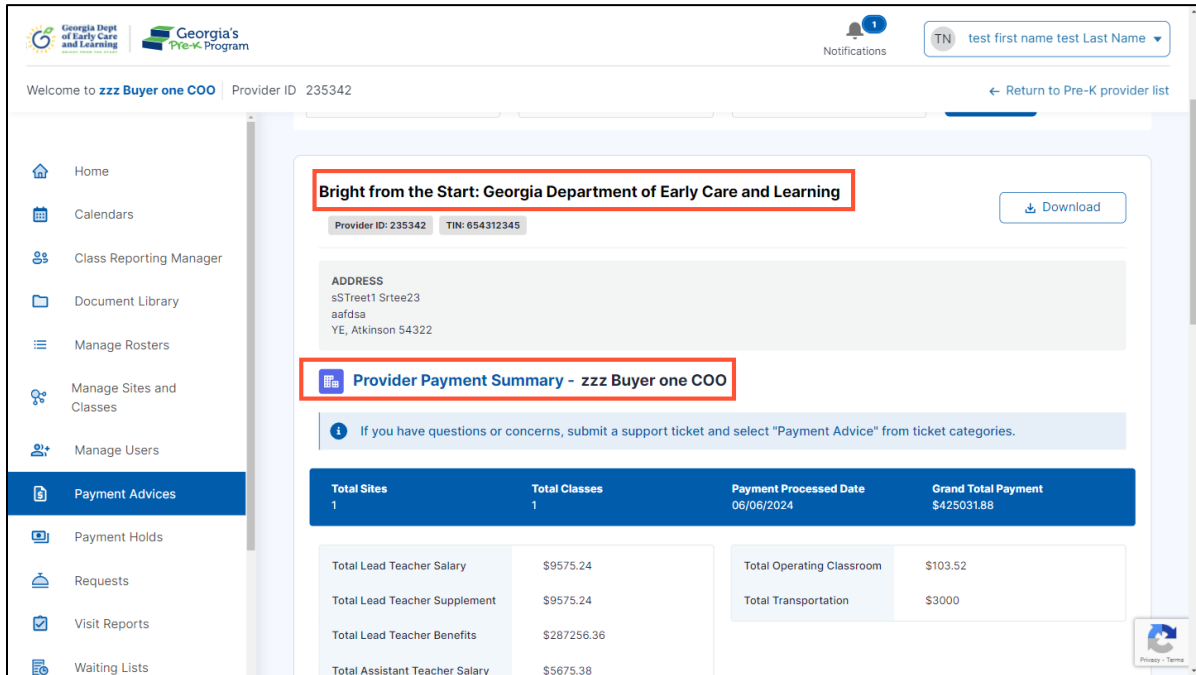
2. Select the required *financial year* from the **Year** drop-down list.
3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.



The screenshot shows the Georgia's Pre-K Program portal. The user is logged in as 'zzz Buyer one COO' with Provider ID 235342. The 'Payment Advice Summary' page is displayed. The 'Payment Advice Type' dropdown menu is set to 'Monthly Payments'. The 'Year' dropdown menu is set to '2024-2025' and the 'Month' dropdown menu is set to 'January'. 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 Payment Summary.



Welcome to **zzz Buyer one COO** | Provider ID: 235342

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

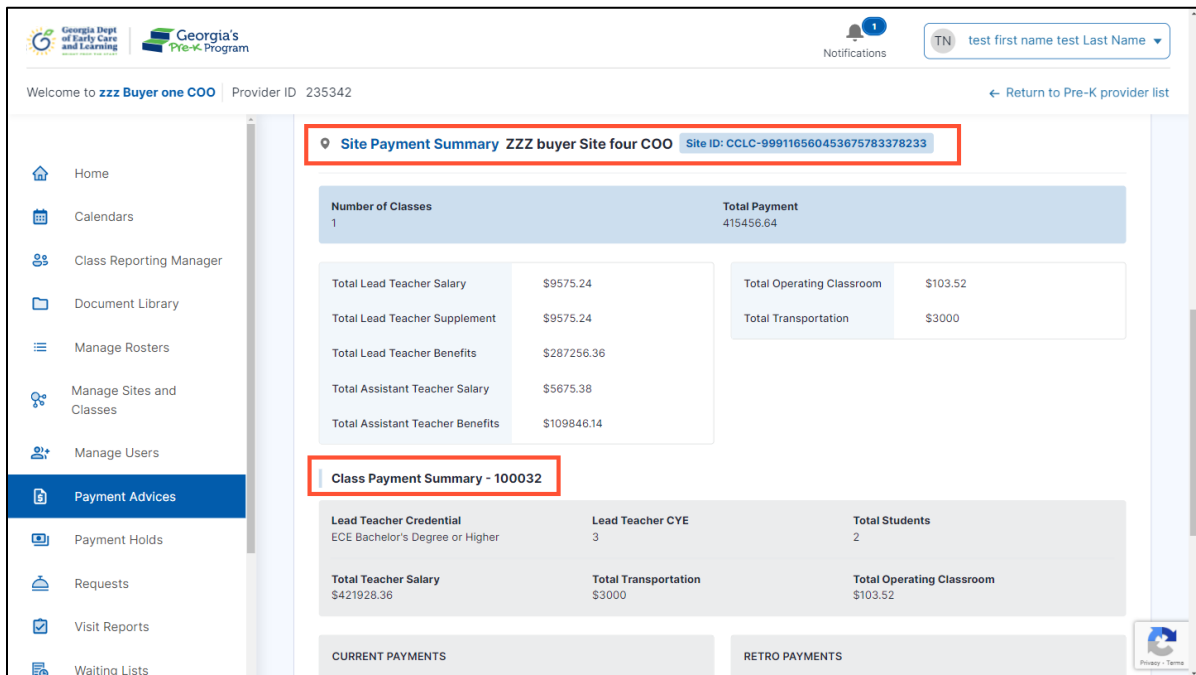
If you have questions or concerns, submit a support ticket and select "Payment Advice" from ticket categories.

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.



Welcome to **zzz Buyer one COO** | Provider ID: 235342

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

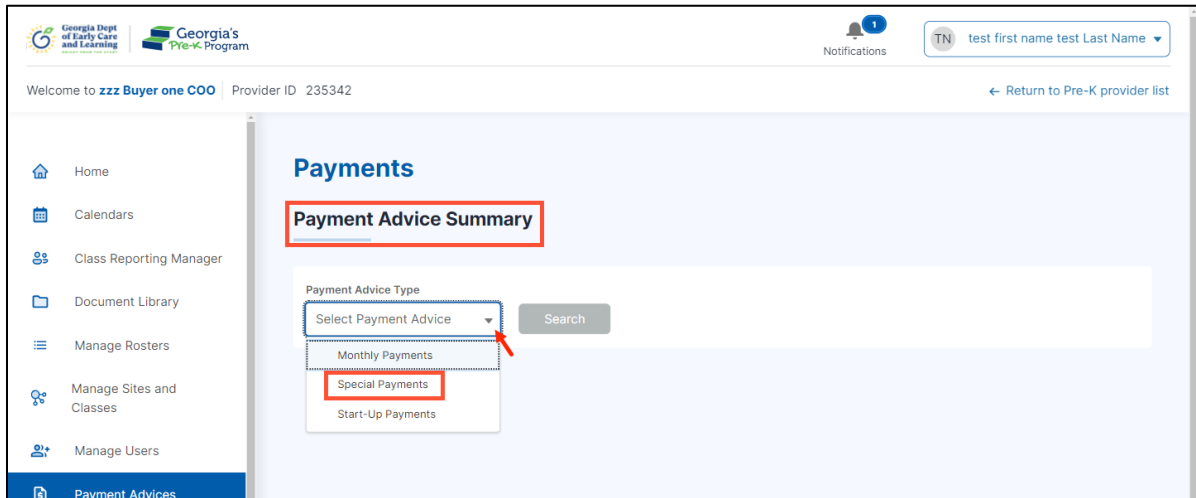
4. To download the payment advice, refer to the [Download Payment Advice](#) section.

