

GAPREK

Summer Transition Program (STP) Portal User Guide

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	Viewing Dashboards		
and Project Director	Managing Application		
	Managing Calendar		



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 <u>here</u> to access the Integrated Provider Portal Login page.
- 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@decal.ga.gov.

Georgia Dept of Early Care and Learning	en_US
<section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header>	 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.

Georgia D of Early C and Learn	ept are ing Integrated Provider Portal	
V	Velcome, PAU CE	
Р	Program List	
	Georgia's	
	Pre-K Portal	
	Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
[Go to Providers List→	

The Provider List page will be displayed.

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

5. On the required Provider tile, click the **Go To DashBoard** button.

JOMO Legal Owner China
Provider Details
Pre-K Provider ID 235297
Go To DashBoard

٦



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

G	Georgia Dept of Early Care and Learning Pre-K Progra	m		Notifications
Welco	ome to CE Legal Owner Prov	der ID 228378		← Return to Pre-K provider list
	Home	Dashboard		
İ	Calendars	New Applications are open for the curre	nt school vear. Please fill out the form.	Apply Now
00	Class Reporting Manager		,	
	Document Library	Important Communications		
≔	Manage Rosters			
\$	Manage Sites and Classes	Critical Reporting Dates		<u> </u>
<u>a</u> t	Manage Users			
\$	Payment Advices	Sites and Classes	Rosters	Payment
۲	Payment Holds	Active Sites	i Students 0	Last Payment Amount \$0
Ă	Requests	 Active Classes 	☐ Teachers☐ Waitlist0	🛗 Last Payment Date

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.

Welco	ome to 22Priyaranjan Legal Owner	BOE Provider ID 872720	← Return to Pre-K provider list
	Home	Dashboard	
İ	Calendars		
89	Class Reporting Manager	New Applications are open for Summer Transition Program - Rising Kindergarten the current school year. Please fill out the form.	Apply Now
	Document Library		
≔	Manage Rosters	The Summer Transition Program - Rising Pre-K application for new providers is now open. Click on the Apply Now button to complete the application process.	Apply Now
č s	Manage Sites and Classes		
		Important Communications	



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.

Welco	Welcome to 22Priyaranjan Legal Owner BOE Provider ID 872720			
	Home	Dashboard		
ė	Calendars			
es	Class Reporting Manager	New Applications are open for Summer Transition Program - Rising Kindergarten the current school year. Please fill out the form.	Apply Now	
	Document Library			
=	Manage Rosters	The Summer Transition Program - Rising Pre-K application for new providers is now open. Click on the Apply Now button to complete the application process.	Apply Now	
œ	Manage Sites and Classes			

*The Instructions page will be displayed.

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



The Applicant Questions page will be displayed.



4. 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
Instructions	Application Questions
Application Questions	
Site Information	Questions Guidelines for answering
Review and Submit	*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.
	 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, <u>enrollment</u> 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.

5. 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.	
1 Instructions	22Priyaranjan Legal Owi	
2 Application Questions	Please select which sites you would like to include in your Rising Kindergarten application.	
3 Site Information	Site999 CCLC-896876743	>
4 Review and Submit	Hehe Test22	>
	Hehe Test11	>
	Hehe Test33	>
	PRRRR site1233	>
	Priya Site 3434 sf, Dfg, Banks, AK, 34534	>
	Γ	
(Save & Exit	Previous Save & Next



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.

Instructions			
2 Application Questions	Email	Site/Location Phone	Site/Location Phone Extension
3 Site Information			
4 Review and Submit	Site/Location Street Address		
	Street Address	Building or Suite Number	City
	sf	64	Dfg
	State	Zip Code	County
	AK	34534	Banks
	Site/Location Mailing Addresss		
	Street Address	Building or Suite Number	City
	sf	64	Dfg
	State	Zip Code	County
	AK	34534	Banks
	Check if your site will provide any o	f 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.

					×
1 Instructions	Site/Locatio	ŀ	dd STP Classs		City
2 Application Questions	sf Selec	t STP Classes			Dfg
3 Site Information	State	Class Name	Classes ID	Classes Type	County
4 Review and Submit	AK	CN-00044250	000002		Banks
	Site/Locati	CN-00057938	000002		
	Street Addres	CN-00046661	000003		City
		CN-00057939	000003		
	AK	CN-00053188	000006		Banks
	Check if you	CN-00057940	000006		
	Transpor			Cancel	
	CTD Classes	_	_		

The recently added class will be displayed.



