



# **GAPREK**

## **Summer Transition Program (STP) Portal User Guide**

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Version 1.1, February 25th, 2025

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## PURPOSE

This user guide provides support to Primary Authorized Users and Project Directors in performing the necessary actions on the GA DECAL Integrated Provider Portal for the Summer Transition Program (STP).

## PERSONAS

Personas	Responsibilities
Primary Authorized User and Project Director	<ul style="list-style-type: none"><li>• Viewing Dashboards</li><li>• Managing Application</li><li>• Managing Calendar</li></ul>

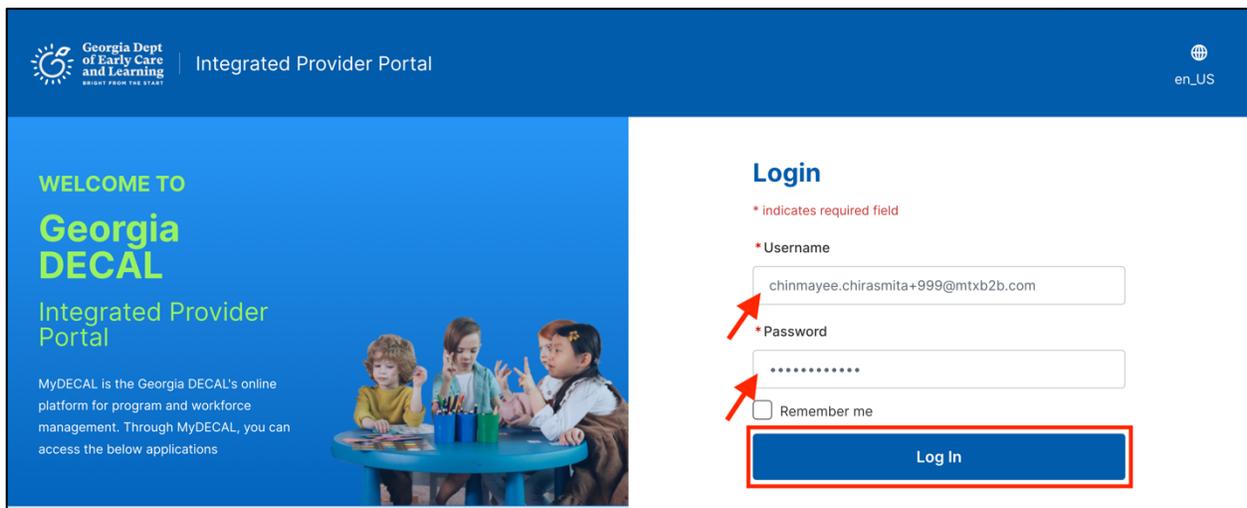
## INTRODUCTION

This User Guide will assist Primary Authorized Users and Project Directors in efficiently navigating and utilizing the Summer Transition Program in the GA DECAL Integrated Provider Portal. It provides vital information and detailed instructions for managing your duties. The guide includes explanations of portal features, submitting various applications, and the Calendar. Utilizing this guide will help ensure the seamless and efficient operation of your Provider or Site.

## LOGGING IN TO THE GAPREK PROVIDER PORTAL

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

1. Click [here](#) to access the Integrated Provider Portal Login page.
2. Login with the same credentials that are used to access the portal during the school year.
3. If there are issues with logging in, email [gaprek.support@decals.ga.gov](mailto:gaprek.support@decals.ga.gov).



Georgia Dept of Early Care and Learning  
Integrated Provider Portal

en\_US

WELCOME TO  
**Georgia DECAL**  
Integrated Provider Portal

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

**Login**

\* indicates required field

\* Username  
chinmayee.chirasmita+999@mtxb2b.com

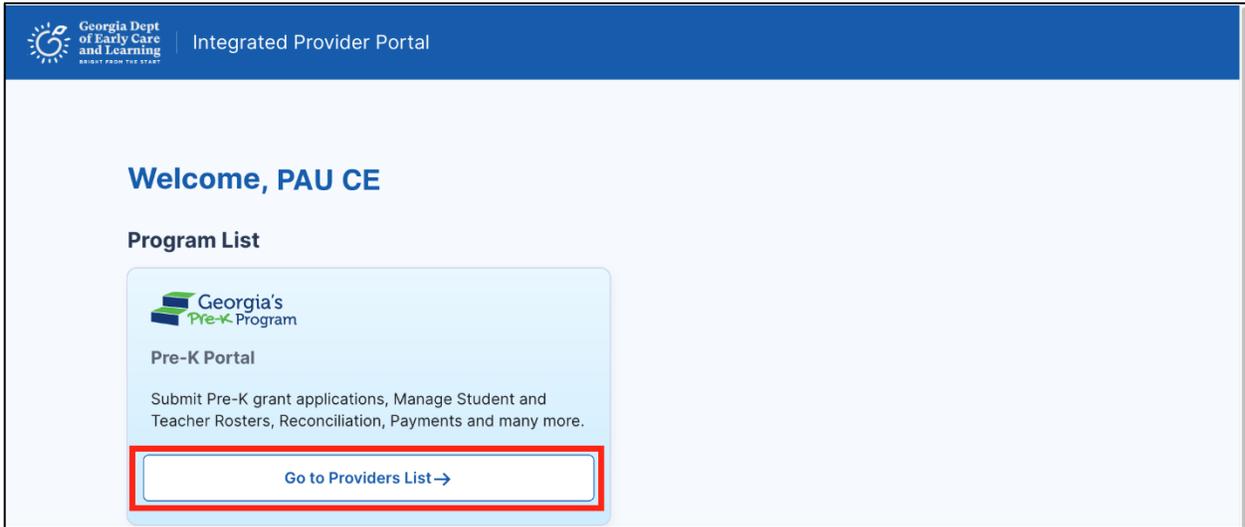
\* Password  
\*\*\*\*\*

Remember me

Log In

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

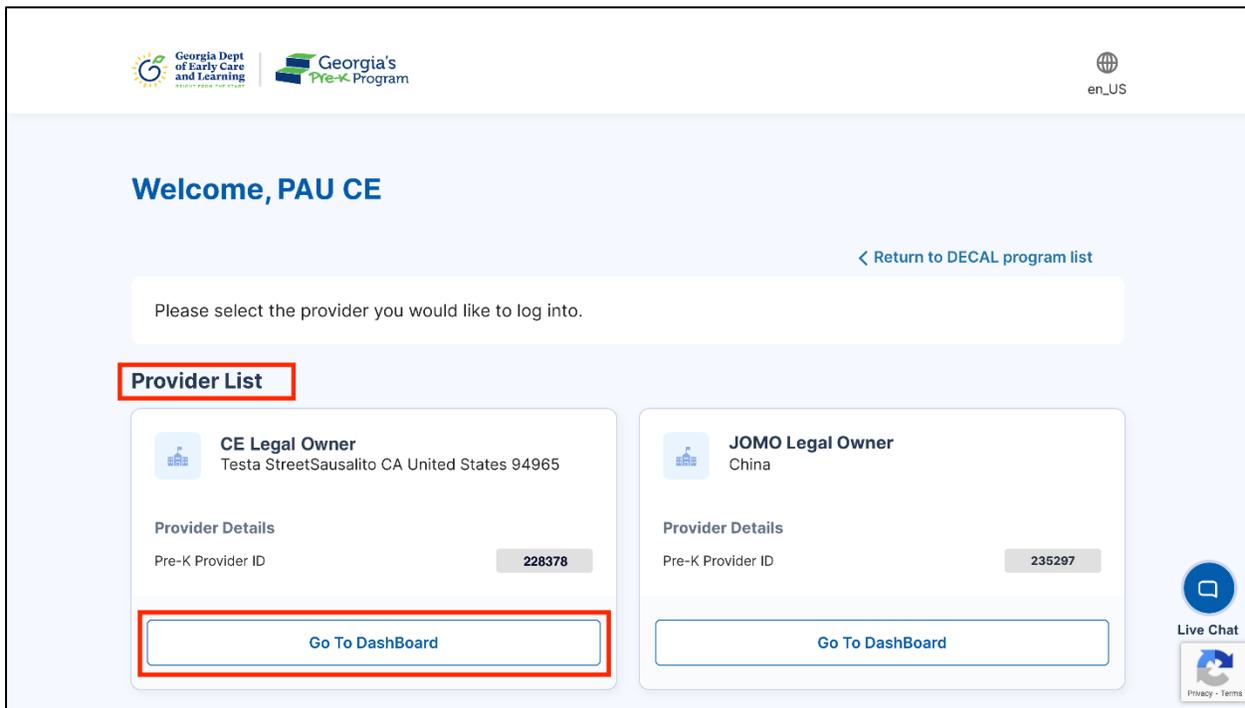
4. On the Pre-K Portal tile, click the **Go to Providers List** button.



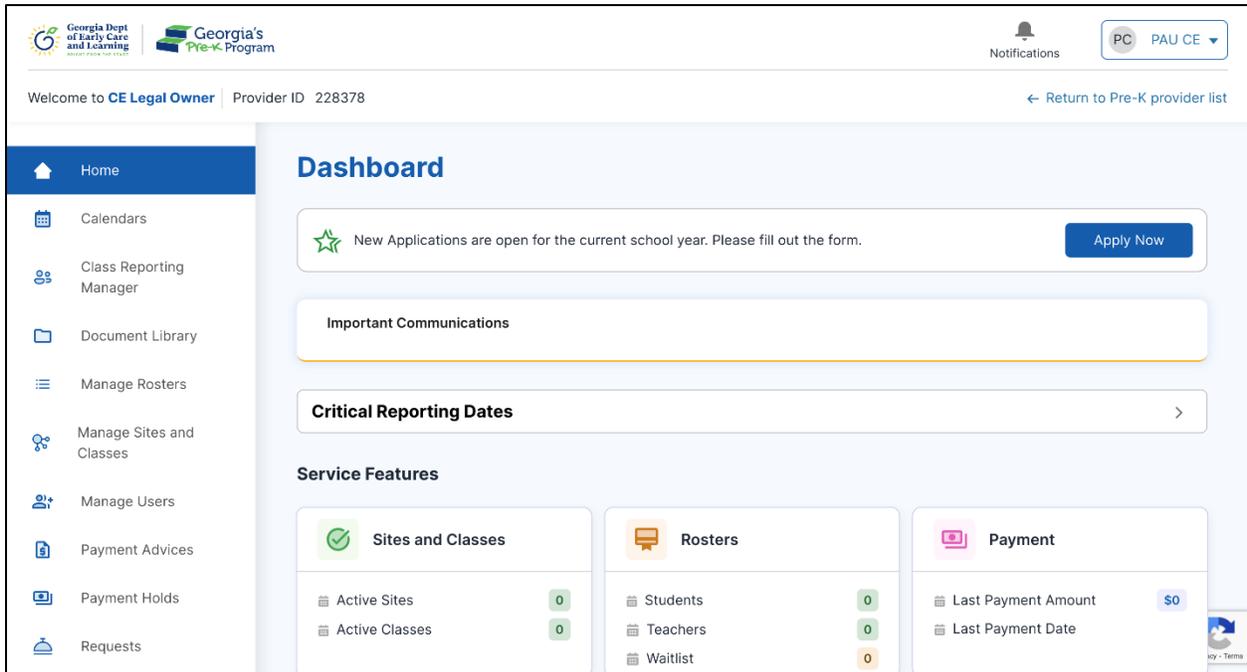
The Provider List page will be displayed.

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

5. 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.

