



# **GAPREK**

## **Site Director User Guide**

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Version 2.1, July 25, 2024

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*Name Of Document*

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## PURPOSE

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

## PERSONAS

Personas	Responsibilities
Site Director	<ul style="list-style-type: none"> <li>• Managing Users</li> <li>• Viewing Dashboards</li> <li>• Managing Profile</li> <li>• Viewing Documents</li> <li>• Managing Sites and Classes</li> <li>• Viewing Calendar</li> <li>• Managing Visits</li> <li>• Managing the Class Reporting Manager</li> <li>• Managing Waiting Lists</li> <li>• Viewing Rosters</li> <li>• Submitting a New Incident</li> </ul>

## INTRODUCTION

This User Guide will assist Site 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.

## ACTIVATING AND LOGGING INTO YOUR ACCOUNT

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

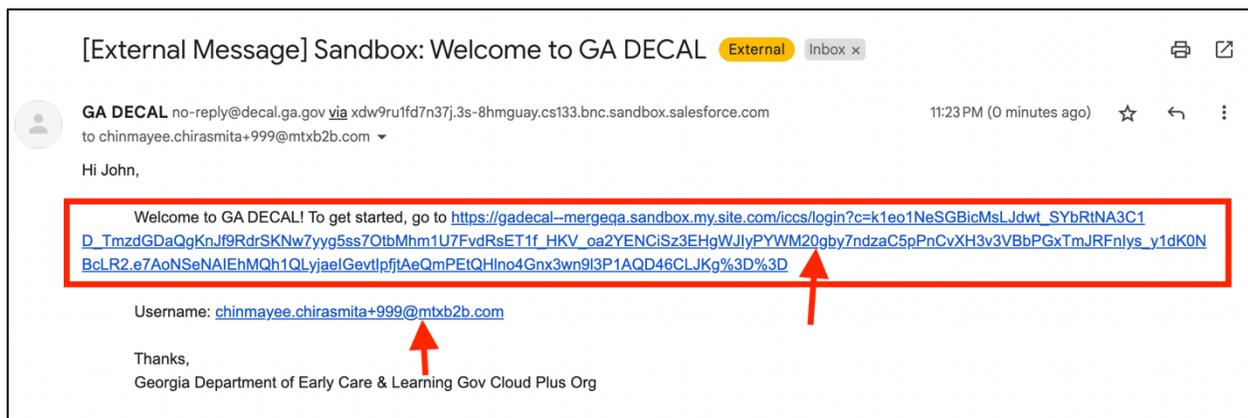
The Site Director will need to contact their Primary Authorized User to activate provider details.

### 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.

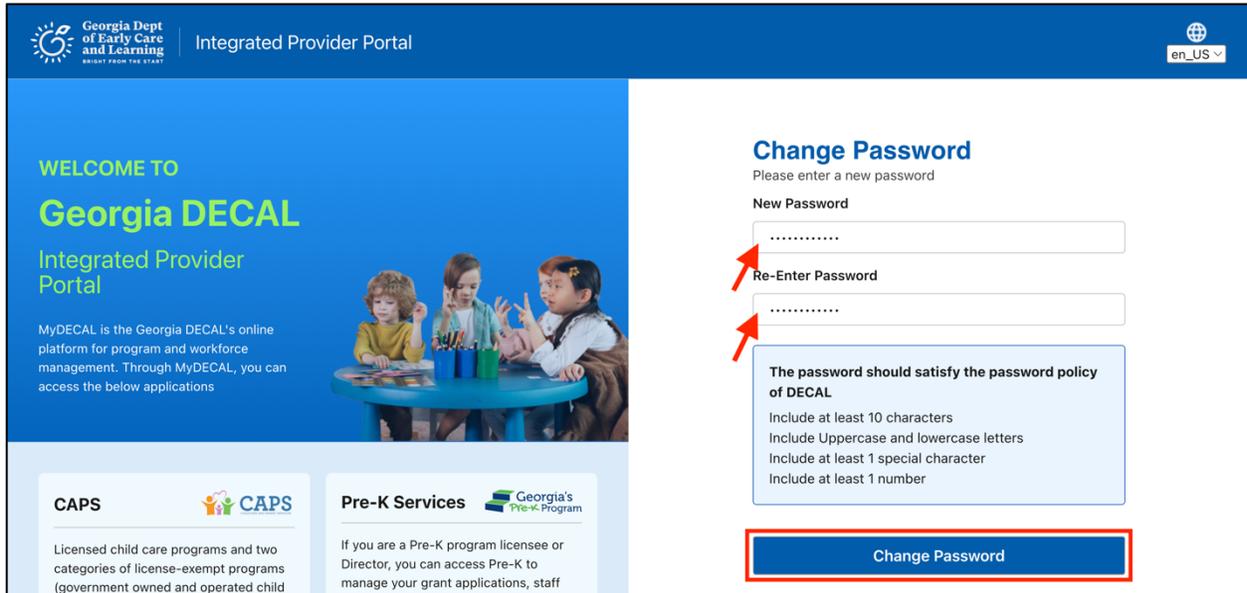
**Note:** Your Username will be provided in this email. Please note this Username for future logins.



The Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.

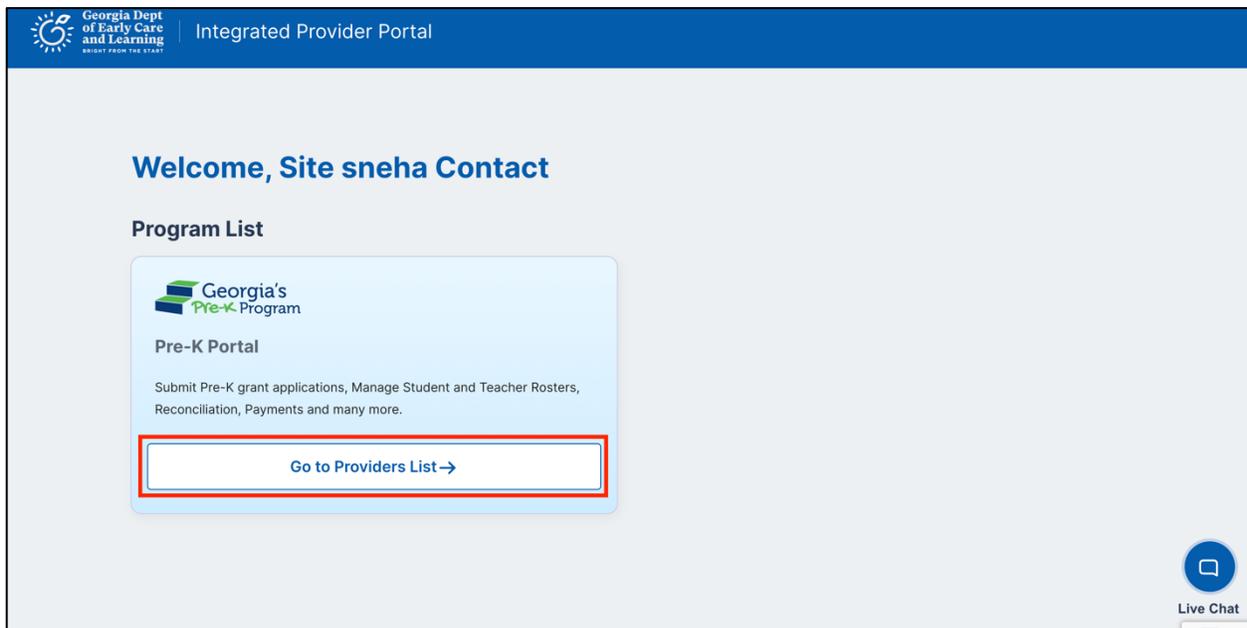
Name Of Document

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.