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

2 Application Questions	Check if your site will provide any of these services for Rising Kindergarten students:	
3 Site Information	Transportation	
4 Review and Submit	STP Classrooms	+ Add Class
	CN-00044250 000002	Ť.
	CN-00057938 000002	ă â
		Save
Sa	ve & Exit	Previous Save & Next
		Privacy - Terra

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.

Georgia's Georgia's Pre-K Program			Notifications PD User 555 V
Welcome to 22Priyaranjan Legal Owner BOE	Provider ID 872720		← Return to Pre-K provider li
1 Instructions	State AK	Zip Code 34534	County Banks
Application coestions Site Information A Review and Submit	Site/Location Mailing Addresss Street Address sf	Building or Suite Number 64	City Dfg
	State AK	Zip Code 34534	County Banks
	Check if your site will provide any of th Transportation STP Classrooms	nese services for Rising Kindergarten students:	+ Add Class
			Save
	Save & Exit		Previous Save & Next

The Review and Submit page will be displayed.



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

1 Instructions	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, and the survey of the survey
2 Application Questions	* 10. Our research shows that an effective transition coach is paramount to the success of the Summer Transition Program. (Max 4000 characters) 1. 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 including (in the new net with a Transition Coach. Discuss the person's qualifications for the position including experience as a Transition Coach or with family support. If you have already including experiences and a Transition Coach before superfined the invite militations for the position including experience as a Transition Coach or with family support. If you have already include the support of the Transition Coach before the invite militation for the position including experience as a Transition Coach or with family support. If you have already include the support of the Transition Coach. Discuss the person's qualifications for the position including experience as a Transition Coach or with family support. If you have already include the support of the transition of the person of the person's qualifications for the position including experience as a Transition Coach or with family support. If you have already include the support of the person of the person of the person's qualifications for the person of the person's qualifications for the person of the person's qualifications for the person of the person's qualifications for the person of the person of the person of the person of the person of the person of the person of the person's qualifications for the person of the pe
3 Site Information	Description prime programme and prime
4 Review and Submit	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
	PRRR site1233
	Priya Site 3434 Selected for RK sf, Dfg, Banks, AK, 34534
	7
	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 Early Care and Early Care and Early Care and Early Care and Early Care and Early Care and Early Care and Early Care and Care	Notifications	P5 PD User 555 ▼
Welcome to 22Priyaranjan Legal Owner BOE Provider ID 872720	← R	eturn 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 w find a copy under your Document Library in your provider portal. Please check the provider portal for any changes in your application s patience as we review your application.	vill receive an email confirma status and next steps. Thank	tion. You can also you for your
	± 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.					
Le Do	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.

Ĝ	Georgia Dept of Early Care and Learning Pre-K Program				Notifications			
Welco	Welcome to 22Priyaranjan Legal Owner BOE Provider ID 872720							
	My Recent Application							
	Home	APPLICATION NUMBER	ТҮРЕ	STATUS	PROGRAM			
Ē	Calendars	25086	Pre-K New Application		2026 Pre-K 10 Month Program			
8	Class Reporting Manager	PROGRAM YEAR 2026						
	Document Library							
=	Manage Rosters							
ç ,	Manage Sites and Classes	APPLICATION NUMBER	ТҮРЕ	STATUS	PROGRAM			
0	Manage Users	PROGRAM YEAR	Pre-K New Application	Grant Agreement Finalized	2025 Pre-K 10 Month Program			
D	My Applications	2025						
6	Payment Advices							
۲	Payment Holds							
≙	Requests	APPLICATION NUMBER 28779	TYPE New Summer Transition Program - Rising	STATUS Not Submitted	PROGRAM YEAR 2026			
Ż	Visit Reports		Kindergarten Application					
E	Waiting Lists	The Summer Transition Program - Rising Kinder the configuration and extends by the day data	garten Application is due January 26, 2025. To apply for	a Summer Transition Program - Rising Kindergarten gran	t, resume Application			
Ø	Waivers	the application and submit by the due date.	the application and submit by the due date.					