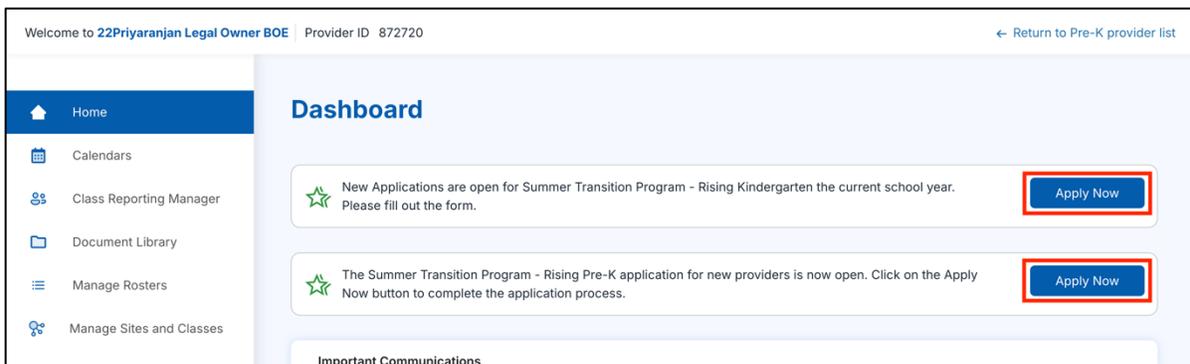


## VIEWING DASHBOARD

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 or continuation STP applications for the current year. Providers will only see the Rising Pre-K application if previously selected by the department to participate.



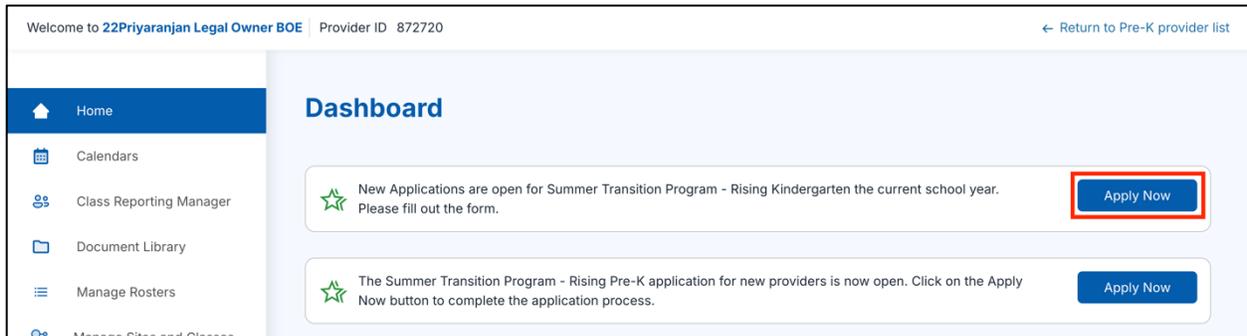
## MANAGING APPLICATION

Managing Applications includes submitting a new or continuation STP-RK Application, STP-RPK Applications, and the Verification of Lawful Presence.

### Submitting the STP-RK Application

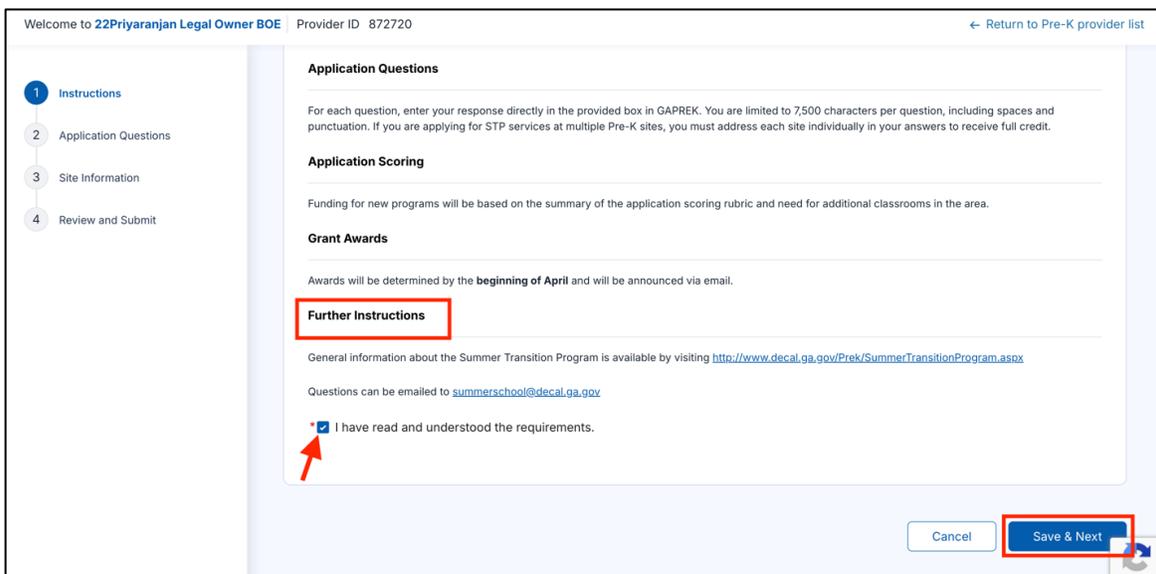
To apply for the STP-RK application, perform the following steps:

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



*\*The **Instructions** page will be displayed.*

2. Read the instructions, then scroll to the **Further Instructions** section.
3. Click the **I have read and understood the requirements** checkbox, then click the **Save & Next** button.



The **Applicant Questions** page will be displayed.

- Enter answers for questions in the designated text boxes, then click the **Save & Next** button.

**Notes:**

- Click the **Guidelines for answering** link to review the guidelines.
- Each response should be no longer than 4000 characters.

**Rising Kindergarten New Application**

**Application Questions**

**Questions** [Guidelines for answering](#)

\* 1. Describe how a Summer Transition Program will benefit the students, families, and your community. (Max 4000 characters)

A Summer Transition Program fosters academic readiness, eases school transitions, strengthens family engagement, and promotes community collaboration, ensuring holistic student success.

\* 2. Recruitment and identification of age eligible students is crucial to the success of STP. Please address following: (Max 4000 characters)

Method for identifying children who did not attend Georgia's Pre-K/Head Start at all during the current school year

The method involves outreach through community partnerships, enrollment data reviews, and direct engagement with families to identify age-eligible children who did not attend Georgia's Pre-K or Head Start during the current school year.

\* 3. Recruitment and identification of age eligible students is crucial to the success of STP. Please address the following: (Max 4000 characters)

Method for identifying children who only partially attended Georgia's Pre-K Program or Head Start Program (did not attend the entire school year)

Describe the method used to identify children who partially attended Georgia's Pre-K or Head Start Program, ensuring eligibility for STP success.

The **Site Information** page will be displayed with the sites eligible to host a Summer Transition Program - Rising Kindergarten classroom.

- Click the checkbox to select the site, then to expand the site, click the **left** icon.

Welcome to 22Priyaranjan Legal Owner BOE Provider ID: 872720 [Return to Pre-K provider list](#)

Kindergarten classroom.

22Priyaranjan Legal Ow

Please select which sites you would like to include in your Rising Kindergarten application.

Site999 | CCLC-896876743

Hehe Test22

Hehe Test11

Hehe Test33

PRRRRR site1233

Priya Site 3434 | sf, Dfg, Banks, AK, 34534

The site information will be displayed.

6. To add a new class, click the **+ Add Class** button.

**Note:** To provide transportation to Rising Kindergarten students, click the **Transportation** checkbox.

1 Instructions  
2 Application Questions  
3 Site Information  
4 Review and Submit

Email  
Site/Location Phone  
Site/Location Phone Extension

**Site/Location Street Address**  
Street Address  
Building or Suite Number  
City  
State  
Zip Code  
County

**Site/Location Mailing Address**  
Street Address  
Building or Suite Number  
City  
State  
Zip Code  
County

Check if your site will provide any of these services for Rising Kindergarten students:  
 Transportation  
 STP Classrooms

**+ Add Class**

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

7. To select the class, click the checkbox, then click the **Add** button.

**Add STP Class**

Select STP Classes

<input type="checkbox"/>	Class Name	Classes ID	Classes Type
<input checked="" type="checkbox"/>	CN-00044250	000002	
<input checked="" type="checkbox"/>	CN-00057938	000002	
<input type="checkbox"/>	CN-00046661	000003	
<input type="checkbox"/>	CN-00057939	000003	
<input type="checkbox"/>	CN-00053188	000006	
<input type="checkbox"/>	CN-00057940	000006	

Cancel **Add**

The recently added class will be displayed.

8. To save the STP Classroom details on the site, click the **Save** button.

**Note:** To delete the STP Classroom, click the **Delete** bin icon.

*\*The Site saved successfully message will be displayed.*

9. To continue filling out the application, click the **Save & Next** button.

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

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

Our Summer Transition Program places significant emphasis on understanding and addressing the unique needs of each family. We begin by conducting an initial assessment through intake interviews, surveys, and collaborative discussions with families to identify their priorities, concerns, and goals. This process ensures we capture insights about academic readiness,...

**\* 10. Our research shows that an effective transition coach is paramount to the success of the Summer Transition Program. (Max 4000 characters)**

- Describe how you will select an experienced, effective Transition Coach. Discuss the person's qualifications for the position including experience as a Transition Coach or with family support. If you have already identified (or have on staff) a Transition Coach, please name the person and describe their qualifications.
- Describe your plans for monitoring the work of the Transition Coach.

To select an experienced and effective Transition Coach for the Summer Transition Program, our process will focus on identifying a candidate with the expertise, empathy, and skills necessary to guide families effectively through transitional challenges. We will prioritize candidates who demonstrate a strong background in family support services, transition coaching,...

**Site Information**

Site999 | CCLC-896876743 >

Hehe Test22 >

Hehe Test11 >

Hehe Test33 >

PRRRR site1233 >

Priya Site 3434 | Selected for RK | sf, Dfg, Banks, AK, 34534 >

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.

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

Notifications 55 | P5 PD User 555

Welcome to **22Priyaranjan Legal Owner BOE** | Provider ID 872720 | Return to Pre-K provider list

**New Rising Kindergarten Application Submitted**

✓ Submitted Successfully

Your New Summer Transition Program - Rising Kindergarten Grant Application has been submitted successfully.

Reference Application No. - **30515.**

Your New Summer Transition Program - Rising Kindergarten Grant Application has been submitted to the Department for review. You will receive an email confirmation. You can also find a copy under your Document Library in your provider portal. Please check the provider portal for any changes in your application status and next steps. Thank you for your patience as we review your application.