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

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

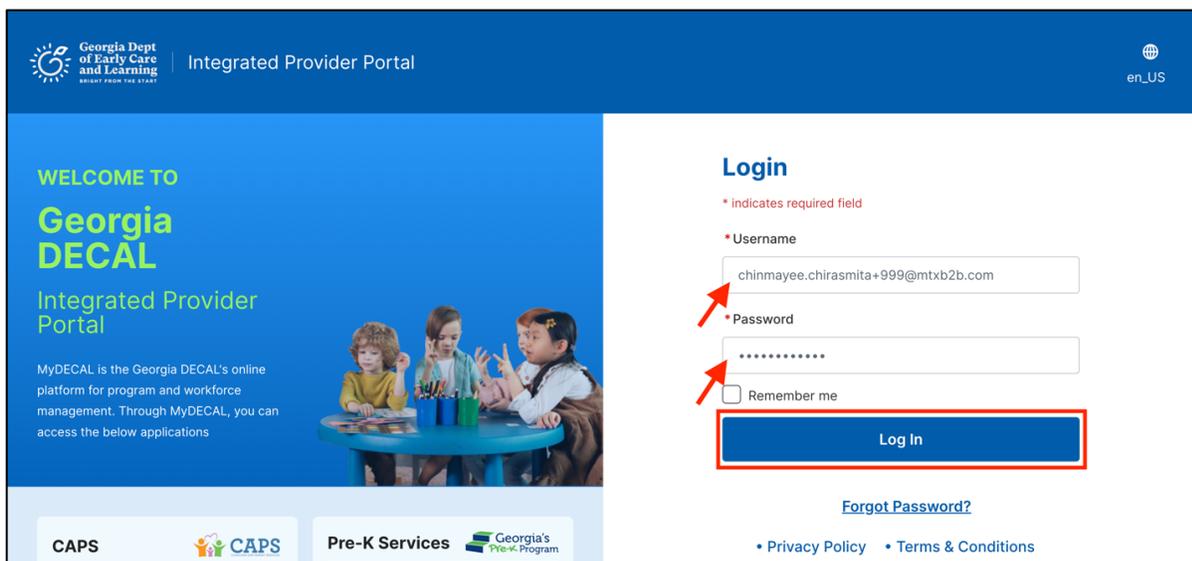


## Logging in to the GAPREK Provider Portal

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

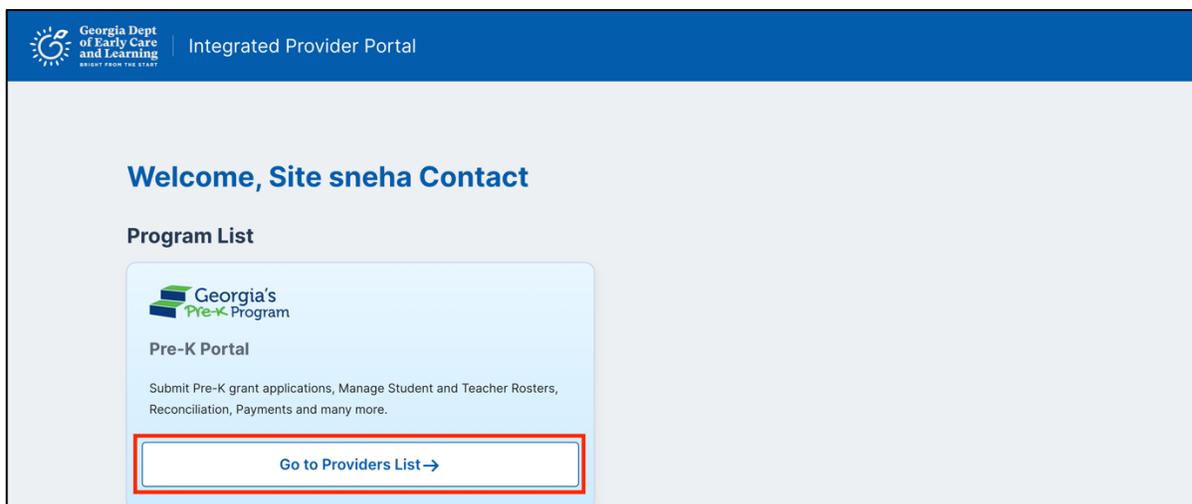
To Login to the Provider Portal, perform the following steps:

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



After logging in, you will be directed to the GA DECAL Integrated Provider Portal welcome page. Please note that if you are enrolled with other Provider 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 Providers List** button.