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.

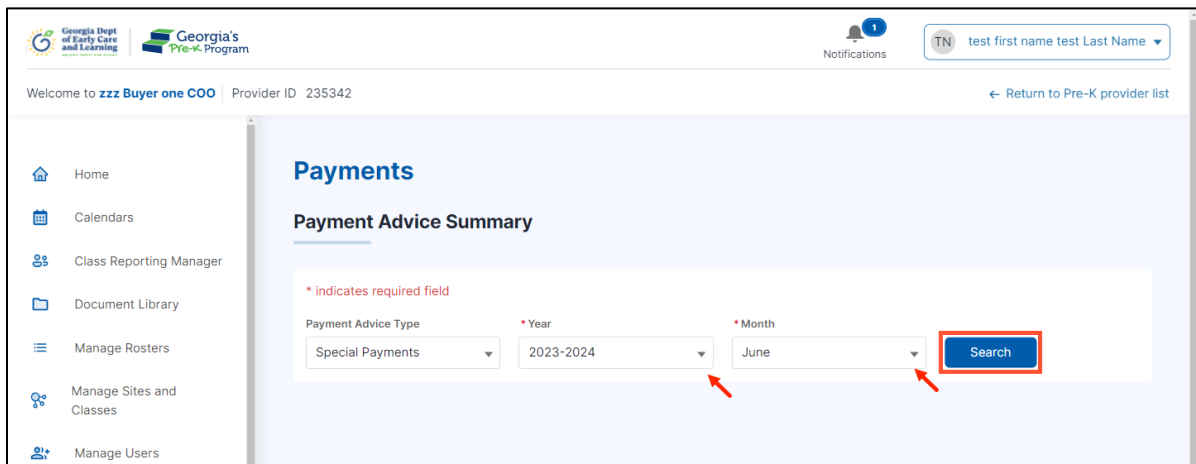
To view the Special Payments, perform the following steps:

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



The screenshot shows the 'Payment Advice Summary' page. The 'Payment Advice Type' dropdown menu is open, and 'Special Payments' is selected. The page header includes the Georgia Department of Early Care and Learning logo, the user's name 'zzz Buyer one COO', and the Provider ID '235342'. The left sidebar contains navigation links for Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, and Payment Advices. The main content area has a 'Search' button next to the dropdown menu.

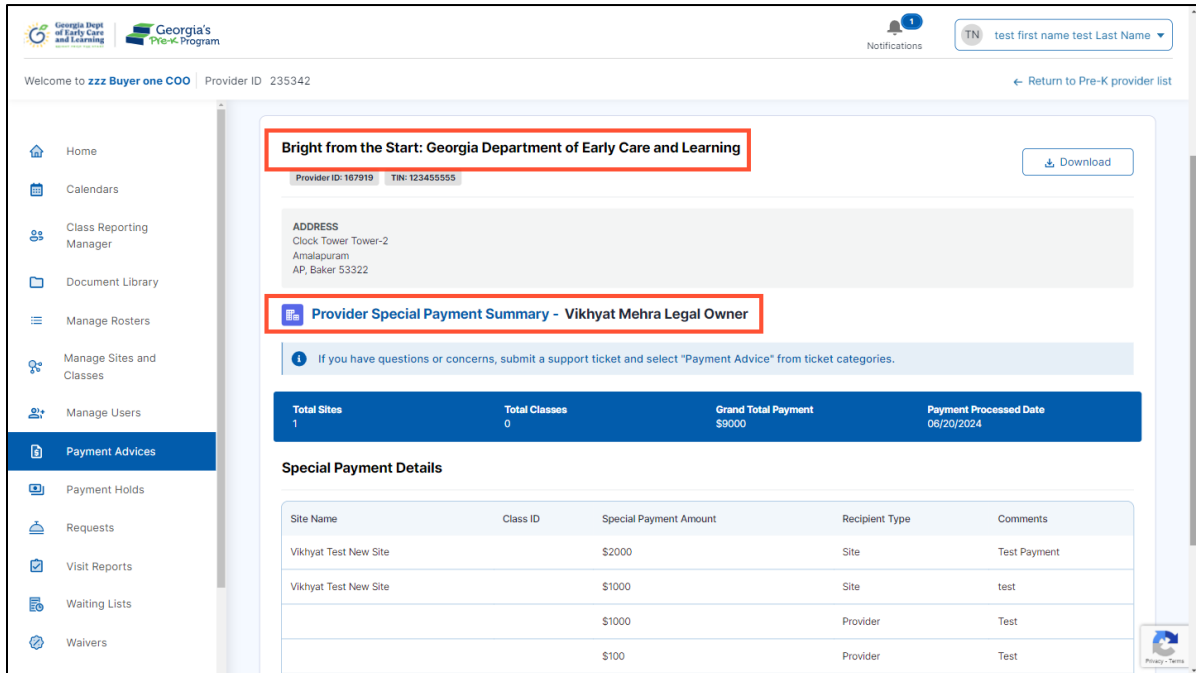
2. Select the required *financial year* from the **Year** drop-down list.
3. Select the required *month* from the **Month** drop-down list, then click the **Search** button.



The screenshot shows the 'Payment Advice Summary' page with the 'Year' and 'Month' dropdown menus selected. The 'Year' dropdown is set to '2023-2024' and the 'Month' dropdown is set to 'June'. The 'Search' button is highlighted. The page header includes the Georgia Department of Early Care and Learning logo, the user's name 'zzz Buyer one COO', and the Provider ID '235342'. The left sidebar contains navigation links for Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, and Payment Advices. The main content area has a 'Search' button next to the dropdown menus.

The search results will be displayed.