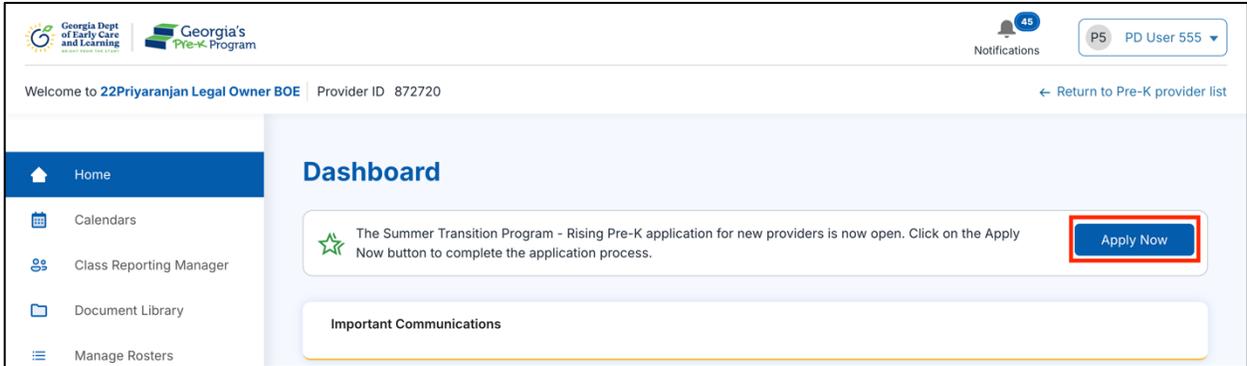
Download Go to Dashboard

## Submitting the STP-RPK Application

**Note:** The RPK application will only be available to those invited to participate in the RPK program.

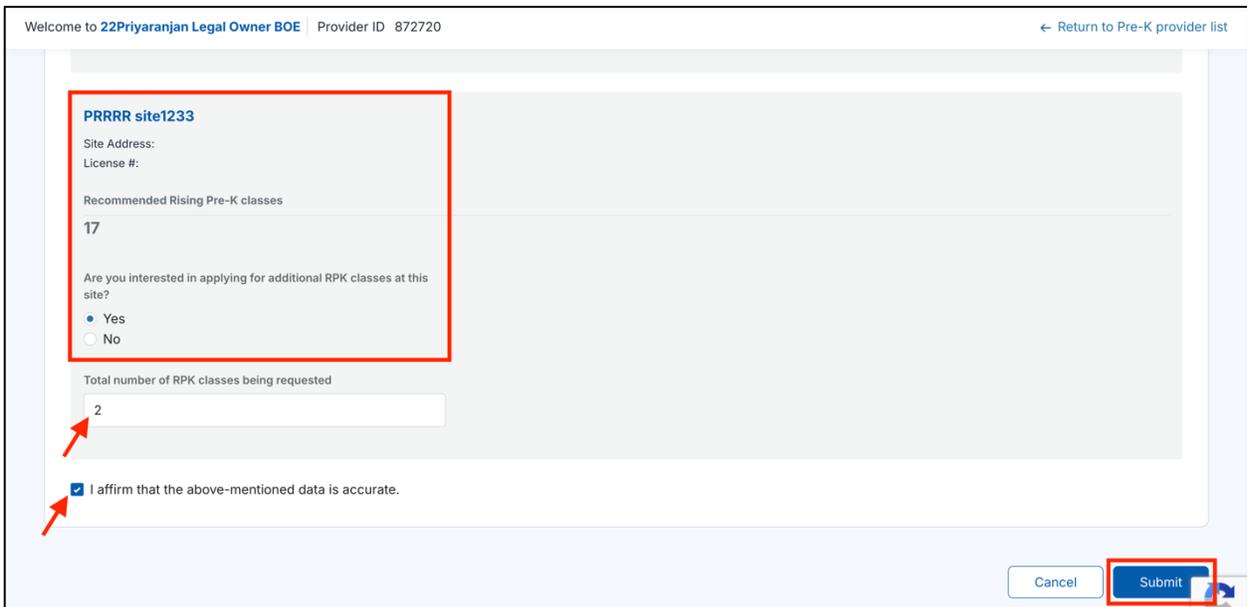
To apply for the STP-RPK application, perform the following steps:

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



The **Rising Pre-K Application** page will be displayed.

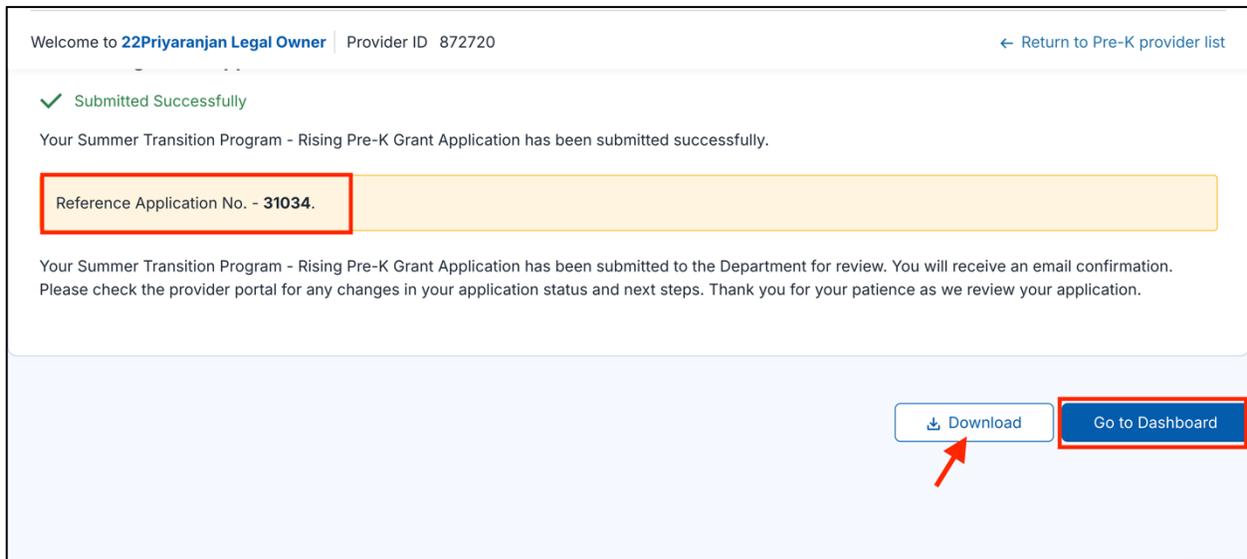
2. Review and update the information for the sites pre-approved by Pre-K.
3. Select **Yes** if you are interested in applying for additional RPK classes for any of the sites, then enter the total number of RPK classes being requested. Scroll to the bottom of the page.
4. Confirm the affirmation, then click the **Submit** button.



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

**Notes:**

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



Welcome to **22Priyaranjan Legal Owner** | Provider ID 872720 [← Return to Pre-K provider list](#)

✓ Submitted Successfully

Your Summer Transition Program - Rising Pre-K Grant Application has been submitted successfully.

Reference Application No. - **31034**.

Your Summer Transition Program - Rising Pre-K Grant Application has been submitted to the Department for review. You will receive an email confirmation. Please check the provider portal for any changes in your application status and next steps. Thank you for your patience as we review your application.

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

After STP classes are awarded by DECAL and before the grant agreement is issued (for private providers), the next step in the process would be the completion of the Verification of Lawful Presence process.

## My Recent Application

My Recent Application section on the Dashboard displays the basic details of the application, including APPLICATION NUMBER, TYPE, STATUS, PROGRAM, and PROGRAM YEAR. You can complete the unfinished application by clicking on the **Resume Application** button.

The screenshot shows the 'My Recent Application' section of the STP Portal. It features a sidebar with navigation options and a main content area with three application cards. The first card (Application Number 25086) has a status of 'Grant Agreement Finalized'. The second card (Application Number 18674) has a status of 'Grant Agreement Finalized'. The third card (Application Number 28779) has a status of 'Not Submitted' and a 'Resume Application' button highlighted with a red box. A red arrow points to the 'Not Submitted' status.

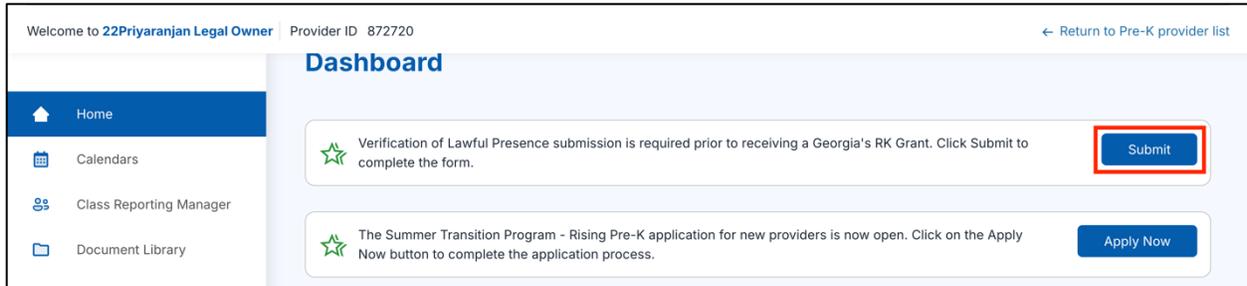
APPLICATION NUMBER	TYPE	STATUS	PROGRAM
25086	Pre-K New Application	Grant Agreement Finalized	2026 Pre-K 10 Month Program
18674	Pre-K New Application	Grant Agreement Finalized	2025 Pre-K 10 Month Program
28779	New Summer Transition Program - Rising Kindergarten Application	Not Submitted	2026

**Resume Application**

## Verification of Lawful Presence Process

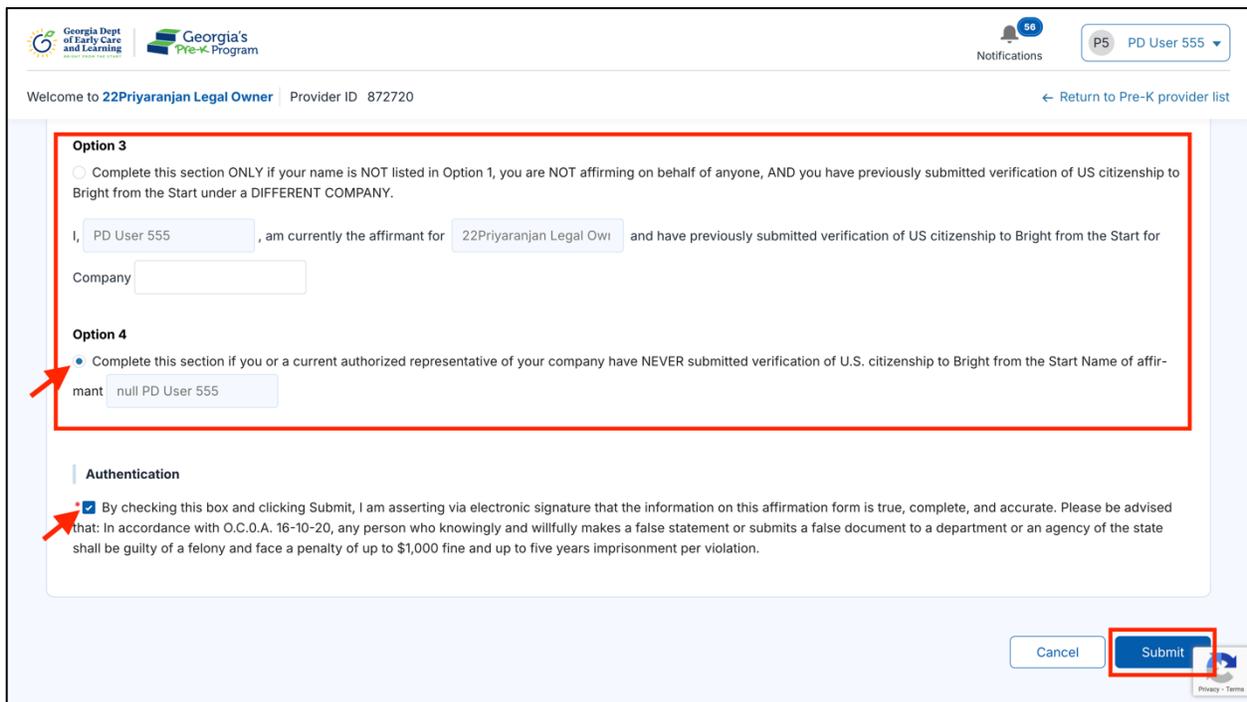
For those required to complete the Verification of Lawful Presence process, perform the following steps:

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 to review the details for Options 1, 2, 3, and 4, then select the most suitable one.
3. 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.*

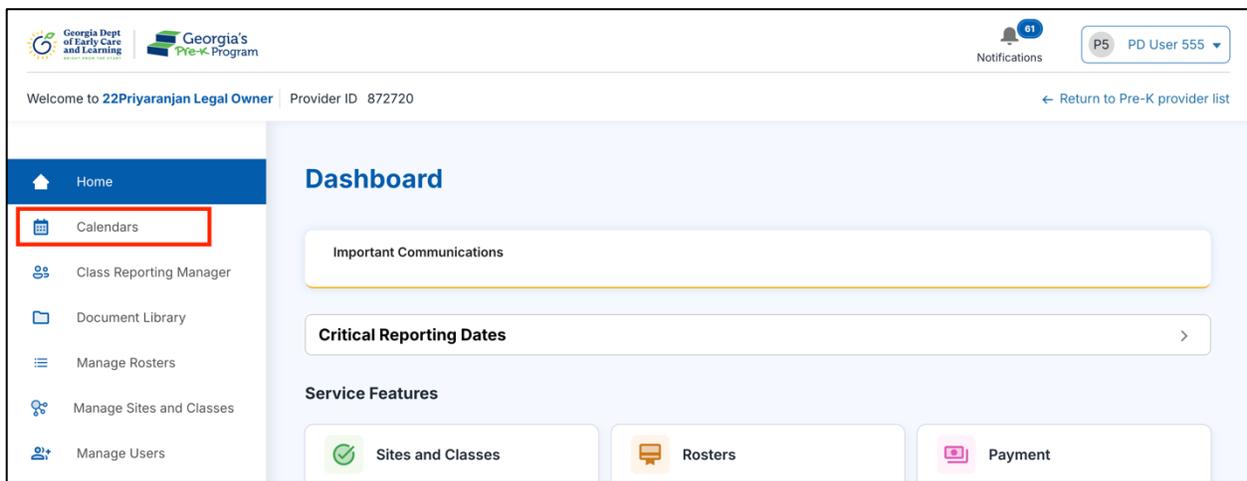
## MANAGING CALENDARS

**Note:** DECAL will inform providers when the STP calendars are open for submission.

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.