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.

Welco	me to 22Priyaranjan Legal Owner	Provider ID 872720	← Return to Pre-K provider list
		Dashboard	
	Home		
i	Calendars	Verification of Lawful Presence submission is required prior to receiving a Georgia's RK Grant. Click Submit to Complete the form.	Submit
8	Class Reporting Manager		
0	Document Library	The Summer Transition Program - Rising Pre-K application for new providers is now open. Click on the Apply Now button to complete the application process.	Apply Now

*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.

Ĝ	Georgia Dept of Early Care and Learning Pre-K Program		Notifications P5 PD User 555 V
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720	← Return to Pre-K provider list
	Home	Dashboard	
İ	Calendars	C	
89	Class Reporting Manager		
	Document Library	Critical Reporting Dates	>
:=	Manage Rosters		
%	Manage Sites and Classes	Service Features	
<u>0</u> +	Manage Users	Sites and Classes	Payment

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).

G	Georgia Dept of Early Care and Learning Pre-K Program					notifications	P5	PD User 555 🔻	•
Welco	ome to 22Priyaranjan Legal Owner Pro	vider ID 872720					← Return to F	Pre-K provider li	list
습	Home	Site Calend	ars				Pre-K		
	Calendars						Rising K	indergarten	
89	Class Reporting Manager	Site 888 💌 2	.024-2025 💌			Reset	Rising P	re-K	
	Document Library	Calendars List							
=	Manage Rosters	Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions	
%	Manage Sites and Classes	Test Cal	Priva Site 3434	2025-02-07 7:24 AM		Submitted		Minur	
0)+	Manage Users		,					view	
	My Applications	cal testingggg33	Site 888	2024-09-02 5:46 AM		Closed with COO		View	



Creating and Submitting the Calendar

To create the calendar, perform the following steps:

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

G	of Early Care and Learning Pre-K Program		Notifications
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720	← Return to Pre-K provider list
습	Home	Site Calendars	Rising Pre-K 🔹
	Calendars		
09	Class Reporting Manager		
	Document Library	JAN	
=	Manage Rosters		MAR
è.	Manage Sites and Classes	NOV	
<u>0</u>	Manage Users	Calendar Submission V	/indow APR
D	My Applications	Create Calendar	
6	Payment Advices		NAN X X X X X X X X X X X X X X X X X X X
	Payment Holds	SEPT	30NE × × × × × × × × × × × × × × × × × × ×
	Reconciliation	a	
~	Requests		V

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

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

G	Georgia Dept of Early Care and Learning Pre-K Program			Notifications	P5 PD User 555 🔻
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720		÷	Return to Pre-K provider list
<u>습</u>	Home Calendars	Rising Pre-K Site Calendars			
8	Class Reporting Manager	Setup Calendar			← Return to the list
	Document Library	Calendar Status: Draft			
=	Manage Rosters	* Indicates required field			
%	Manage Sites and Classes	Year	Provider Legal Name	* Calendar Name	
) (Manage Users	2024-2025	22Priyaranjan Legal Owner	New RPK Calendar	
D	My Applications	Number of Days (Required Instructional Days + R	equired Teacher Planning Days) 🕚	1	
\$	Payment Advices	4			
۲	Payment Holds				Next
۱	Reconciliation				
₫	Requests				Privacy - Terma



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.
 - 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.

Ĝ	Georgia Dept of Early Care and Learning Georgia's Pre-K Program		● P5 PD User 555 ▼
Welco	me to 22Priyaranjan Legal Owner	rovider ID 872720	← Return to Pre-K provider list
습	Home	General Calendar Sites	
	Calendars	* Indicates required field	
őő	Class Reporting Manager	Start time for the instructional day End time for the instructional day	
	Document Library	7:00 AM 0 10:30 AM	O
=	Manage Rosters	Number of days in a standard week the program will run STP RPK	· · · · · · · · · · · · · · · · · · ·
%	Manage Sites and Classes	First day of student instruction • Last day of student instruction	
<u>j</u> e	Manage Users	May 1, 2025	ä
D	My Applications	• Number of days Rising Pre-K will not operate (holidays, fall/winter/spring break, etc.)	
5	Payment Advices	8 Traches playing days	
١	Payment Holds	2	
۱	Reconciliation	7	
≙	Requests		Save & Next

*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 predetermined 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.