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



Welcome to **zzz Buyer one COO** | Provider ID 235342

← Return to Pre-K provider list

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

Provider ID: 167919 | TIN: 123455555

ADDRESS
Clock Tower Tower-2
Amalapuram
AP, Baker 53322

Provider Special Payment Summary - Vikhyat Mehra Legal Owner

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

Total Sites	Total Classes	Grand Total Payment	Payment Processed Date
1	0	\$9000	06/20/2024

Special Payment Details

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

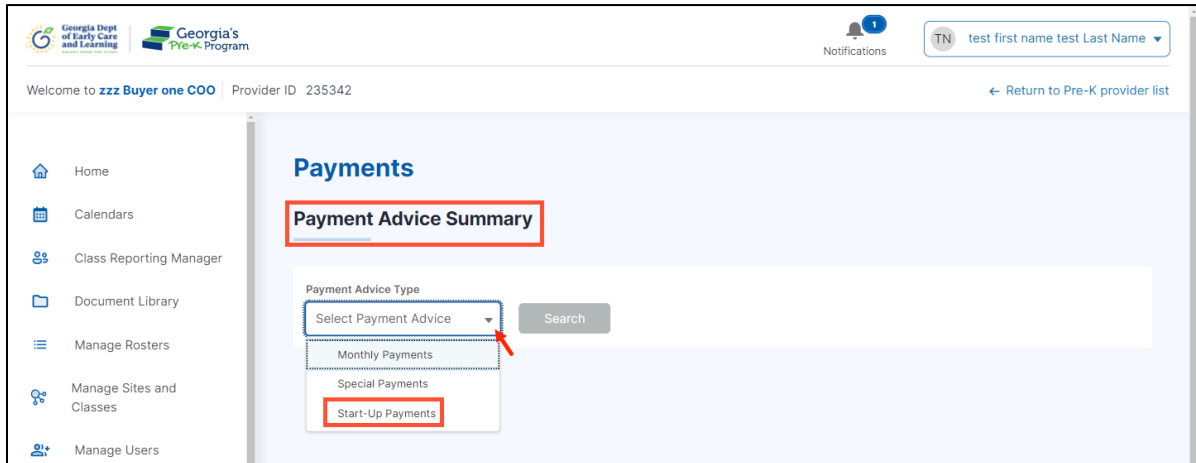
To download the payment advice, refer to the [Download Payment Advice](#) section.

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.

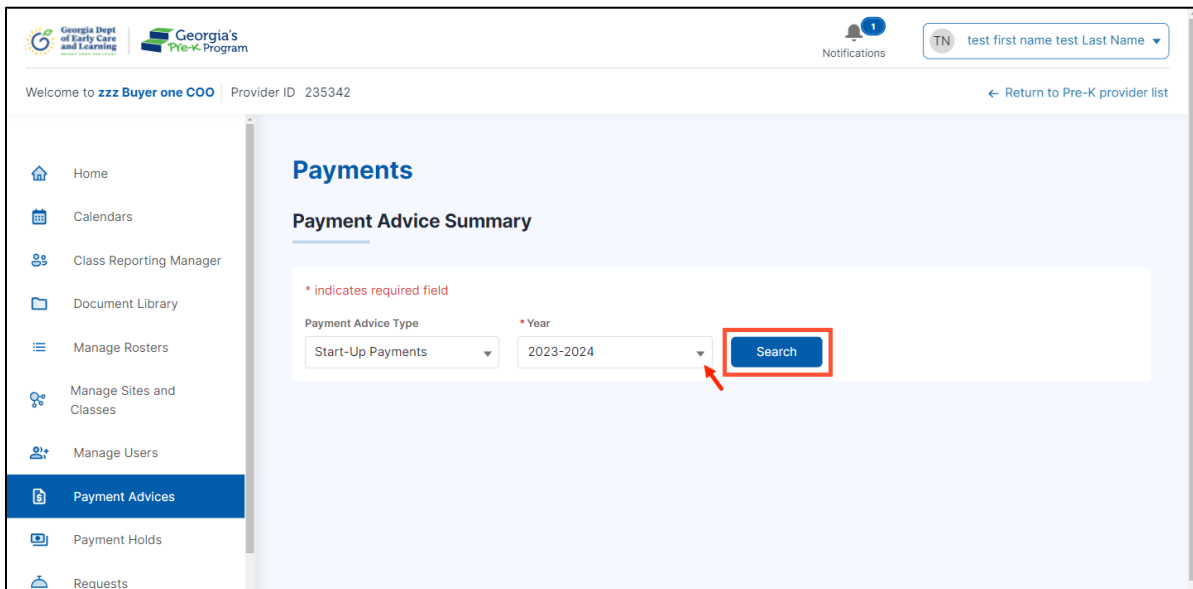
To view the Start-Up Payments, perform the following steps:

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 left sidebar contains navigation links: Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, and Manage Users. The main content area is titled 'Payments' and contains a 'Payment Advice Summary' form. The form has a 'Payment Advice Type' dropdown menu with 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. A 'Search' button is located to the right of the dropdown menu.

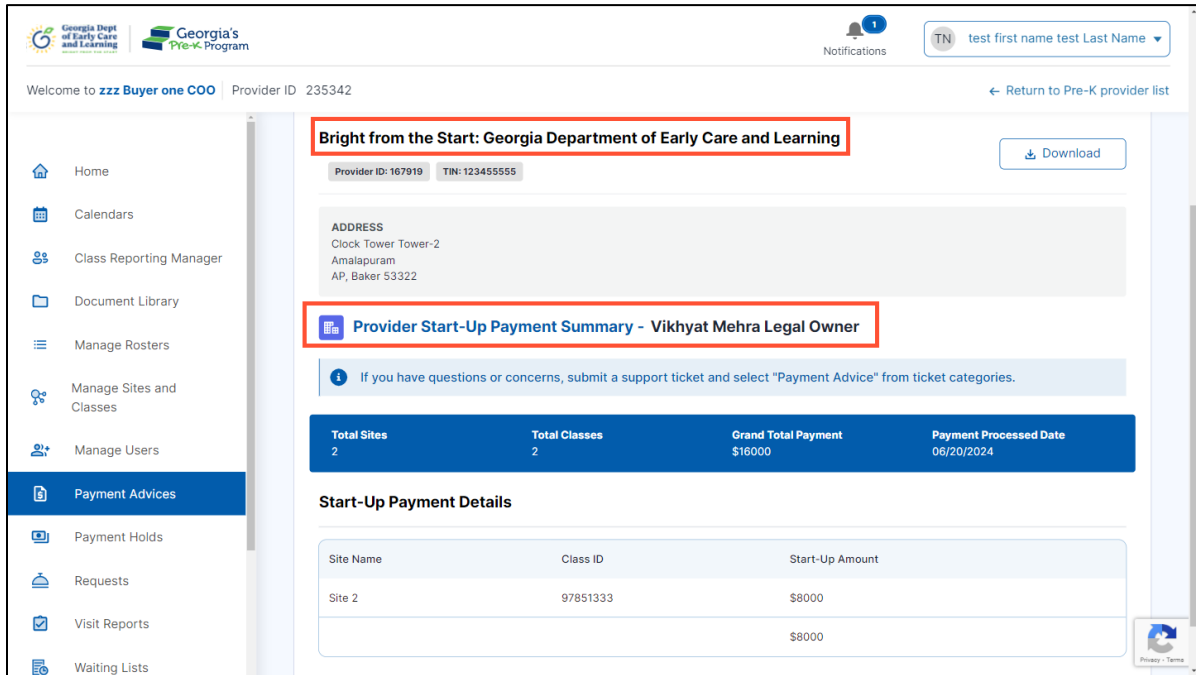
2. Select the required *financial year* from the **Year** drop-down list, then click the **Search** button.



The screenshot shows the same Georgia's Pre-K Program interface. The 'Payment Advice Type' dropdown menu is now set to 'Start-Up Payments'. The 'Year' dropdown menu is set to '2023-2024'. The 'Search' button is highlighted with a red box. A red arrow points to the 'Search' button. The form also includes a red asterisk indicating required fields.