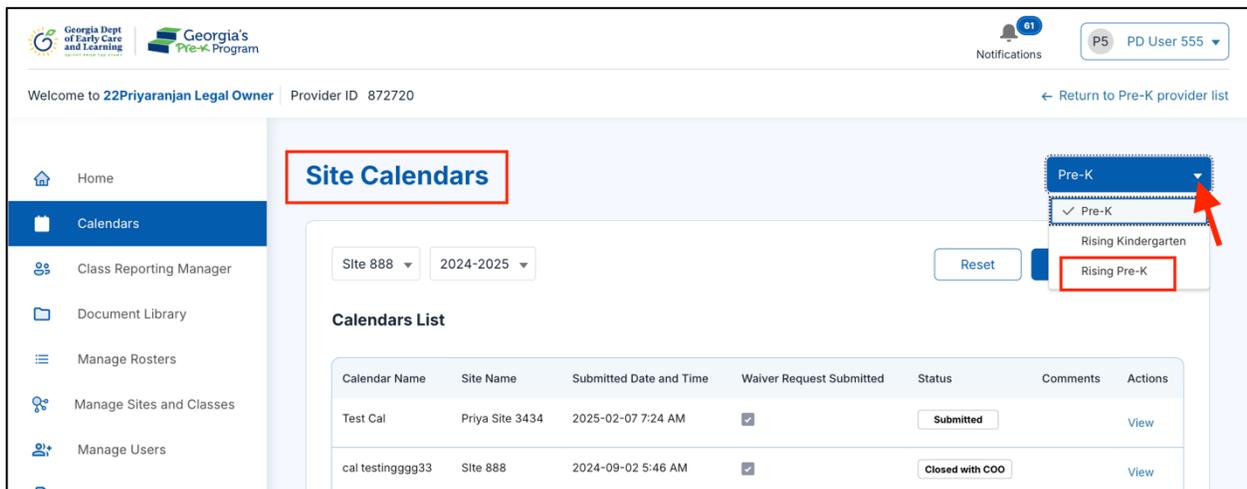
To manage the calendar, perform the following steps:

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



The **Site Calendars** page will be displayed.

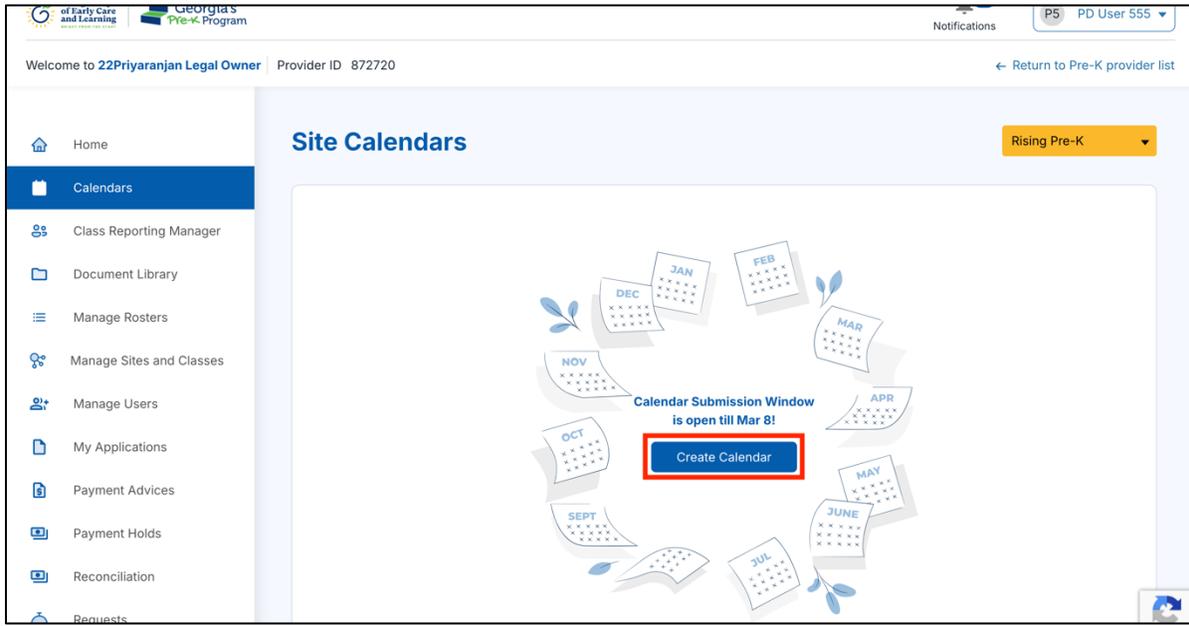
2. Click the drop-down arrow, then select the program type from the drop-down list (RPK or RK).



## Creating and Submitting the Calendar

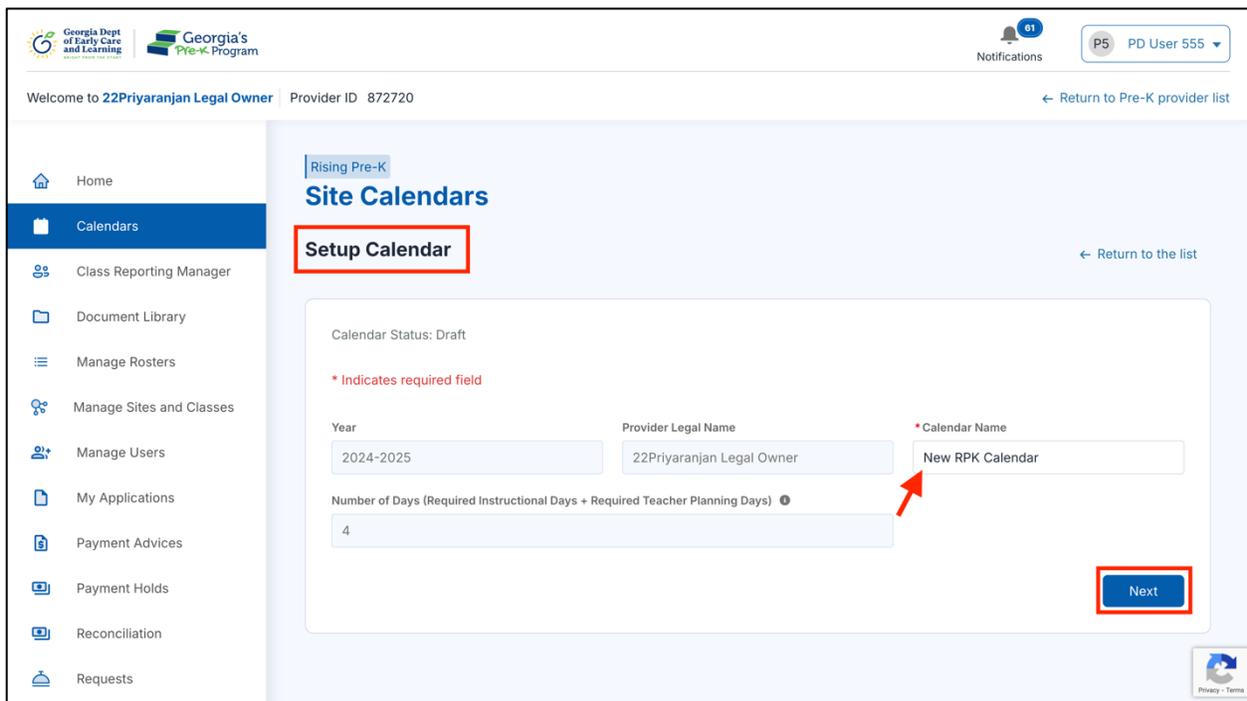
To create the calendar, perform the following steps:

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



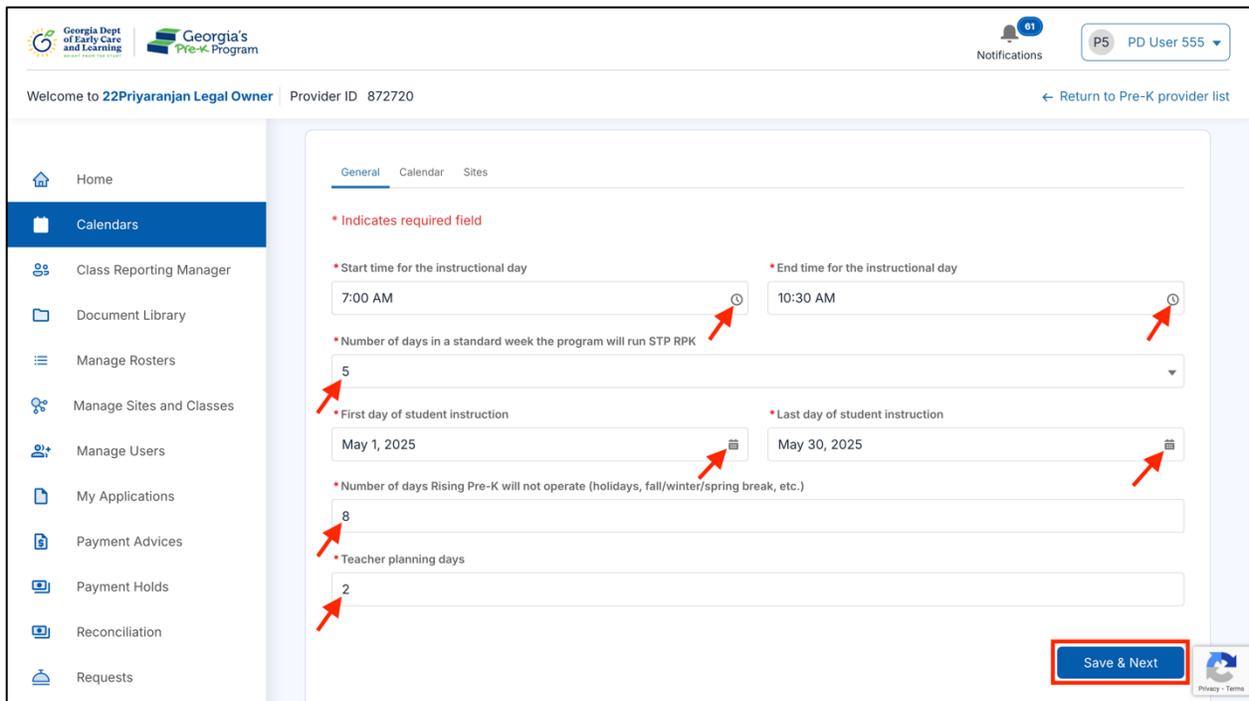
The **Site Calendars > Calendar Setup** page will be displayed.

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



The Site Calendars > Calendar Setup > **General** tab will be displayed.