10ľ	Home	Genera	Caler	ndar Si	ites																		
	Calendars																						
09	Class Reporting Manager	Geor	gia's Pre	e-K Prog	gram rec	quires a	minimu	m of 23 s	tudent i	nstructio	nal day:	s and a r	minimum	n of 3 te	eacher pla	anning da	ays.						
	Document Library	0.1	<i></i>																				
=	Manage Rosters	2024	2024-2025								Rese	et Day T	ype										
ç.	Manage Sites and Classes	Type of	Days with	n selecter	d Dates																		
<u>j</u> e	Manage Users		First day	of stude	nt instrue	ction			1	Last day	r of stude	ent instruc	ction			0	Teacher	planning	g days				
D	My Applications																						
5	Payment Advices	0	Holidays	•					0	Not in se	ession to	r 4-day w	/eek										
	Payment Holds				May							June		~					July		~	0.1	
	Reconciliation	Sun	Mon	Tue	vved	1	2	3	1	2	3	4	5	6	5at 7	Sun	Mon	1	2	3	4	5	
₫	Requests	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
Ŵ	Visit Reports	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
E	Waiting Lists	25	26	27	28	29	30	31	29	30	24	2.3	2.0	£/	20	27	28	29	30	31	2.5	20	C
																							Through The

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.

	Home	Gene	ral Cale	ndar S	ites																		Т
	Calendars																						
09	Class Reporting Manager	Geo	rgia's Pr	e-K Proç	gram rec	quires a	minimu	m of 23 s	student ir	nstructio	nal days	s and a r	minimur	n of 3 te	acher pla	nning da	iys.						
	Document Library	School	Year																_				
=	Manage Rosters	2024	1-2025																(Rese	et Day T	уре	
ç	Manage Sites and Classes	Type of	f Days wit	h selecte	d Dates																		
<u>a</u> t	Manage Users	1	First da	y of stude	ent instru	ction			1	Last day	of stude	ent instru	ction			0	Teacher	planning	g days				
D	My Applications	0	Holiday	s					0	Not in s	ession fo	r 4-day v	veek										
8	Payment Advices																						
۲	Payment Holds	Sun	Mon	Tue	May Wed	Thu	Fri	Sat	Sun	Mon	Tue	June Wed	Thu	Fri	Sat	Sun	Mon	Tue	July Wed	Thu	Fri	Sat	
۲	Reconciliation					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
≙	Requests	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
	Visit Reports	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	



- 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.

				×	
匬	Home		Day Туре		
	Calendars	* Indicates required field			
00	Class Reporting Manager	Select the dates for Teacher planning days			cher planning days.
	Document Library	• From May 4, 2025	• To May 5, 2025	ä	
≔	Manage Rosters	• Day Type	1		Reset Day Type
8.	Manage Sites and Classes	Teacher planning days		•	
ĵ	Manage Users				eacher planning days
D	My Applications			Cancel	
5	Payment Advices				
	Payment Holds	May	June	100 Ed. Col. 14	July

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

G	Georgia Dept of Early Care and Learning Pre-K Program																N	otificatio	61 ons	P5	5 PD	User 5	i55 🔻
Welco	ome to 22Priyaranjan Legal Owner Provid	872720)															←R	eturn t	to Pre-	K provi	der list	
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
匬	Home	4	5	6	7	8	9	10	8	9	10	4	12	13	14	6	7	8	9	10	11	12	
	Calendars	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
es	Class Reporting Manager	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
	Document Library	25	26	27	28	29	30	31	29	30						27	28	29	30	31			
	Document Library				August																		
=	Manage Rosters	Sun	Mon	Tue	Wed	Thu	Fri	Sat															
%	Manage Sites and Classes	3	4	5	6	7	1 8	2 9															
<u>e</u> ;+	Manage Users	10	11	12	13	14	15	16															
D	My Applications	17	18	19	20	21	22	23															
5	Payment Advices	31	20	20	2,	20	20																
۲	Payment Holds																			Sou	0 8 No		
	Reconciliation																			VbC			
ݣ	Requests																						Privacy - Terms

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.