The search results will be displayed.

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



Welcome to **zzz Buyer one COO** | Provider ID: 235342

Return to Pre-K provider list

Bright from the Start: Georgia Department of Early Care and Learning [Download](#)

Provider ID: 167919 TIN: 123455555

ADDRESS
Clock Tower Tower-2
Amalapuram
AP, Baker 53322

Provider Start-Up Payment Summary - Vikhyat Mehra Legal Owner

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

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

Start-Up Payment Details

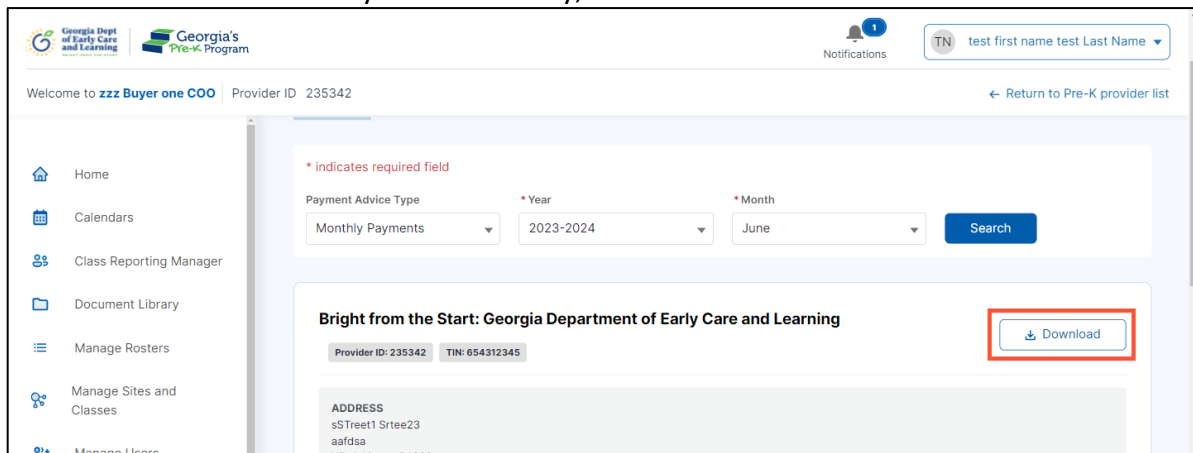
Site Name	Class ID	Start-Up Amount
Site 2	97851333	\$8000
		\$8000

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.



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

Welcome to **zzz Buyer one COO** | Provider ID: 235342

Notifications | TN: test first name test Last Name

← Return to Pre-K provider list

* indicates required field

Payment Advice Type: Monthly Payments | * Year: 2023-2024 | * Month: June | Search

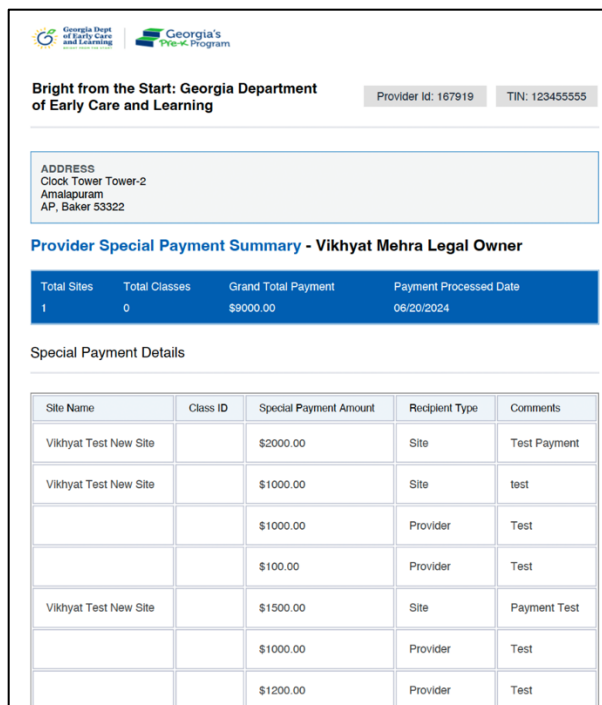
Bright from the Start: Georgia Department of Early Care and Learning

Provider ID: 235342 | TIN: 654312345

ADDRESS: sStreet1 Srtee23 aafdsa

[Download](#)

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



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

Bright from the Start: Georgia Department of Early Care and Learning | Provider ID: 167919 | TIN: 123455555

ADDRESS: Clock Tower Tower-2 Amalapuram AP, Baker 53322

Provider Special Payment Summary - Vikhyat Mehra Legal Owner

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

Special Payment Details

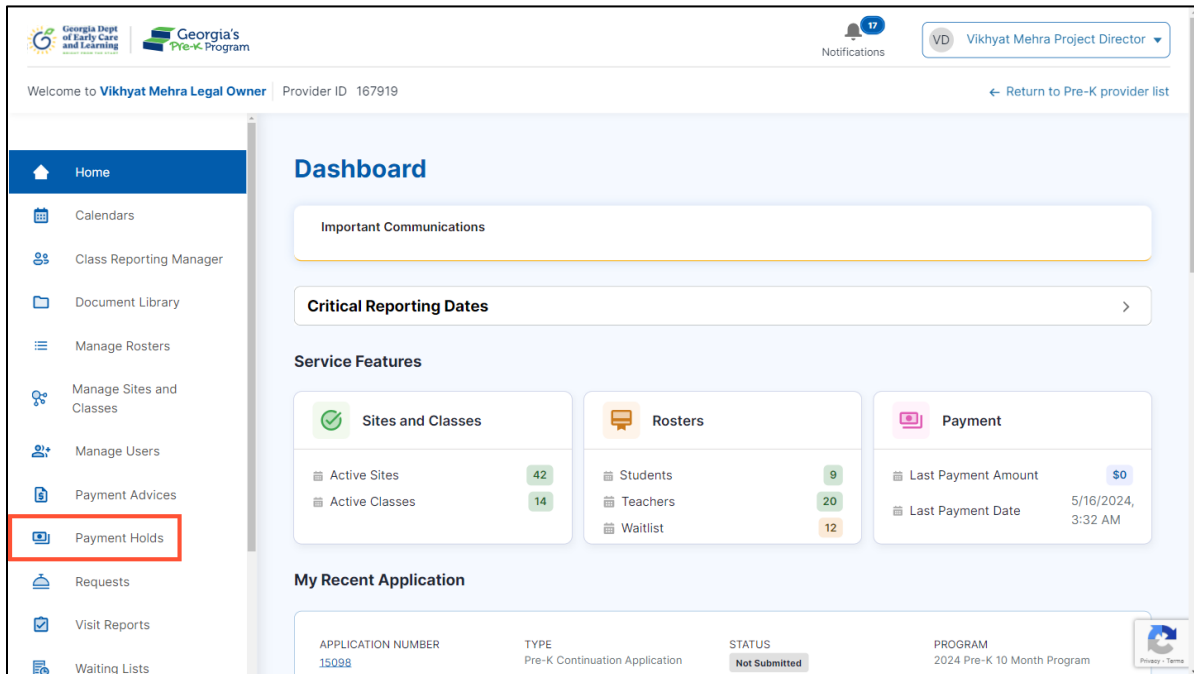
Site Name	Class ID	Special Payment Amount	Recipient Type	Comments
Vikhyat Test New Site		\$2000.00	Site	Test Payment
Vikhyat Test New Site		\$1000.00	Site	test
		\$1000.00	Provider	Test
		\$100.00	Provider	Test
Vikhyat Test New Site		\$1500.00	Site	Payment Test
		\$1000.00	Provider	Test
		\$1200.00	Provider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