3. On the General tab, enter the following information:
  - a. Select the *time* for the **Start time for the instructional day** field.
  - b. Select the *time* for the **End time for the instructional day** field.
  - c. Select the **Number of days in a standard week the STP program will run** from the drop-down list.
  - d. Select the *date* for the **First day of student instruction** field.  
**Note:** The first day of student instructions date should not fall on a weekend.
  - e. Select the *date* for the **Last day of student instruction** field.  
**Note:** The last day of student instructions must be greater than the first day of student instructions.
  - f. Enter the **Number of days STP will not operate (holidays, fall/winter/spring break, etc.)** and the **Teacher planning days**.  
**Note:** Teacher planning days should be less than 10 days.
4. To save the information, click the **Save & Next** button.



The screenshot displays the 'General' tab of the 'Calendar Setup' page. The page header includes the Georgia Department of Early Care and Learning logo, the user's name 'PD User 555', and a notification bell icon. The main content area shows the following fields:

- Start time for the instructional day:** 7:00 AM
- End time for the instructional day:** 10:30 AM
- Number of days in a standard week the program will run STP RPK:** 5
- First day of student instruction:** May 1, 2025
- Last day of student instruction:** May 30, 2025
- Number of days Rising Pre-K will not operate (holidays, fall/winter/spring break, etc.):** 8
- Teacher planning days:** 2

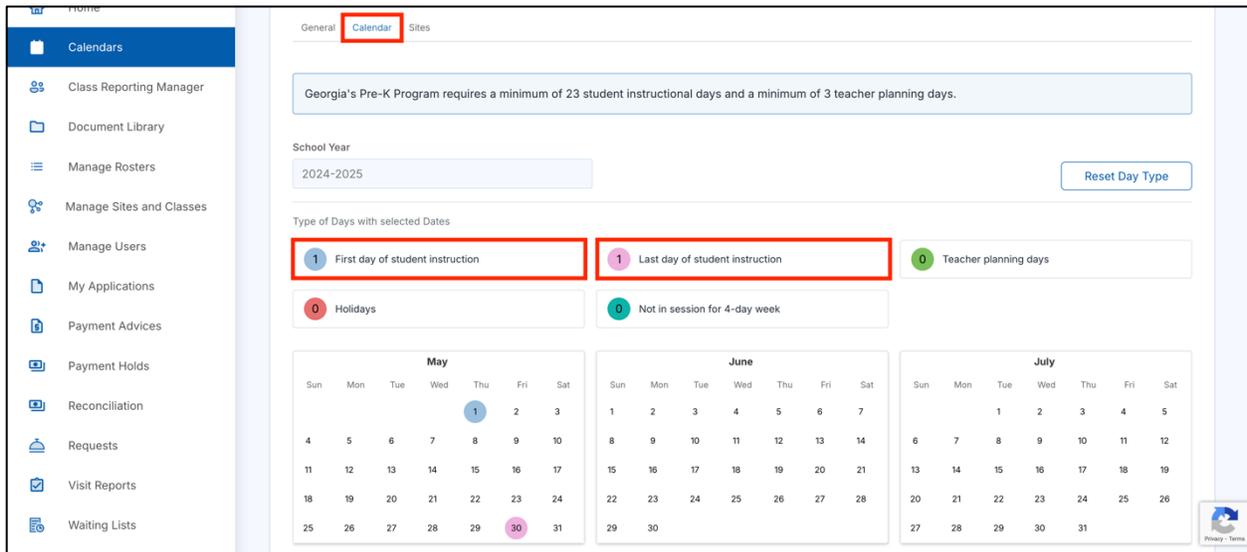
Red arrows point to the time selection icons, the dropdown arrow, the calendar icons, and the 'Save & Next' button. A 'Save & Next' button is highlighted with a red box at the bottom right of the form.

*\*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 Calendar Setup > **Calendar** tab will be displayed.

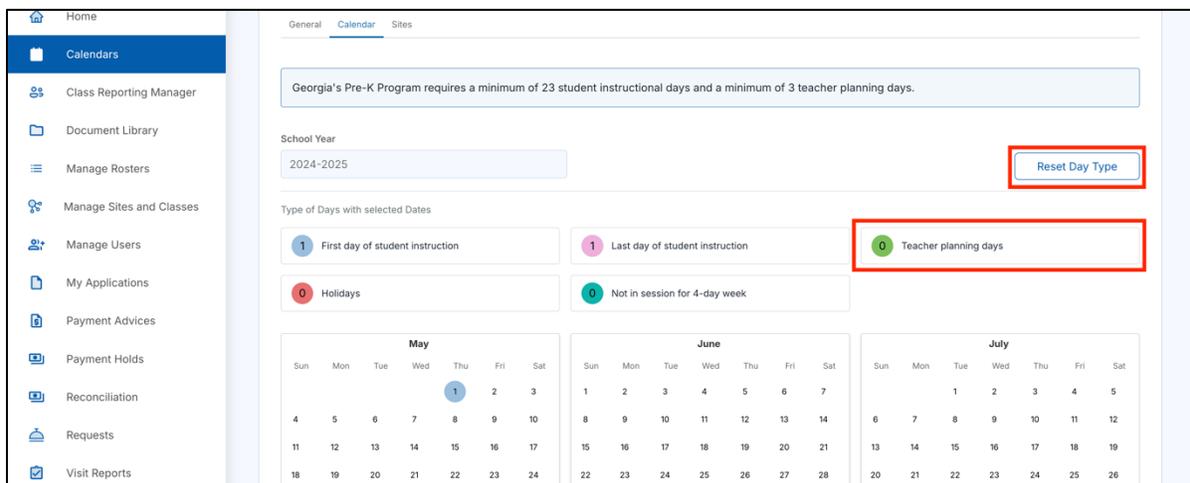
The **First day of student instruction** and the **Last day of student instruction** will be auto populated based on the dates defined in the General tab.



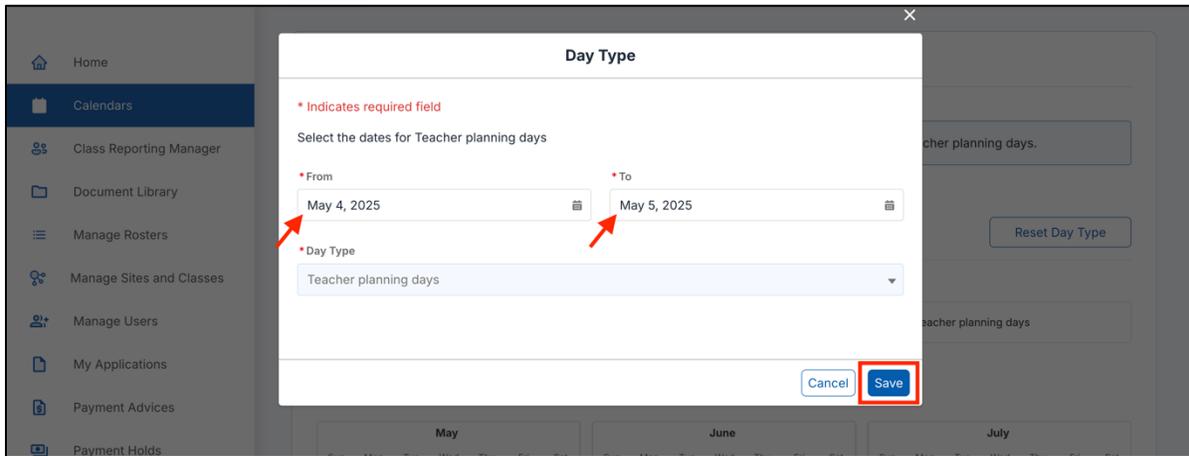
5. To add teacher planning days, click the **Teacher Planning Days** button.

**Note:**

- You can click the **Reset Day Type** button to reset the dates.
- Follow the same steps to add **Holidays**.

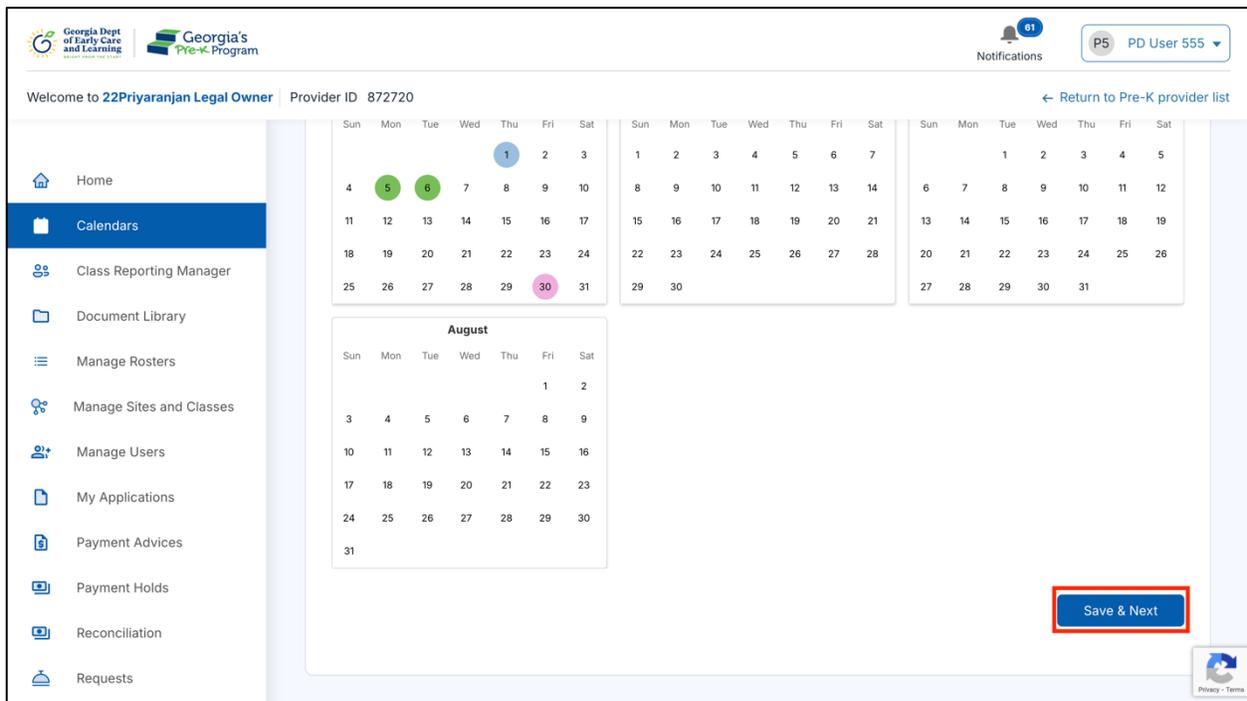


6. The **Day Type** pop-up window will be displayed.
7. Select the date in the **From** and **To** field, then click the **Save** button.