Welco	ome to 22Priyara	njan Legal Owner Provider ID 872720	← Rearn to Pre-K provider list
		Assigning Calendar to Sites	← Return to the list
企	Home		
	Calendars	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.	
09	Class Reportir Manager	✓ Priya Site 3434	n Calendar
	Document Lib	Select all the classes you wish to Assign the Calendar:	
=	Manage Roste		
<u>ç</u> ,	Manage Sites a Classes	Cancel	Assign

*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.

Ğ	Georgia Dept of Early Care and Learning			Notificati	ons P5 PD User 55	5 🔻
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720			← Return to Pre-K provide	er list
습	Home	Concert Colorday	Char			
	Calendars	General Calendar	Sites			
00	Class Reporting Manager	* Indicates require	d field		Assign Calendar	
	Document Library					
=	Manage Rosters	Site ID	Site Name	Calendar Name		
	Manage Sites and		Priya Site 3434	New RPK Calendar		
Å.	Classes	* I acknowledge	e that the information entered is	s correct.		
) je	Manage Users	1			Submit Calendar	

*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.

Welco	me to 22Priyaranjan Leç	Waiver	Request	← Return to Pre-K provider list
습	Home	Calendar Name		
	Calendars	New RPK Calendar		
000	Class Reporting Manager	Requested Instructional Hours 70	Requested Instructional Days 20	ructional
	Document Library	Reason for Waiver Request Need more calendar days to run the STP Pro	aram	
≡	Manage Rosters		46/400	
ç	Manage Sites and Classes	•	Cancel	it
0)+	Manage Users	Please review and revise the	e calendar to meet this requirement or select Su	Ibmit Waiver

*The Waiver request submitted successfully message will be displayed.

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

Ğ	Georgia Dept of Early Care and Learning			Notificati	61 P5 PD User 555 ▼
Welco	ome to 22Priyaranjan Legal Own	er Provider ID 872720			← Return to Pre-K provider list
습	Home				
	Calendars	General Calendar	Sites		
09	Class Reporting Manager	* indicates required	TIEIO		Assign Calendar
	Document Library				
:=	Manage Rosters	Site ID	Site Name	Calendar Name	
ç	Manage Sites and Classes	*✓ I acknowledge	Priya Site 3434 that the information entered	New RPK Calendar	
<u>8</u> †	Manage Users				Submit Calendar
	My Applications				

*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.

Ĝ	Georgia Dept of Early Care and Learning			Notifications	P5 PD User 555 ▼
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720		← Retu	urn to Pre-K provider list
企	Home	Site Calendars		Risir	ng Kindergarten 👻
	Calendars				
8	Class Reporting Manager	Search by Site Name 💌 202	4-2025 💌	Reset Crea	ate Calendar
	Document Library	Calendars List			
≔	Manage Rosters	Calendar Name Site Name	Submitted Date and Time	Status Comme	ents Actions
ç	Manage Sites and Classes	New RPK Calendar Priya Site 34	34 2025-02-13 11:12 PM	Submitted	View
<u>D</u> e	Manage Users				
D	My Applications				
ß	Pavment Advices				Privacy - Ten

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.

Welco	ome to 22Priyaranjan Legal Own	er Provider ID 872720				← Return to	Pre-K provider list
습	Home	Site Calenda	nrs			Rising Kir	ndergarten 👻
	Calendars						
09	Class Reporting Manager	Search by Site Nam	ne 🔪 2024-20	25 💌	Reset	Create Ca	alendar
	Document Library	Galeriuar 5 LISI					
≔	Manage Rosters	Calendar Name	Site Name	Submitted Date and Time	Status	Comments	Actions
Š.	Manage Sites and Classes	New RPK Calendar	Priya Site 3434	2025-02-13 11:12 PM	Submitted		View
e,	Manage Users						



2. 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.