VIEWING PAYMENT HOLDS

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

To view the Payment Holds, perform the following steps:

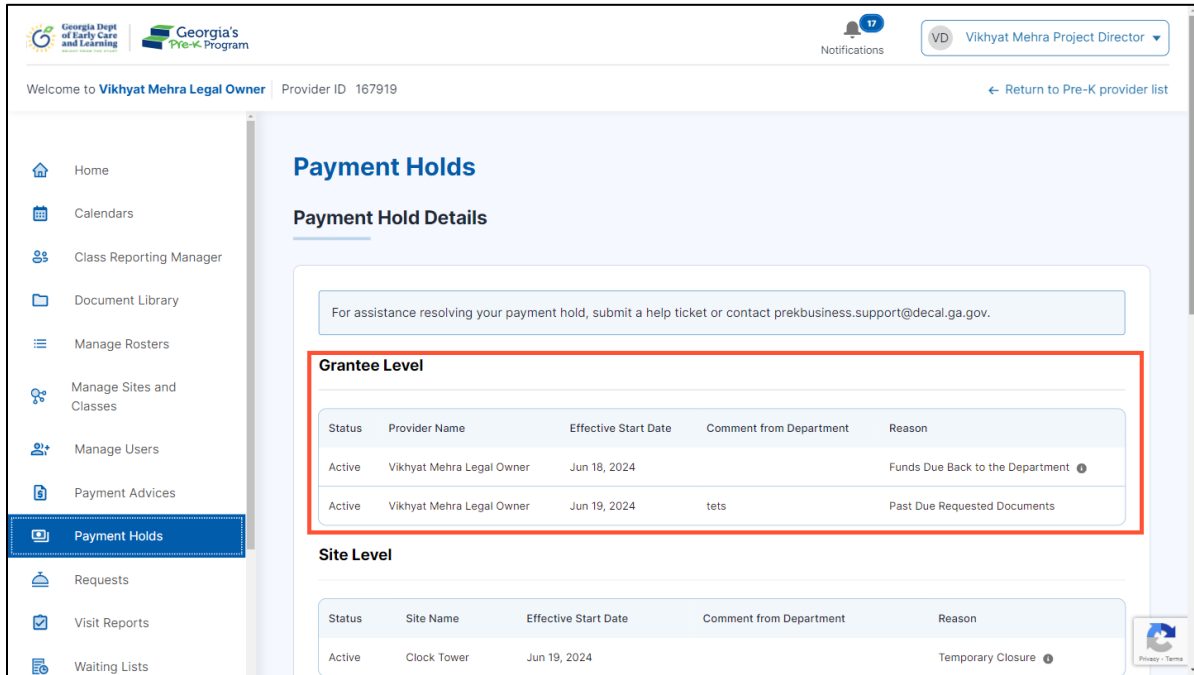
1. Go to the **Payment Holds** tab on the left panel.



You will be directed to the Payment Hold details page.

2. Scroll to view the different sections.

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



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

← Return to Pre-K provider list

Payment Holds

Payment Hold Details

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

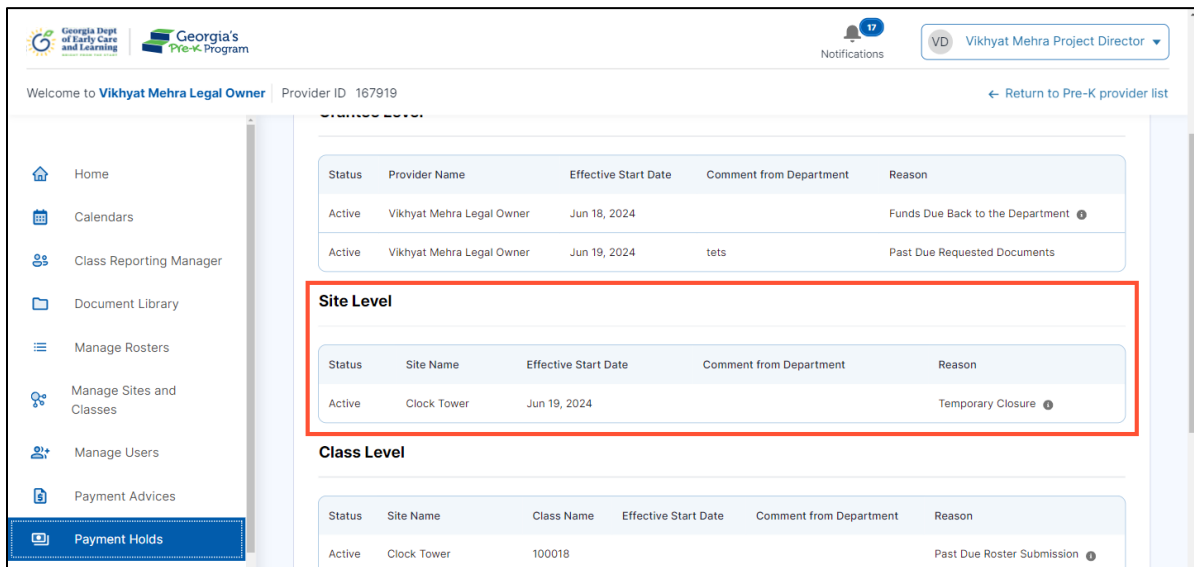
Grantee Level

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

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

- **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.