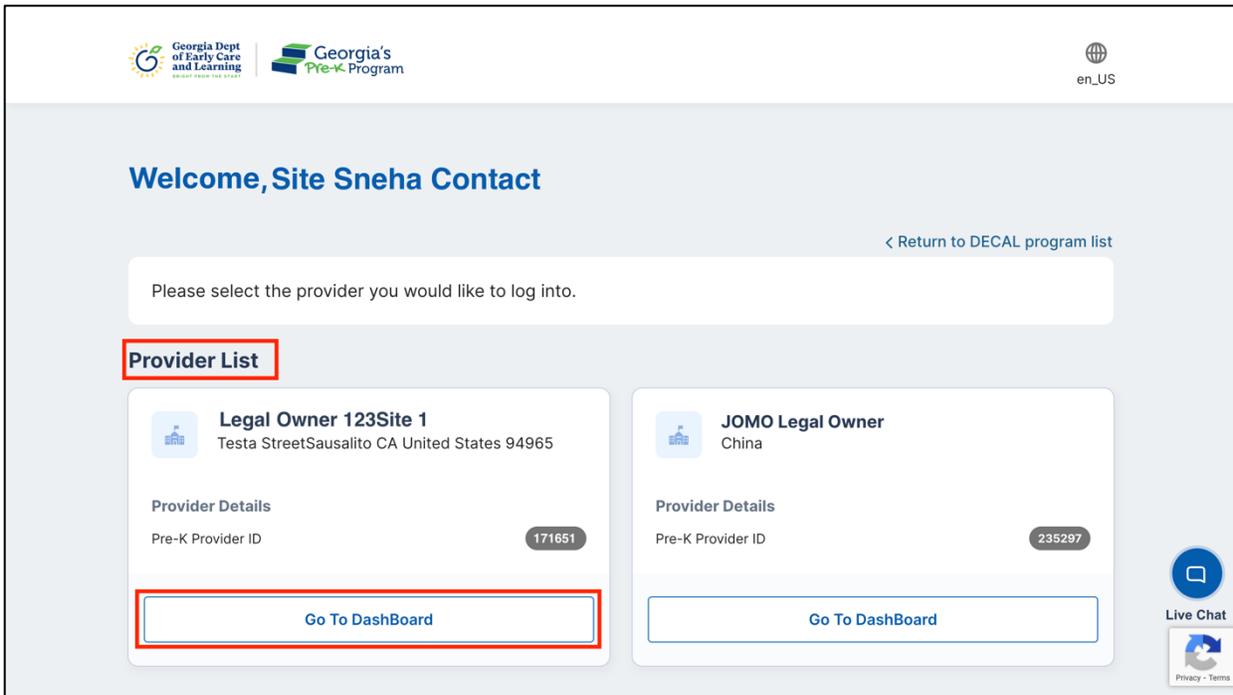


Name Of Document

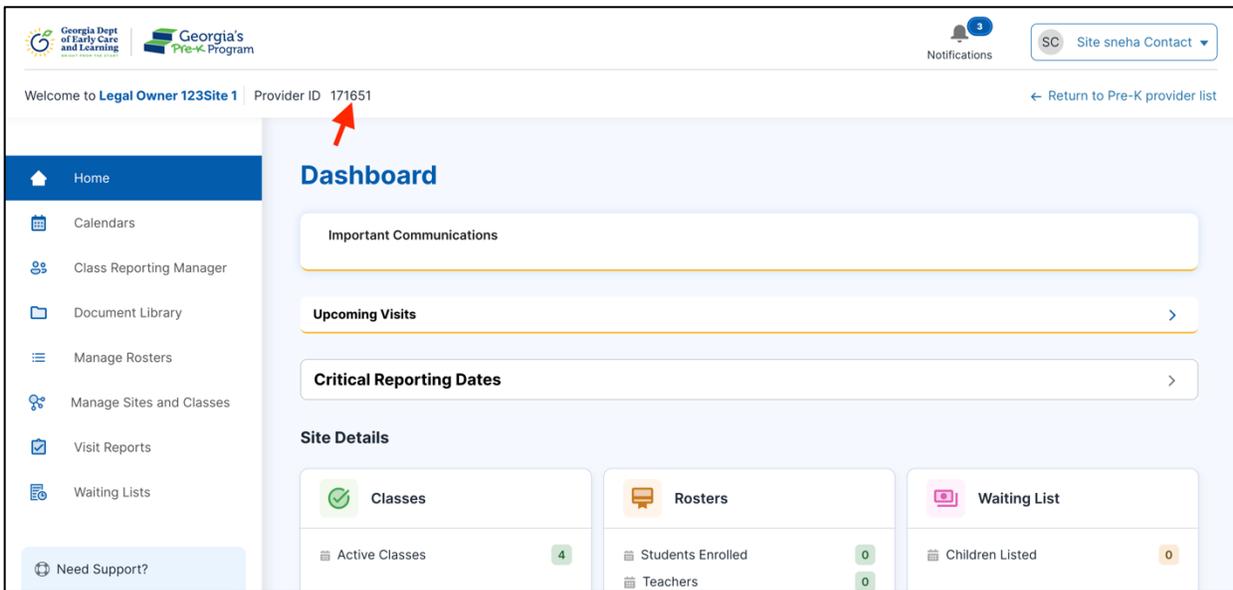
The Provider List page will be displayed.

**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 Pre-K welcome page, and the **Provider ID** will be displayed on the top of the page.



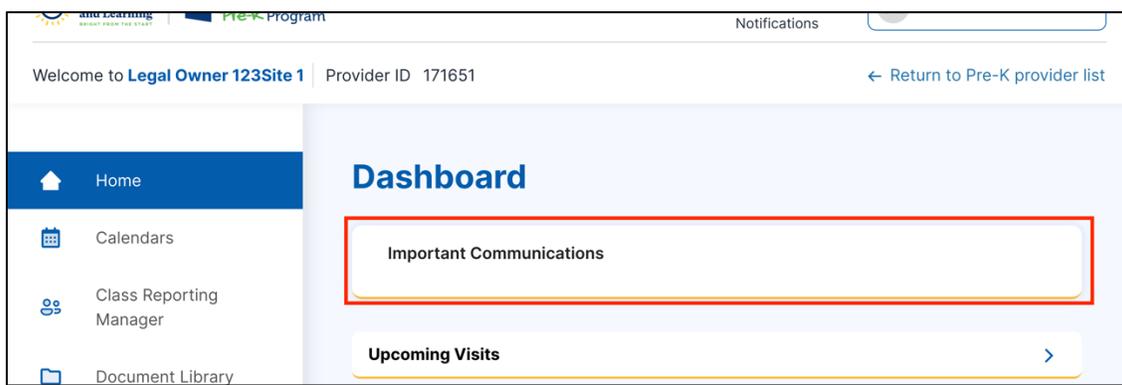
## VIEWING DASHBOARD

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

### Important Communications

Important communication under the Dashboard section assists the Site Director in viewing notifications and pending actions to be carried out on the portal.