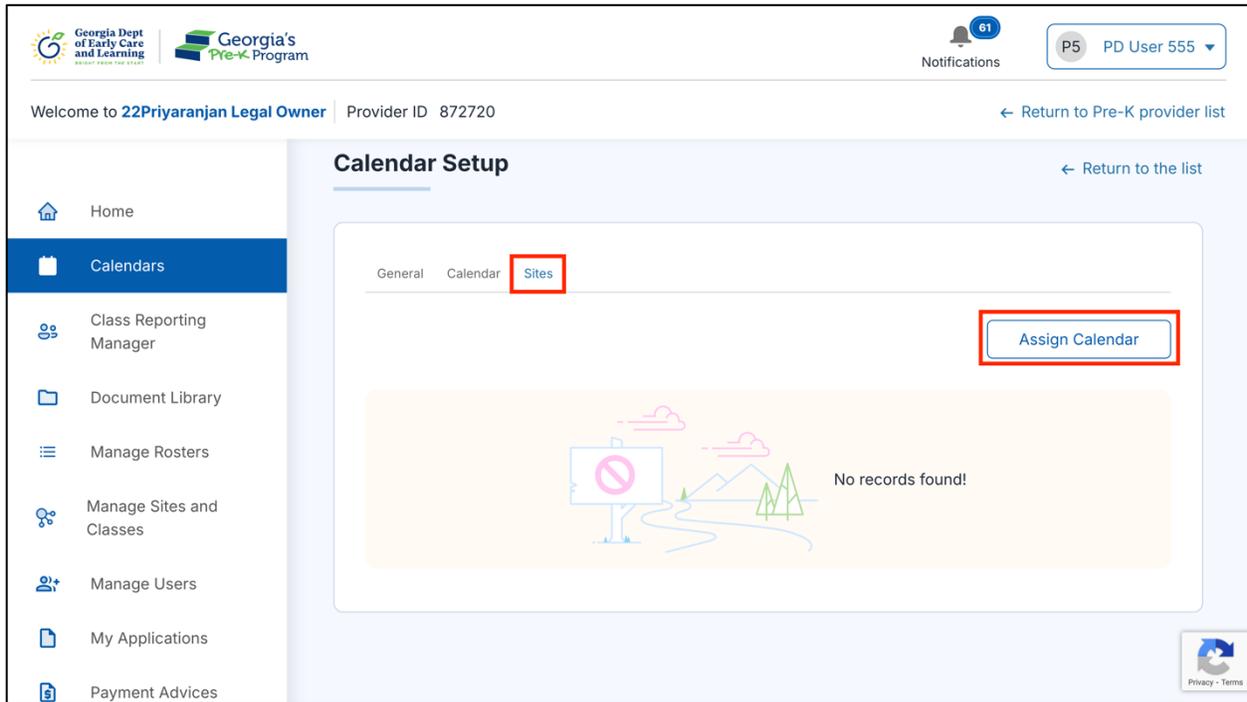
*\*After saving, a success message will be displayed on the page.*

8. After adding the Holidays, click the **Save & Next** button.



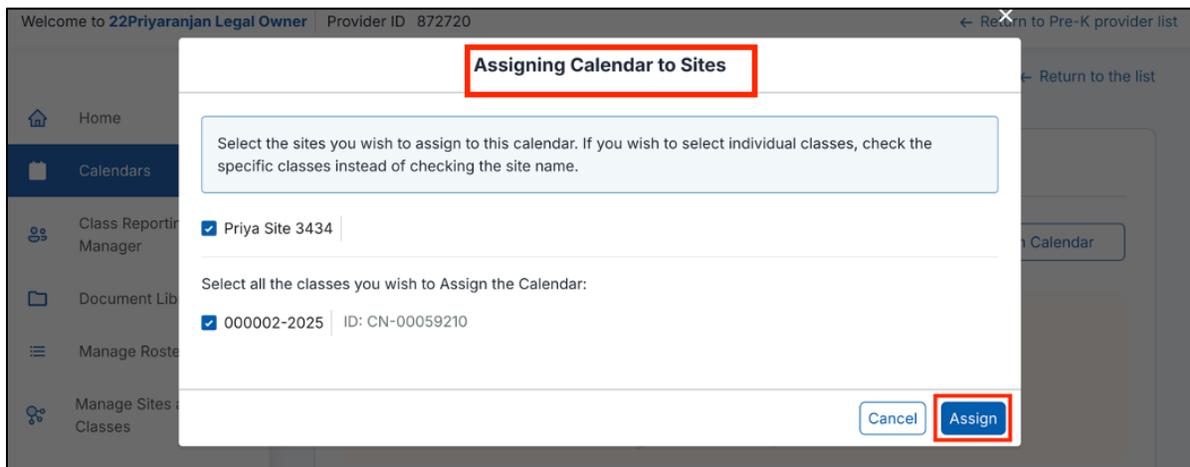
The Calendar Setup > **Sites** tab will be displayed.

9. To assign a calendar, click the **Assign Calendar** button.



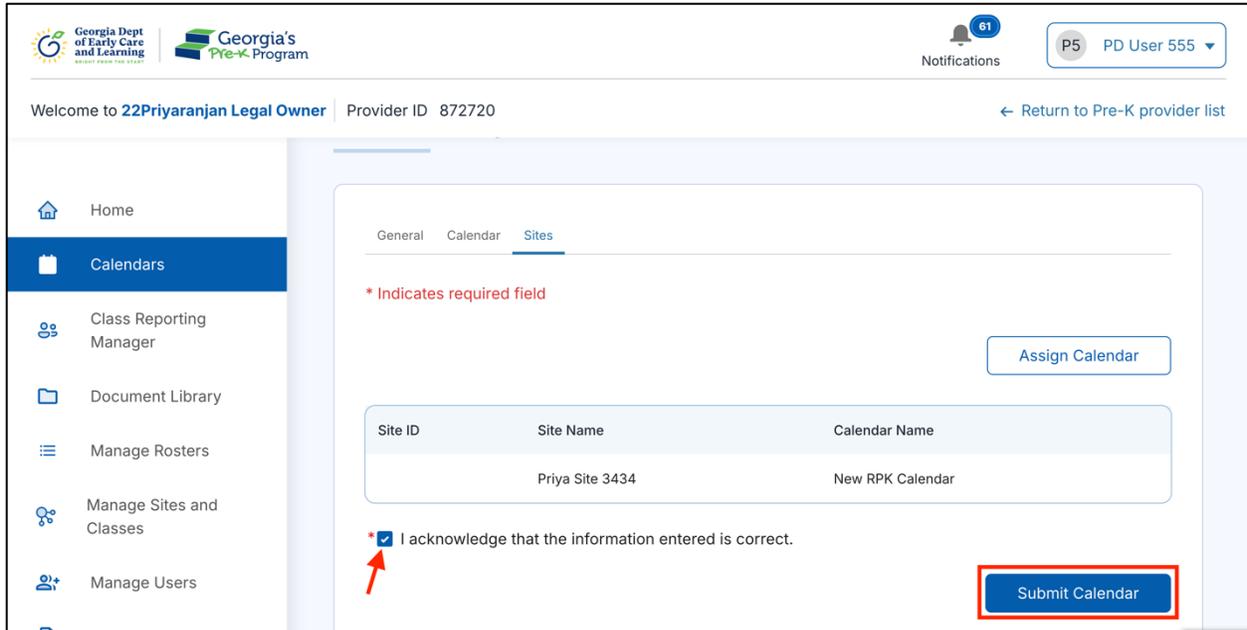
The **Assigning Calendar to Sites** pop-up window will be displayed.

10. Select the **Site** and **Class**, then click the **Assign** button.



*\*After saving, calendar assigned successfully message will be displayed.*

11. To submit the calendar, select the checkbox to confirm the acknowledgement, then click the **Submit Calendar** button.



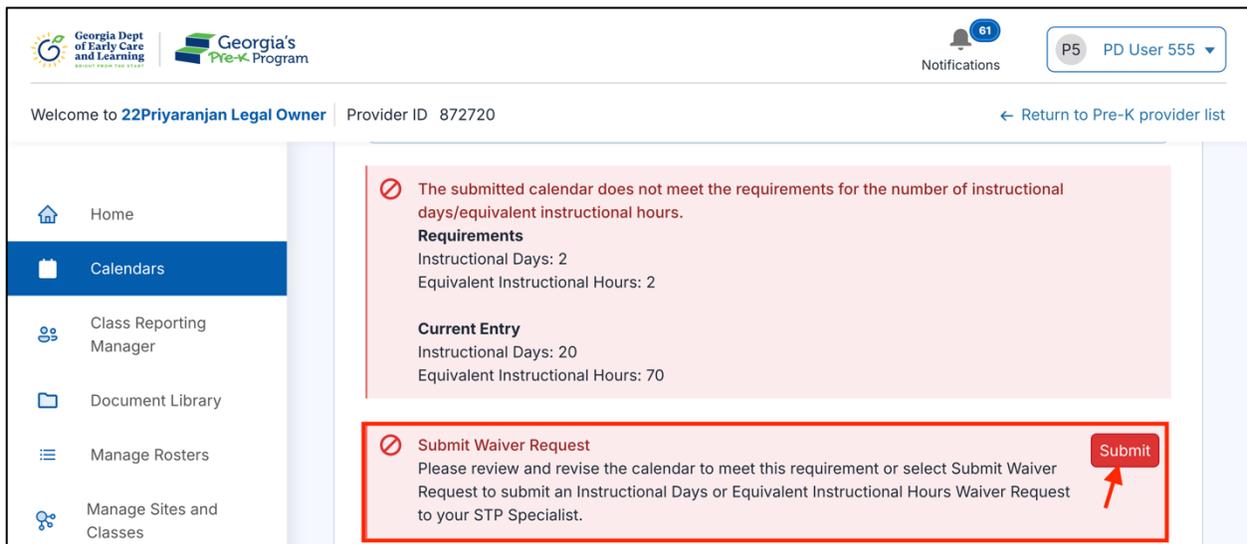
*\*A successful calendar submission message will be displayed.*

### Calendar Waiver Submission

If the submitted calendar does not meet the requirements for the number of instructional days/equivalent instructional hours, then you need to submit the Waiver Request.

To submit a Calendar Waiver Request, perform the following steps:

1. On the Submit Waiver Request tile, click the **Submit** button.



The **Waiver Request** pop-up window will be displayed.

2. Enter the **Reason for Waiver Request**, then click the **Submit** button.

*\*The Waiver request submitted successfully message will be displayed.*

3. To submit the calendar, click the **Submit Calendar** button.

Site ID	Site Name	Calendar Name
Priya Site 3434		New RPK Calendar

*\*A successful calendar submission message will be displayed.*

## Viewing Calendars

On the site calendar page, a list of calendars associated with the program will be displayed.

The screenshot shows the 'Site Calendars' page. At the top, there is a navigation bar with the Georgia Dept of Early Care and Learning logo, the Georgia's Pre-K Program logo, a notification bell with '61', and a user profile 'P5 PD User 555'. Below the navigation bar, a welcome message reads 'Welcome to 22Priyaranjan Legal Owner | Provider ID 872720' with a link to 'Return to Pre-K provider list'. A left sidebar contains menu items: Home, Calendars (selected), Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, My Applications, and Payment Advices. The main content area is titled 'Site Calendars' and features a dropdown menu set to 'Rising Kindergarten'. Below this, there are search filters: 'Search by Site Name' (a dropdown menu), '2024-2025' (a year dropdown), a 'Reset' button, and a 'Create Calendar' button. A 'Calendars List' table is displayed below the filters, containing one entry: 'New RPK Calendar' for 'Priya Site 3434', submitted on '2025-02-13 11:12 PM', with a status of 'Submitted' and a 'View' action link. A red box highlights the search filters and the table.

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 menu is highlighted with a red box and contains the option 'Priya Site 3434', which is also highlighted with a red box. A red arrow points to the 'Priya Site 3434' option. The rest of the page, including the navigation bar, welcome message, sidebar, and the 'Calendars List' table, is identical to the previous screenshot.

- To view the calendar based on the academic year, select the *year* 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. At the top, it says 'Welcome to 22Priyaranjan Legal Owner' and 'Provider ID 872720'. There is a 'Return to Pre-K provider list' link. The left sidebar contains navigation options: Home, Calendars (selected), Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes, and Manage Users. The main content area has a 'Site Calendars' header with a 'Rising Kindergarten' dropdown. Below this is a search bar with 'Search by Site Name' and a year dropdown menu currently set to '2024-2025'. A red box highlights the year dropdown, and a red arrow points to it. A 'Reset' button is also highlighted with a red box. To the right is a 'Create Calendar' button. Below the search bar is a 'Calendars List' table with columns: Calendar Name, Site Name, Submitted Date and Time, Status, Comments, and Actions. The table contains one entry: 'New RPK Calendar' for 'Priya Site 3434' submitted on '2025-02-13 11:12 PM' with a 'Submitted' status and a 'View' link.