Welco	me to 22Priyaranjan Legal O	rner Provider ID 872720 ← Return to Pre-K provider list
	Home	Site Calendars Rising Kindergarten 🔹
	Calendars	
00	Class Reporting Manager	Search by Site Name 2024-2025 Reset Create Calendar
	Document Library	Calendars List 2023-2024
≔	Manage Rosters	Calendar Name Site Ni 2022-2023 a and Time Status Comments Actions
Å.	Manage Sites and Classes	New RPK Calendar Priya Site 3434 2025-02-13 11:12 PM Submitted View
00+	Manage Users	

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

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

Ğ	Georgia Dept of Early Care and Learning Network Park to Net		P5 PD User 555 ▼
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720	← Return to Pre-K provider list
습	Home	Site Calendars	Rising Kindergarten 💌
	Calendars		
00	Class Reporting Manager	Search by Site Name v 2024-2025 v	Reset Create Calendar
	Document Library	Calendars List	
≔	Manage Rosters	Calendar Name Site Name Submitted Date and Time	Status Comments Actions
ç	Manage Sites and Classes	New RPK Calendar Priya Site 3434 2025-02-13 11:12 PM	Submitted
)	Manage Users		
D	My Applications		2
\$	Payment Advices		Privacy - Terms



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.

Ĝ	Georgia Dept of Early Care and Learning Pre-K Program				Notifications	P5 PD User 555 🔻
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720			← F	Return to Pre-K provider list
≙	Home Calendars	Rising Kindergarten Site Calendars				 Deture to the list
89	Class Reporting Manager	ourshuar ootup				← Return to the list
	Document Library	Caparal Calandar Sites				
=	Manage Rosters	General Calendal Sites				
ç %	Manage Sites and Classes	* Indicates required field				
2	Manage Users	Start time for the instructional day		End time for the instructional day		
D	My Applications	• Number of days in a standard week the program will ru	n STP RK	10-30 AW		0
5	Payment Advices	5				•
	Payment Holds	* First day of student instruction		* Last day of student instruction		
	Reconciliation	May 1, 2025	Ê	May 30, 2025		iii .
≙	Requests	Number of days Rising Kindergarten will not operate (h 1	olidays, fall/winter/spring break, etc.)			
Ż	Visit Reports	• Teacher planning days				
Ð	Waiting Lists	2				Privacy - Terrar

Calendar Amendment

To submit the calendar amendment, perform the following steps:

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

슯	Home	Site Calendars	Rising Pre-K
	Calendars		
89	Class Reporting Manager	Search by Site Name 🔹 2024-2025 🔹	Create Calendar
	Document Library	Calendars List	
=	Manage Rosters	Calendar Name Site Name Submitted Date and Time Status Comments	Actions
ç °	Manage Sites and Classes	New RPK Calendar Priya Site 3434 2025-02-13 11:12 PM Approved	View Amend
ð	Manage Users		
D	My Applications		
5	Payment Advices		
	Payment Holds		

The Amendment Confirmation pop-up window will be displayed.



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

습	Home	Site Calendars	Rising Pre-K	•
09	Class Reporting Manager	Search hv Site Name 2024-2025	Create Calendar	j j
	Document Library			
	Manage Rosters	You are requesting changes on approved calendar. Do you want to continue?		
çç	Manage Sites and Classes	No Yes	Actions	
<u>Ĵ</u> ċ	Manage Users		view Amend	
D	My Applications			

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.

Ğ	Georgia Dept of Early Care and Learning Pre-K. Program		€ Notifications P5 PD User 555 ▼										
Welco	Welcome to 22Priyaranjan Legal Owner Provider ID 872720												
습	Home	Site Calendars	Rising Pre-K 🗸										
	Calendars												
89	Class Reporting Manager	Search by Site Name	Reset Create Calendar										
	Document Library	Calendars List											
=	Manage Rosters	Calendar Name Site Name Submitted Date and Time Status	Comments Actions										
%	Manage Sites and Classes	New RPK Calendar V1 Priya Site 3434 Draft	View Edit Delete										
) O	Manage Users	New RPK Calendar Priva Site 3434 2025-02-13 11:12 PM Approved	View										
D	My Applications		view •										

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



ć	Georgia Dept of Farty Care and Learning Pre-K Program		Notifications
Welco	ome to 22Priyaranjan Legal Owne	r Provider ID 872720	← Return to Pre-K provider list
		Site Calendars	
슯	Home	Calendar Setup	← Return to the list
	Calendars		
89	Class Reporting Manager	General Calendar Sites	
	Document Library	* Indicates required field	
=	Manage Rosters	* Start time for the instructional day * End time for the instructional day	
ç	Manage Sites and Classes	7:00 AM (0) 10:30 AM	Q
<u>e</u>	Manage Users	Number of days in a standard week the program will run STP RPK	
D	My Applications	5	
5	Payment Advices	First day of student instruction *Last day of student instruction	
	Payment Holds	May 30, 2023	
۲	Reconciliation	1	
≙	Requests	Teacher planning days	
Ż	Visit Reports	2	
E	Waiting Lists		Save & Next

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.