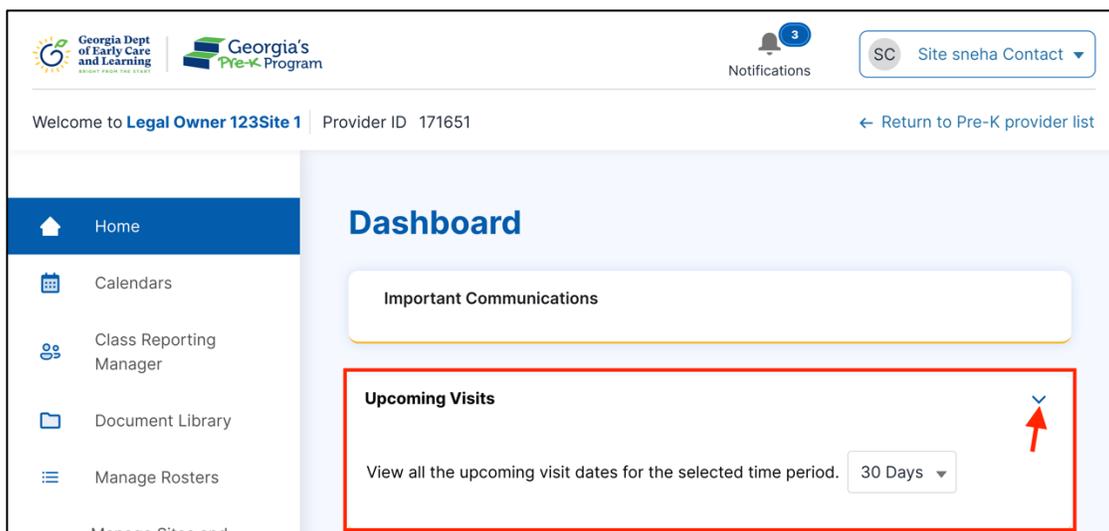
You can view the Important Communications in the section and respond appropriately.



### Upcoming Visits

This Upcoming Visits section provides a comprehensive overview of all forthcoming visits to this site. It is tailored to ensure that the Site Directors can efficiently manage and coordinate these visits.

You can view the **Upcoming Visits** by clicking the down arrow in the Upcoming Visits section.

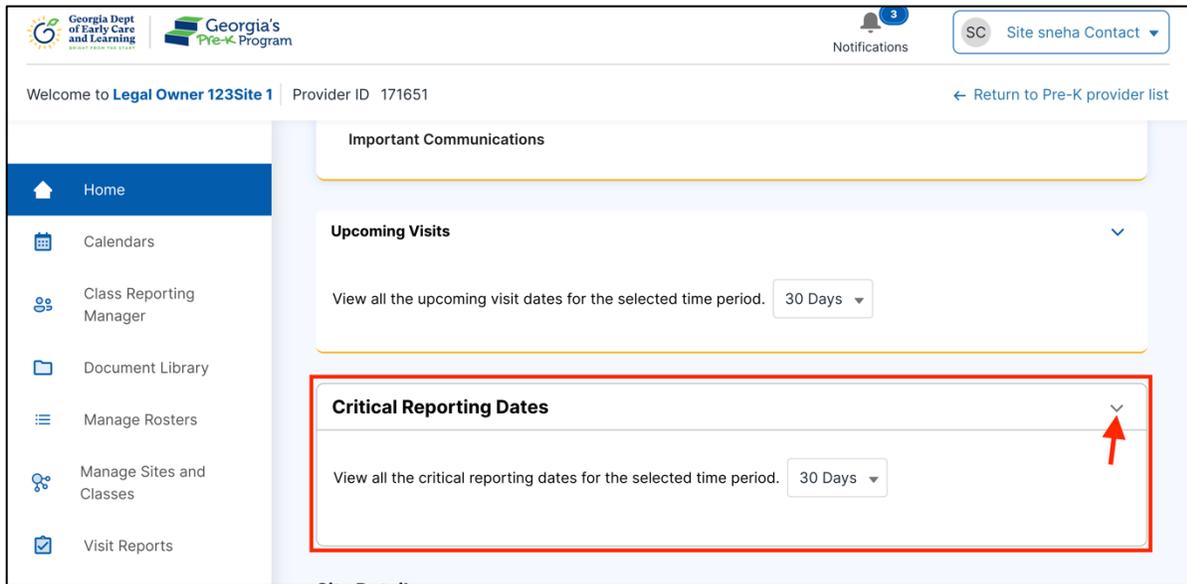


Name Of Document

## Critical Reporting Dates

The Critical Reporting Dates provides 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.