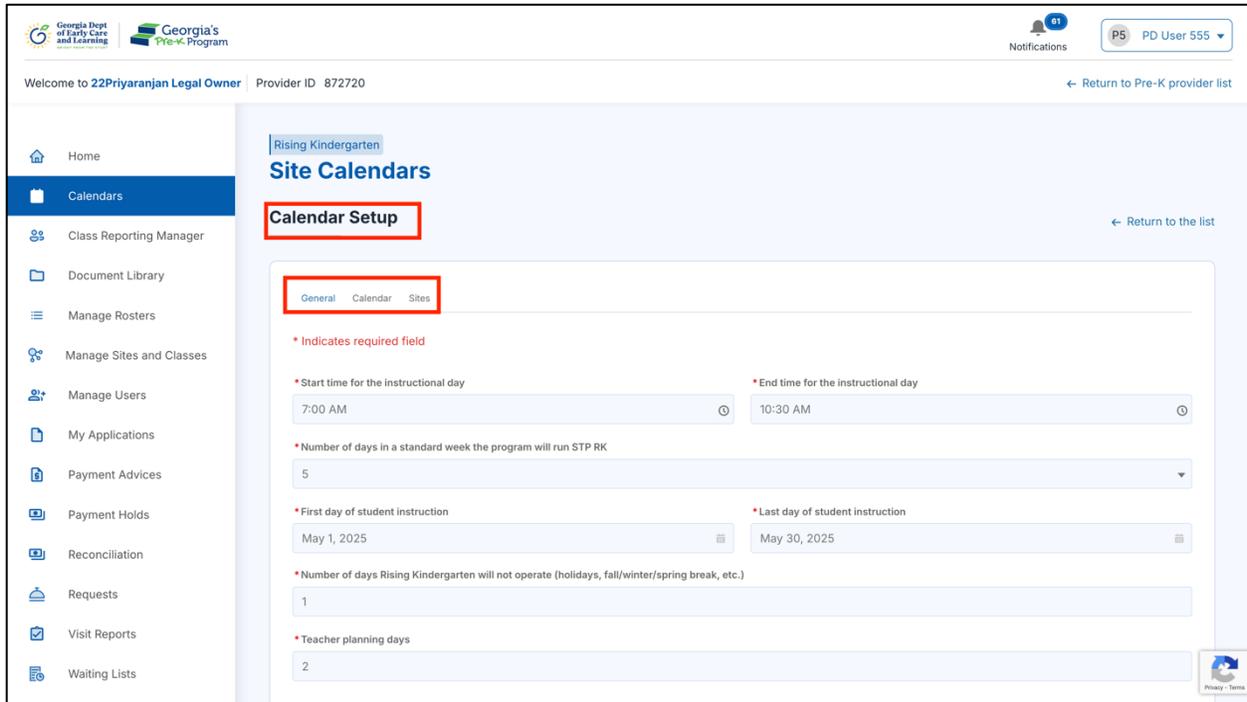
The calendar list will be displayed based on the selected site name and year.

- To view the respective calendar, click the **View** link.

This screenshot is similar to the previous one but highlights the 'View' link in the 'Calendars List' table. The year dropdown is now set to '2024-2025'. A red box highlights the entire row of the table entry, and a red arrow points to the 'View' link. The top navigation bar includes the Georgia Dept of Early Care and Learning logo, the Georgia's Pre-K Program logo, a 'Notifications' bell icon with '61', and a user profile dropdown for 'P5 PD User 555'. The 'Return to Pre-K provider list' link is also present. The sidebar and main content area are the same as in the previous screenshot.

The **Calendar Setup > General** page will be displayed with the calendar details.

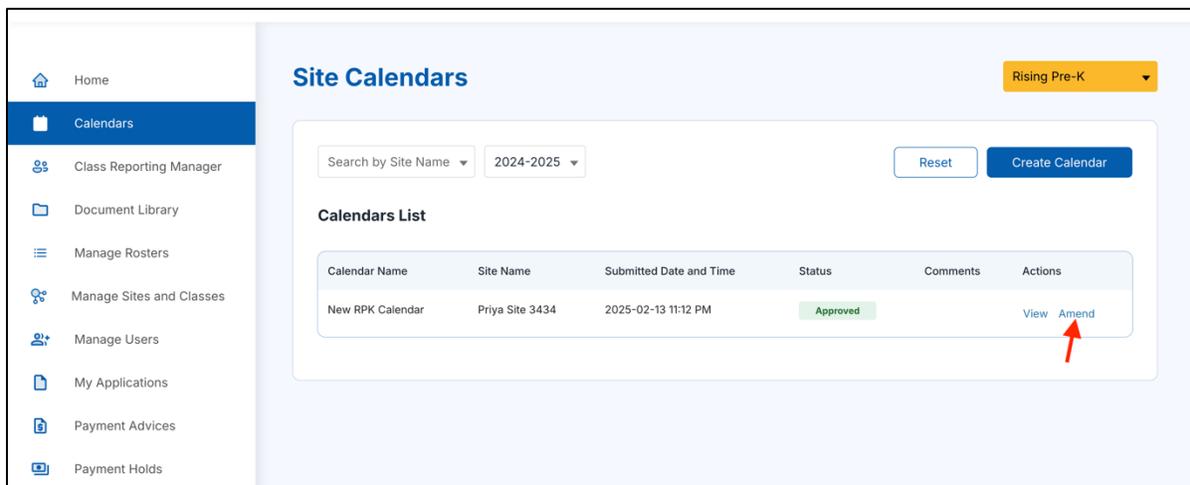
4. Navigate to the **Calendar** and **Site** tabs to view the necessary calendar details.



### Calendar Amendment

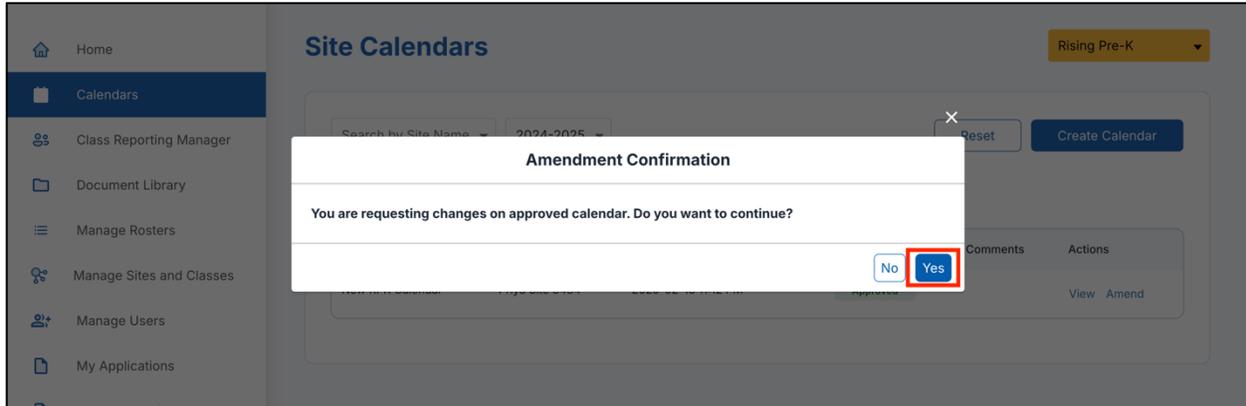
To submit the calendar amendment, perform the following steps:

1. On the site calendars page, click the **Amend** link.



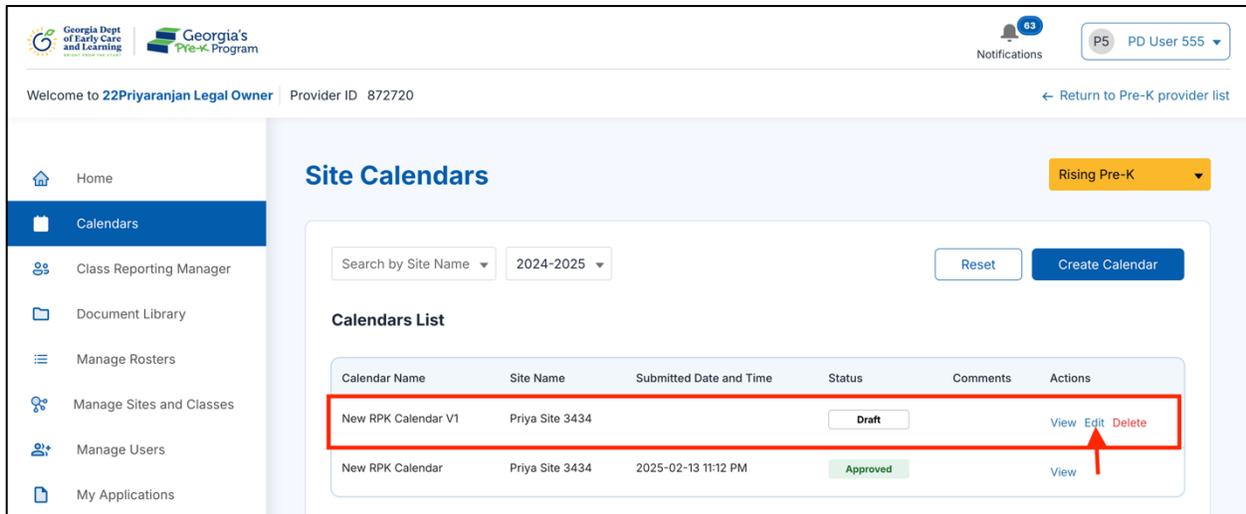
The **Amendment Confirmation** pop-up window will be displayed.

2. To continue amend the calendar, click the **Yes** button.



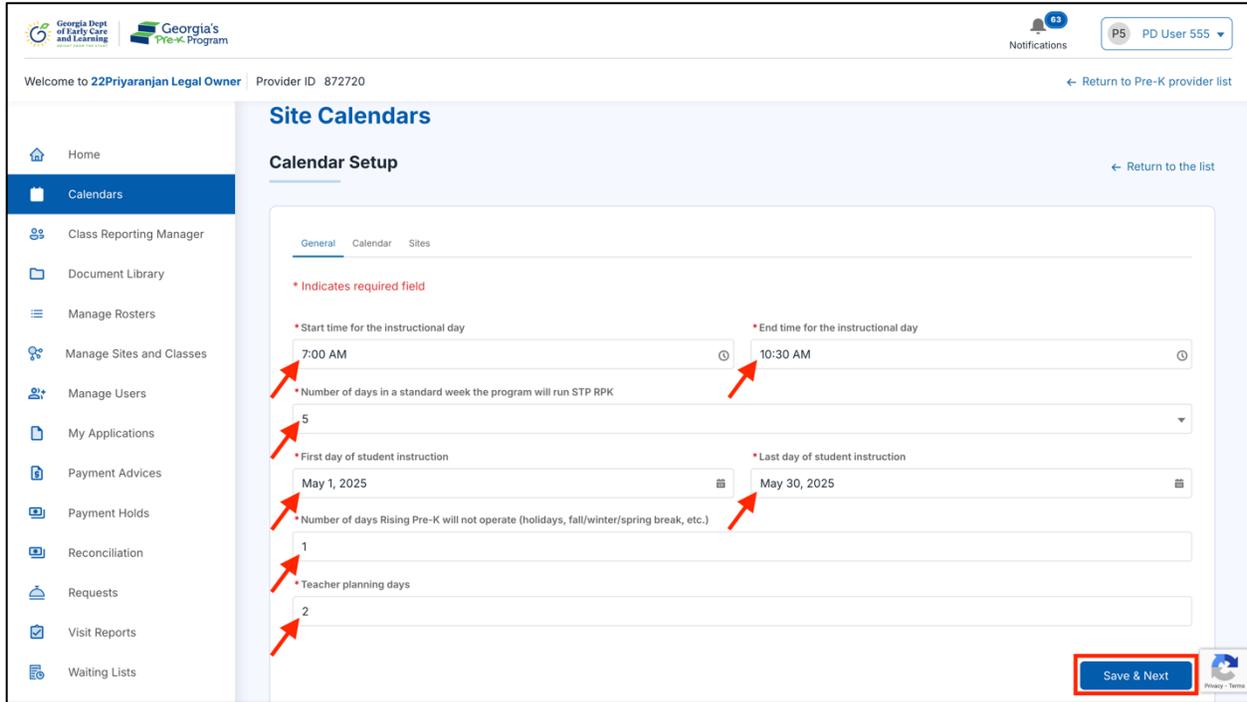
A new version of the existing calendar with a draft status will be created and displayed on the page.