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

← Return to Pre-K provider list

Payment Holds

Grantee Level

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

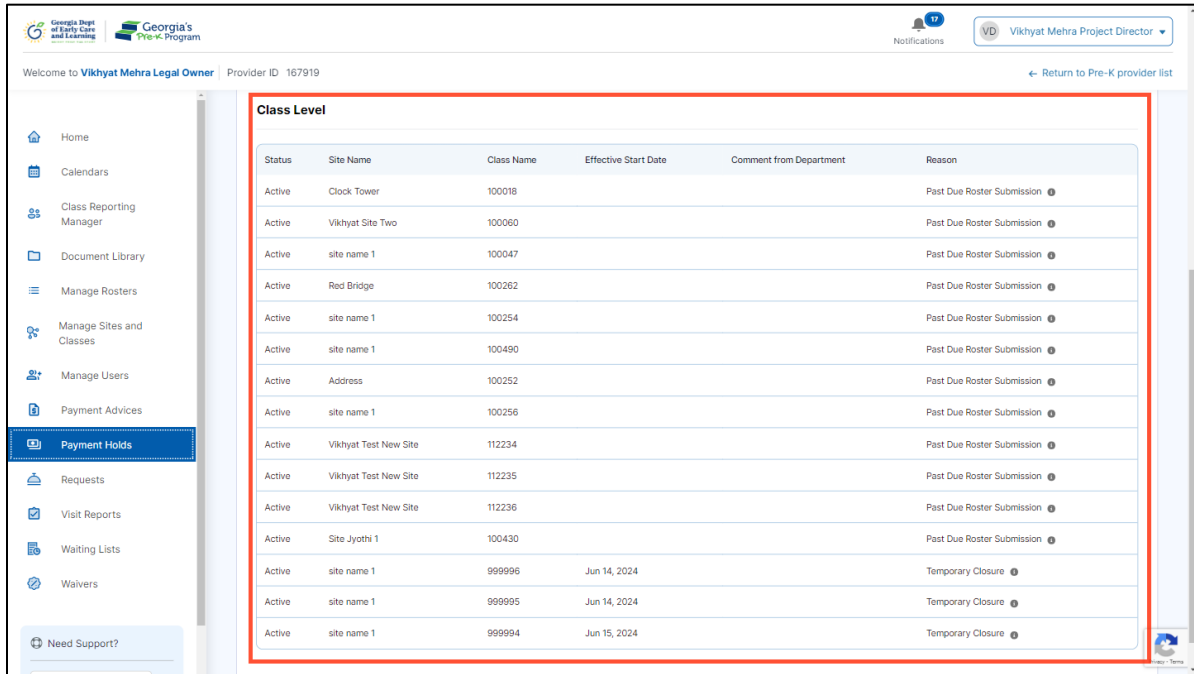
Site Level

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

Class Level

Status	Site Name	Class Name	Effective Start Date	Comment from Department	Reason
Active	Clock Tower	100018			Past Due Roster Submission ⓘ

- **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.



The screenshot shows the 'Class Level' payment holds table in the Georgia's Pre-K Program web application. The table lists various classes with their status, site names, class names, effective start dates, comments, and reasons for payment holds. The 'Payment Holds' menu item is highlighted in the left sidebar.

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

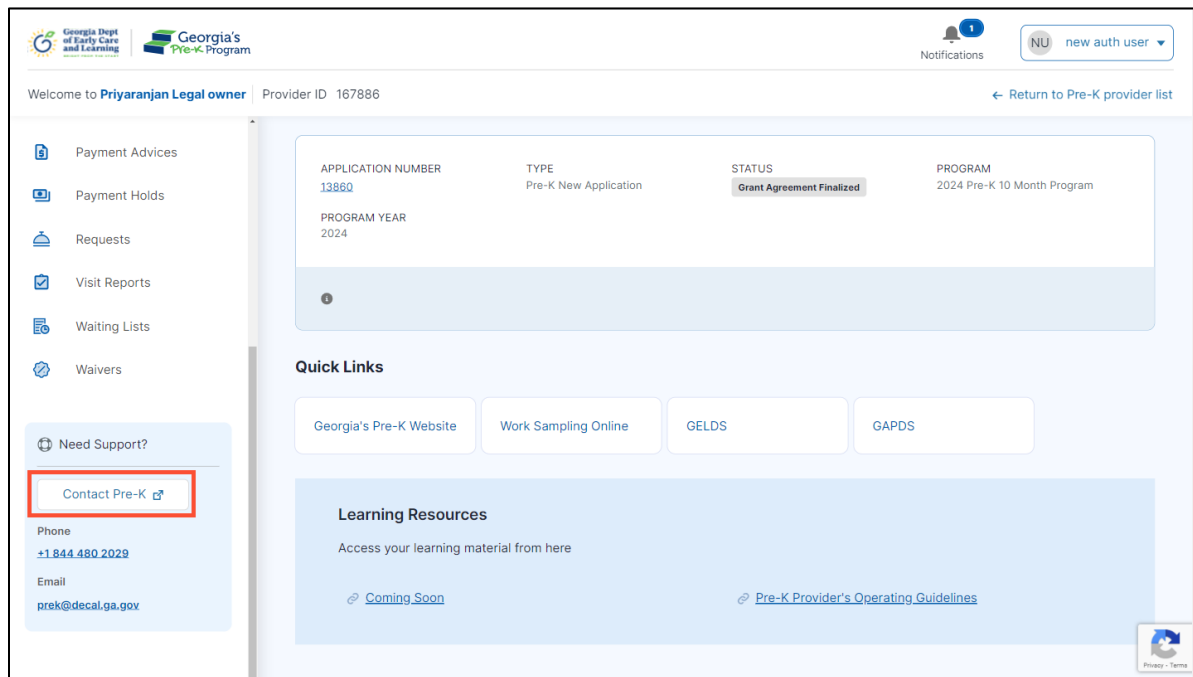
SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

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

To submit a New Incident, perform the following steps:

1. Scroll to the **Requests** tab on the left panel in the Need Support section.

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

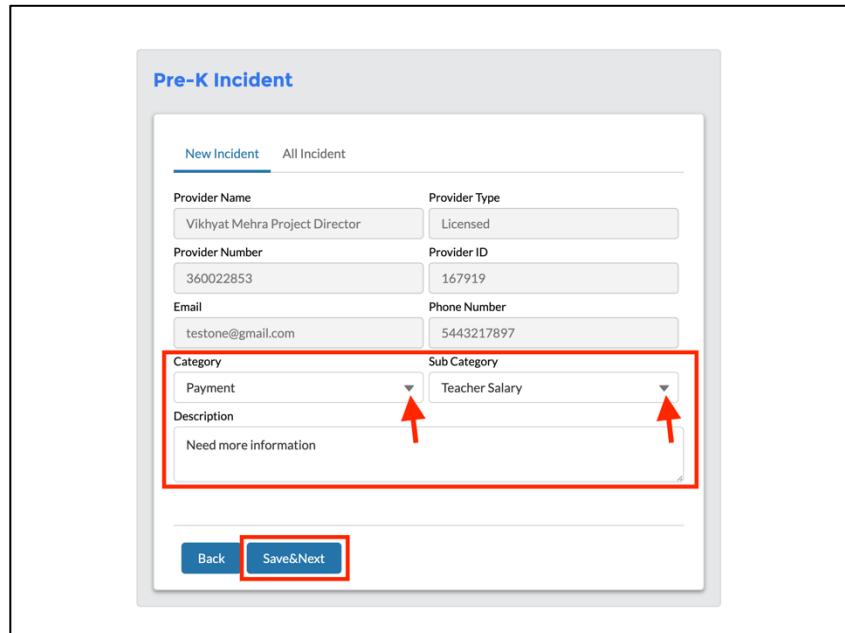


You will be directed to the Pre-K Incident page.