Ĝ	Georgia Dept of Early Care and Learning Fre-K Program			Notifications							
Welco	Welcome to 22Priyaranjan Legal Owner Provider ID 872720										
습	Home	General Calendar Sites									
	Calendars	Georgia's Pre-K Program requires a minimum	n of 23 student instructional days and a minim	um of 3 teacher planning days.							
89	Class Reporting Manager										
	Document Library	2024-2025		Reset Day Type							
≡	Manage Rosters	Type of Days with selected Dates									
%	Manage Sites and Classes	1 First day of student instruction	1 Last day of student instruction	2 Teacher planning days							
<u>a</u> t	Manage Users										
D	My Applications	Holidays	Not in session for 4-day week								
5	Payment Advices	May	June	July							

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.

Ĝ	Georgia Dept and Learning Georgia's Pre-K-Program										N	Notifications													
Welco	Welcome to 22Priyaranjan Legal Owner Provider ID 872720													← Return to Pre-K provider list											
		×										×													
슯	Home								Da	у Тур	е							che	cher planning days.						
	Calendars	* In	* Indicates required field											I											
00	Class Reporting Manager	Sel	Select the dates for Teacher planning days											I		F	Reset D	ay Ty	pe						
	Document Library	• Fr	rom							•т	* To														
	Manage Rosters		1ay 16,	2025						1	May 18, 2025							eacher planning days							
%	Manage Sites and Classes	Т	eache	r plann	ing da	ys											•	I							
Ĵ°	Manage Users																	1		huby					
D	My Applications	-																on	Tue	Wed		Fri	Sat		
\$	Payment Advices	_							_						C	Cancel	Save		1	2	3	4	5		
	Payment Holds		4	12	13	7	8	9 16	10 17	8	9 16	10 17	11 18	12 19	13 20	14 21	6 13	7 14	8	9 16	10 17	11 18	12 19		
۰	Reconciliation		18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
Ă	Requests		25	26	27	28 August	29	30	31	29	30						27	28	29	30	31			Privacy - Terms	

Ĝ	Georgia Dept of Early Care and Learning Pre-K Program																N	otificati	63 ons	P	5 PC	User 55	55 🗸
Welco	Welcome to 22Priyaranjan Legal Owner Provider ID 872720																						
					May							June							July				
命	Home	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	Calendars	4	5	6	7	8	2	3	8	2	3 10	4	5	6 13	7	6	7	1	2	3 10	4	5	
89	Class Reporting Manager	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
	Document Library	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
	Marray Davies	25	26	27	28	29	30	31	29	30						27	28	29	30	31			
	Manage Rosters				August																		
ç	Manage Sites and Classes	Sun	Mon	Tue	Wed	Thu	Fri	Sat															
)	Manage Users	2	,	e.	P	7	1	2															
D	My Applications	10	4	12	13	14	o 15	16															
জি	Payment Advices	17	18	19	20	21	22	23															
	Deverant Halda	24	25	26	27	28	29	30															
	Payment Holds	31																					
	Reconciliation																						
Ă	Requests																		L	Sav	e & Ne	ext	Privacy - Terms

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

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



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

Ğ	Georgia Dept of Early Care and Learning and Learning Pre-K. Program		Notifications
Welco	ome to 22Priyaranjan Legal Owner	Provider ID 872720	← Return to Pre-K provider list
合 1	Home	Rising Pre-K Site Calendars	
e	Class Reporting Manager	Calendar Setup	← Return to the list
	Document Library		
≔	Manage Rosters	General Calendar Sites	
%	Manage Sites and Classes	* Indicates required field	
<u>a</u> t	Manage Users	Site ID Site Name Calendar Name	
D	My Applications	Priya Site 3434 New RPK Calendar V1	
5	Payment Advices	I acknowledge that the information entered is correct.	
۲	Payment Holds	T	Submit Calendar
۲	Reconciliation		
⊉	Requests		Prinzey - Terres

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

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