3. To edit the calendar, click the **Edit** link.



The Calendar Setup > **General** tab will be displayed.

4. On the general tab, update the required fields, then click the **Save & Next** button.

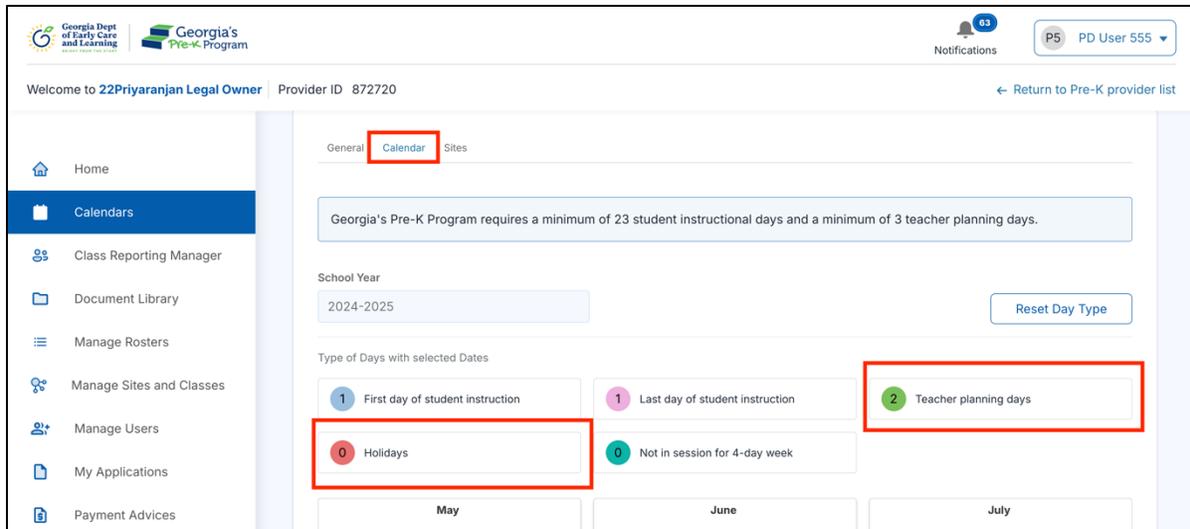


*\*After saving, a success message will be displayed on the page.*

The calendar setup > **Calendar** tab will be displayed.

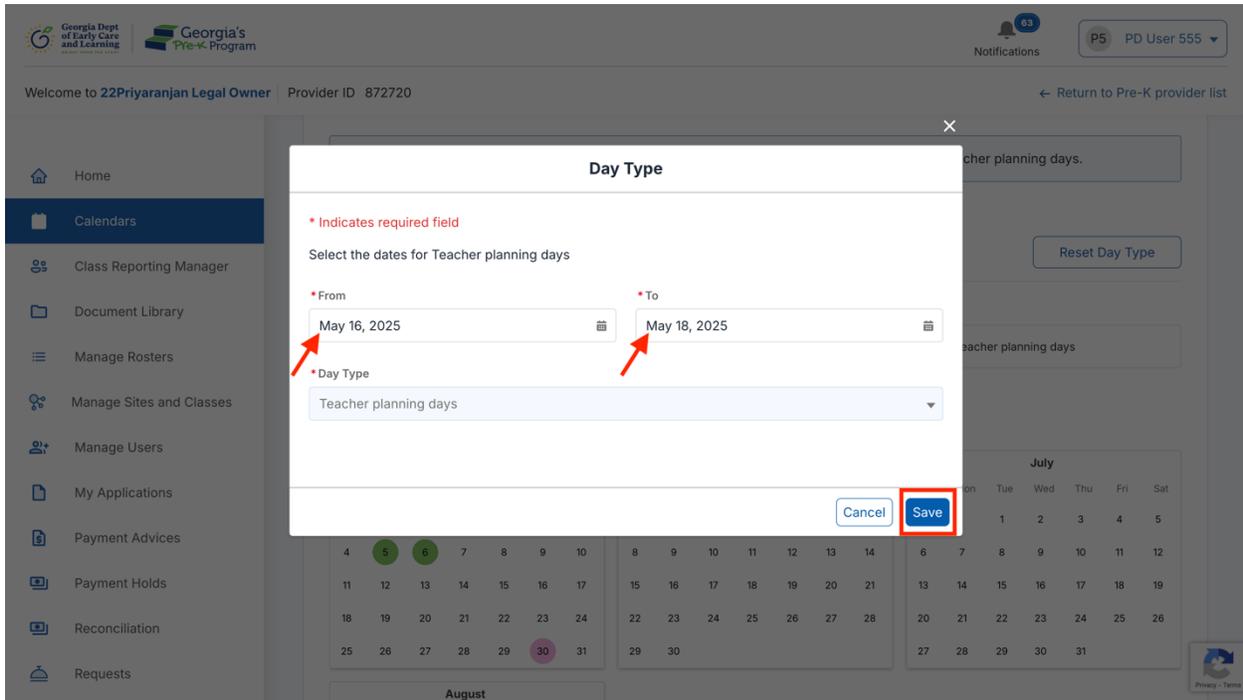
5. To edit the calendar details, select the **Type of Day with selected Dates**.

**Note:** You cannot update the **First and Last day of student instructions**.

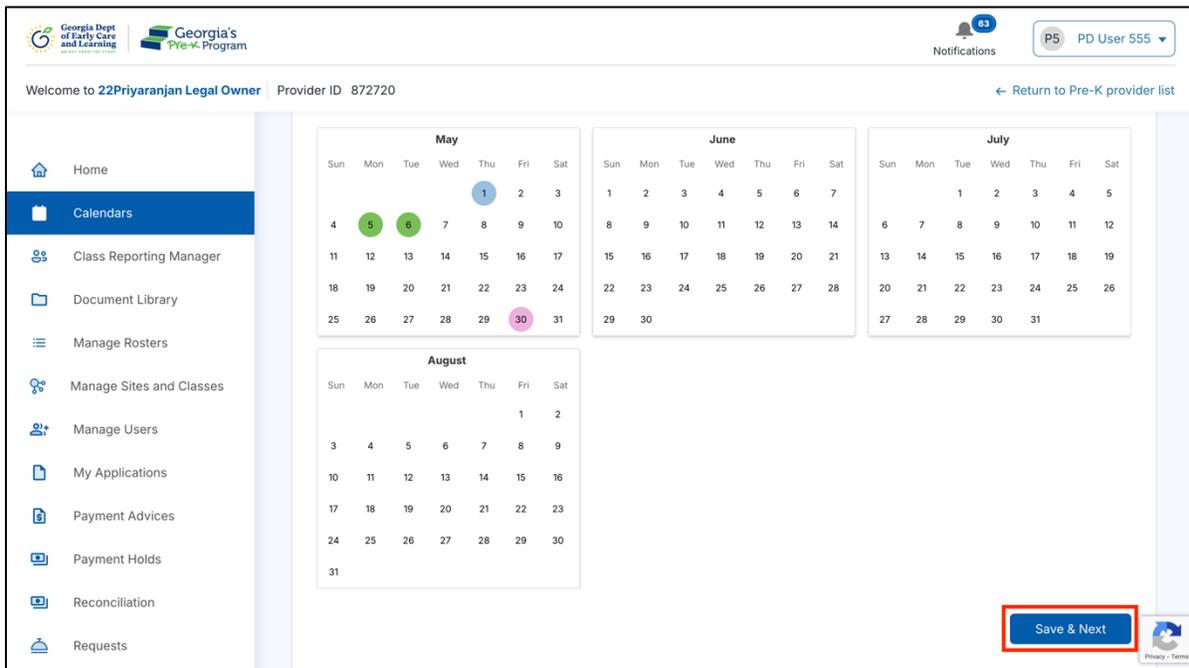


The **Day Type** pop-up window will be displayed.

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

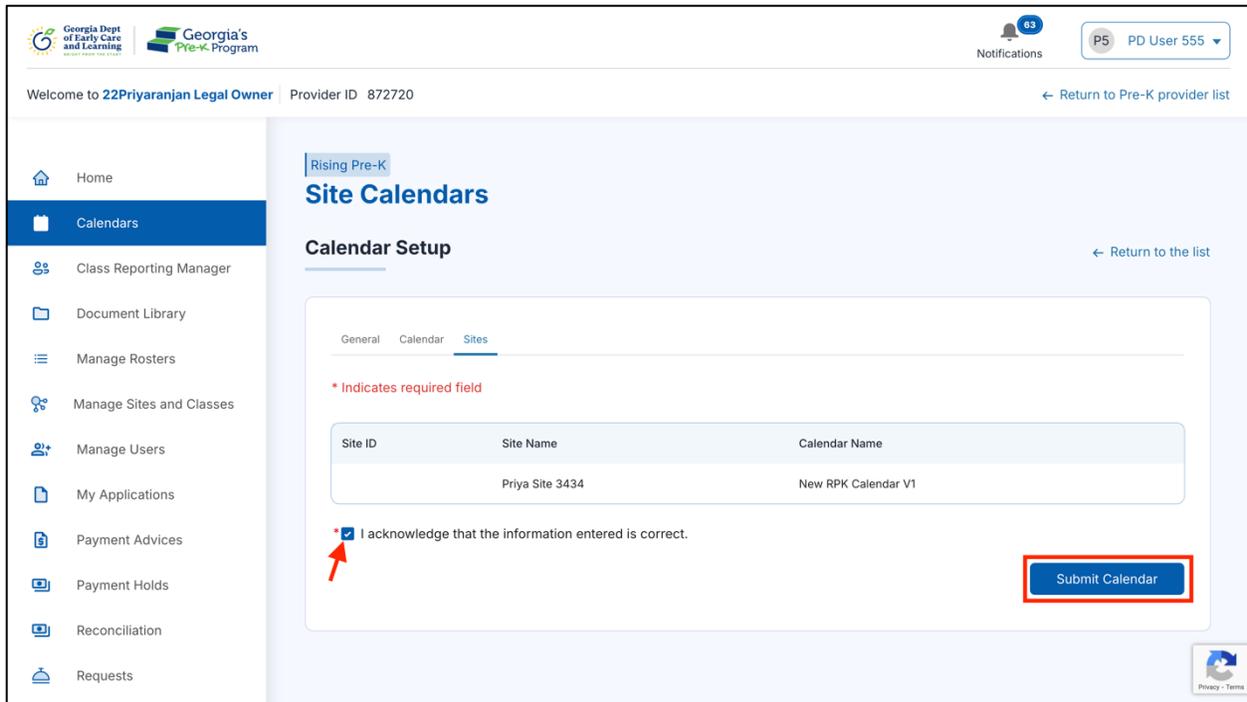


7. To save the calendar updates, click the **Save & Next** button.



The site calendar setup > **Sites** tab will be displayed.

- On the sites tab, click the checkbox to confirm the acknowledgement, then click the **Submit Calendar** button.



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

Welcome to **22Priyaranjan Legal Owner** | Provider ID 872720

Notifications 63 | P5 PD User 555

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## Site Calendars

### Calendar Setup

← Return to the list

General | Calendar | **Sites**

\* Indicates required field

Site ID	Site Name	Calendar Name
Priya Site 3434		New RPK Calendar V1

I acknowledge that the information entered is correct.

**Submit Calendar**

Privacy - Terms

*\*After saving, a successful calendar submission message will be displayed.*

**This concludes the GAPREK Summer Transition Program (STP) Portal User Guide.**