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

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

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



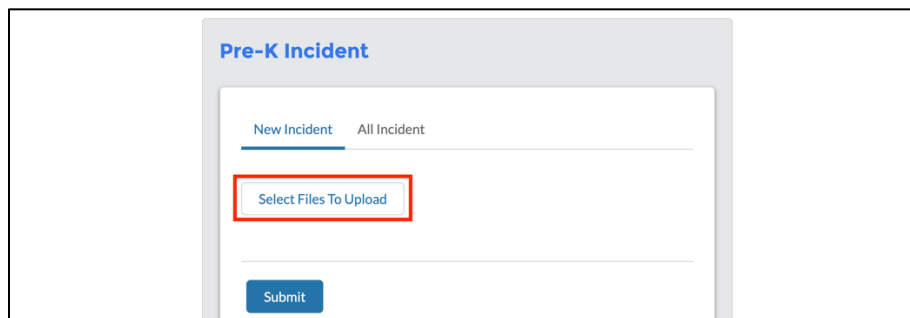
The screenshot shows the 'Pre-K Incident' form. At the top, there are tabs for 'New Incident' and 'All Incident'. Below the tabs, there are input fields for 'Provider Name' (Vikhyat Mehra Project Director), 'Provider Type' (Licensed), 'Provider Number' (360022853), 'Provider ID' (167919), 'Email' (testone@gmail.com),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

**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.

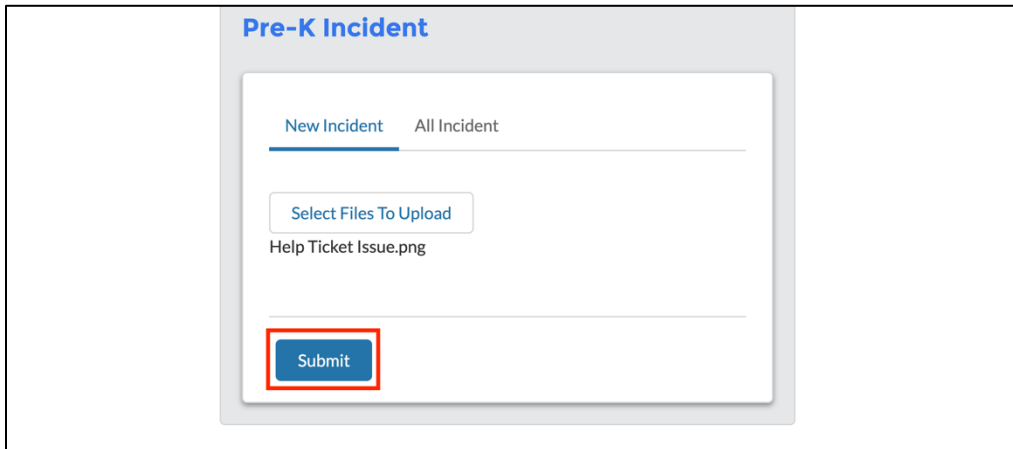


The screenshot shows the 'Pre-K Incident' form. At the top, there are tabs for 'New Incident' and 'All Incident'. Below the tabs, there is a button labeled 'Select Files To Upload' which is highlighted with a red box. At the bottom of the form, there is a 'Submit' button.

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

You will be directed to the New Incident page.

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

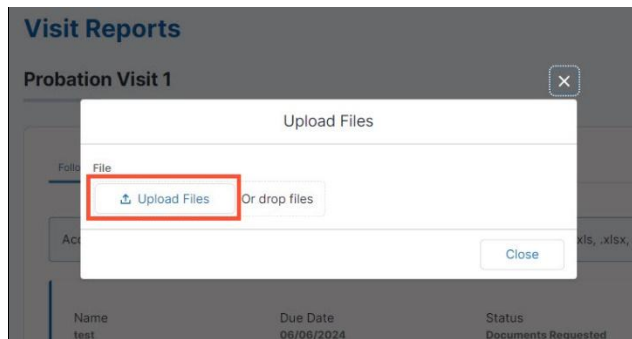


The screenshot shows a web interface titled "Pre-K Incident". It has two tabs: "New Incident" (active) and "All Incident". Below the tabs is a button labeled "Select Files To Upload". Underneath this button, the text "Help Ticket Issue.png" is displayed. At the bottom of the form, a blue "Submit" button is highlighted with a red rectangular box.

FILE UPLOAD

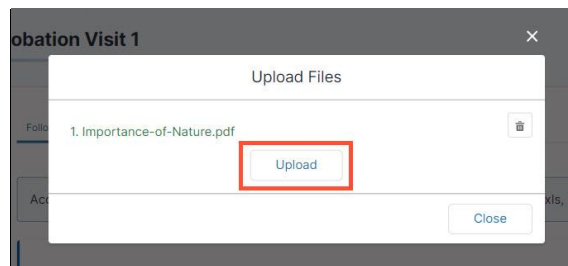
This section explains the step-by-step procedure to upload the relevant files.

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



The screenshot shows a web interface titled "Visit Reports". It has a sub-header "Probation Visit 1". A modal window titled "Upload Files" is open. Inside the modal, there is a button labeled "Upload Files" with a cloud icon, which is highlighted with a red rectangular box. To the right of this button is the text "Or drop files". A "Close" button is visible in the bottom right corner of the modal.

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



The screenshot shows the same "Visit Reports" interface. The "Upload Files" modal is still open. A file named "1. Importance-of-Nature.pdf" is now listed in the modal. Below the file name, there is a button labeled "Upload", which is highlighted with a red rectangular box. A "Close" button is still visible in the bottom right corner of the modal.

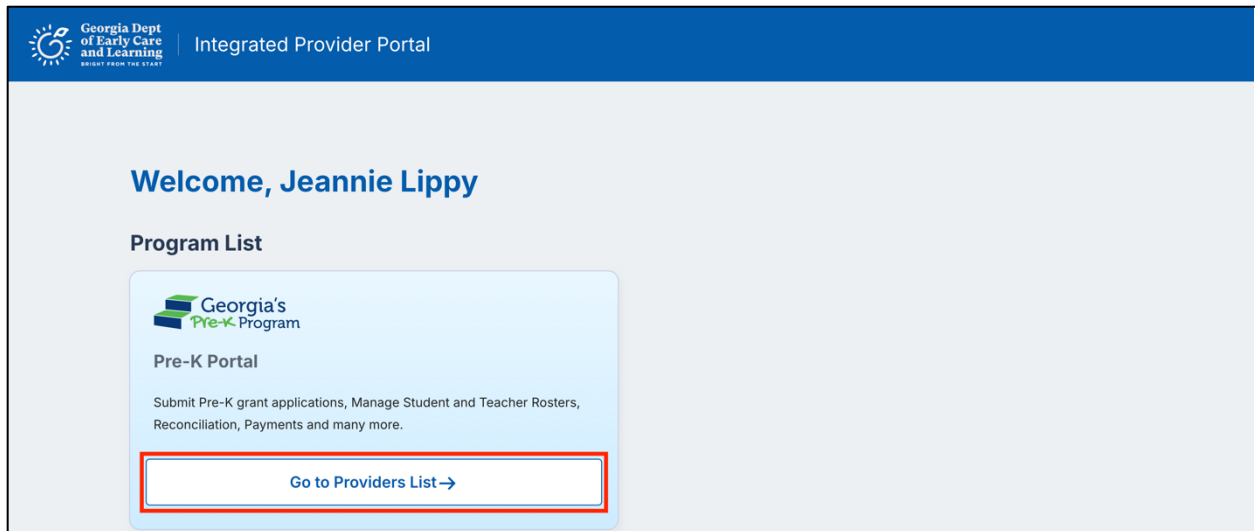
**After uploading, a success message will be displayed on the page.*

UPLOADING LOGO FOR A PROVIDER

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

To upload the logo, perform the following steps:

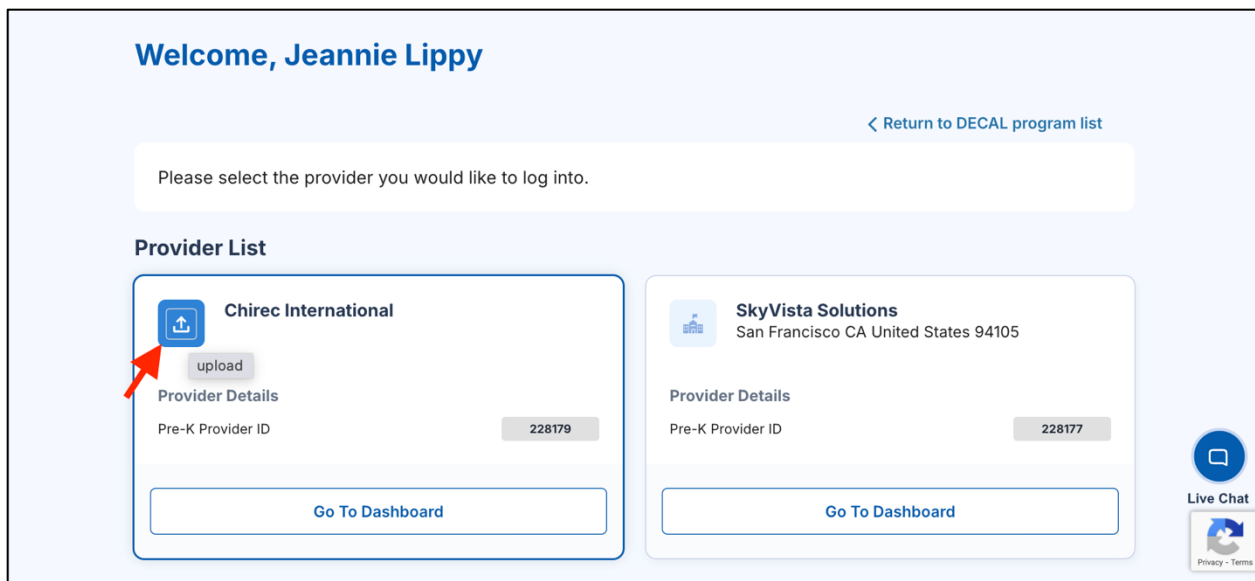
1. On the GA DECAL Integrated Provider Portal welcome page, click the **Go to Providers List** button on the Pre-K Portal tile.



The Provider List page will be displayed.

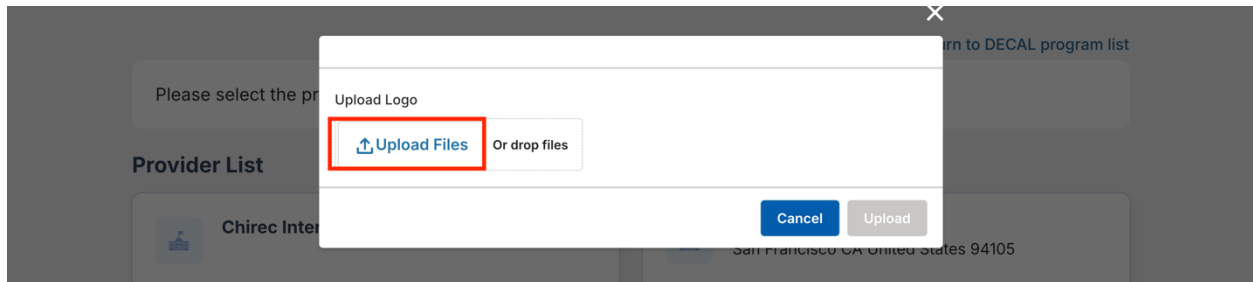
Note: Please note that you cannot upload a logo if you are enrolled with only one provider.

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



A Pop-up window will be displayed.

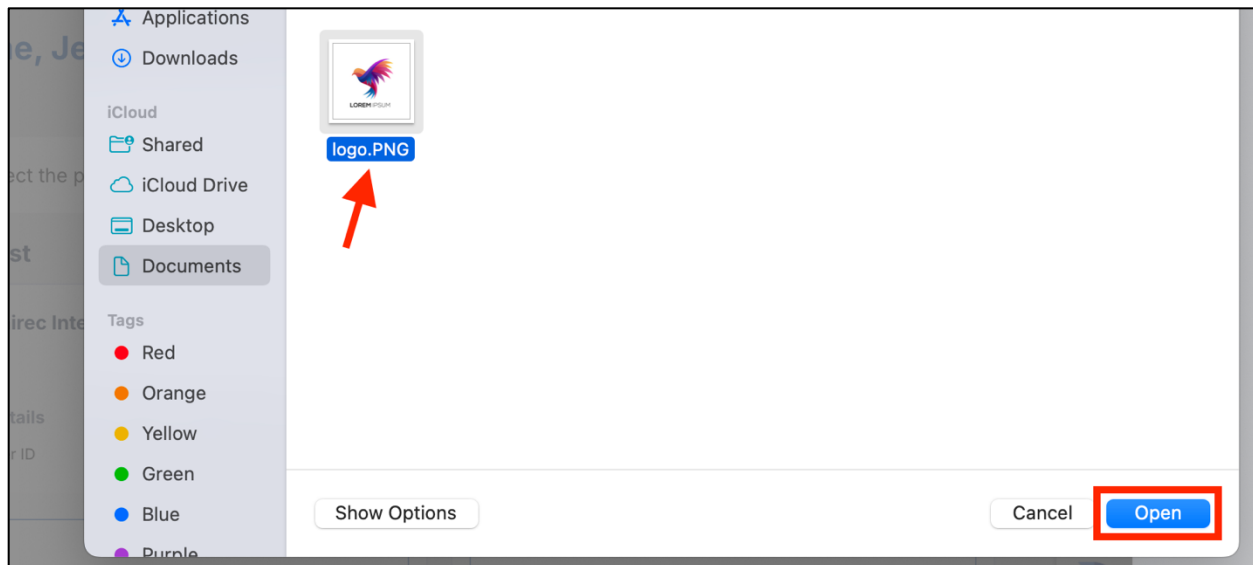
3. To upload the logo, click the **Upload Files** button.



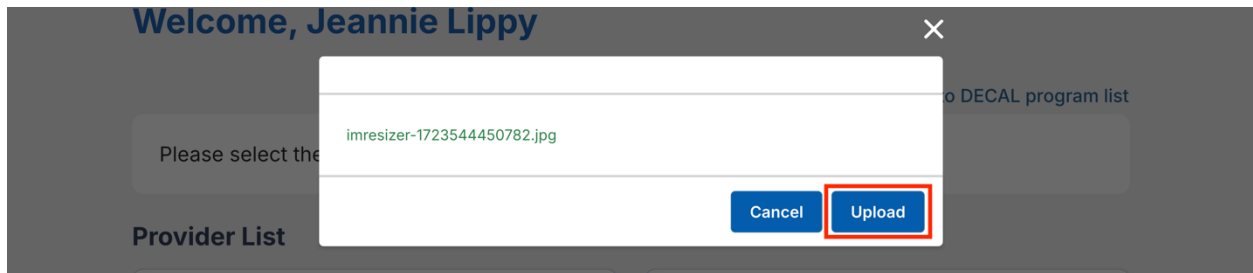
You will be navigated to your local system.

4. Select the image from the desired location, then click the **Open** button.

Note: Please upload the logo in JPG or PNG format, with a size between 80x80px and 200x200px



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



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

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