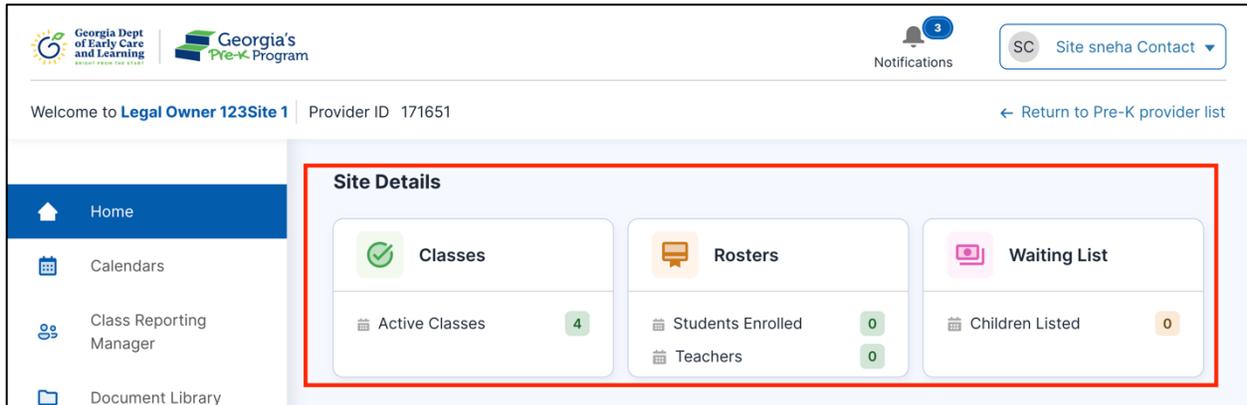
You can view the **Critical Reporting Dates** by clicking the down arrow in the Critical Reporting Dates section.



Name Of Document

### Service Features

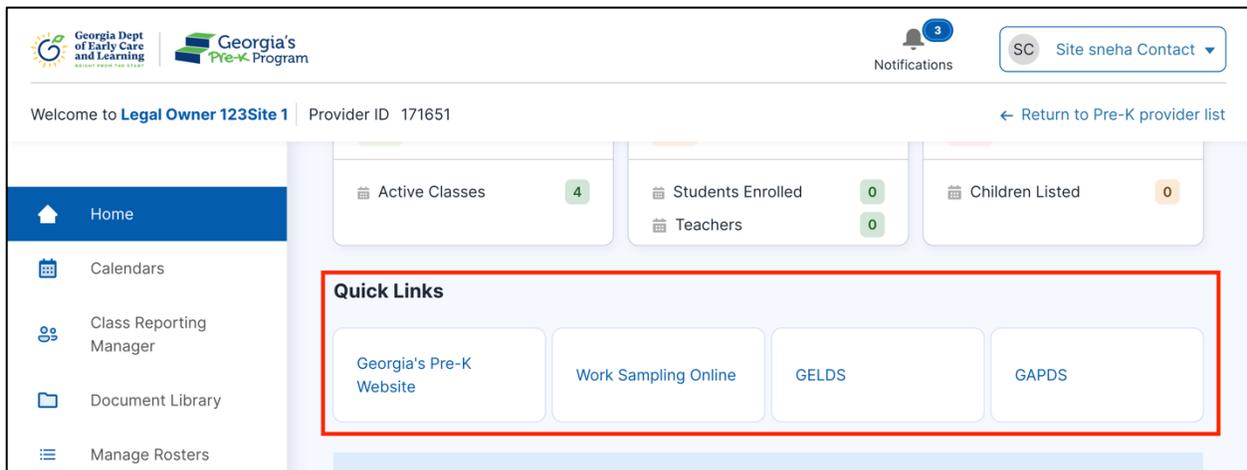
The Service Features section provides an analysis of the number of Sites and Classes, Rosters, and the details of the Waiting List.



The screenshot shows the 'Service Features' dashboard. At the top, there are logos for the Georgia Dept of Early Care and Learning and Georgia's Pre-K Program. A notification bell icon shows 3 notifications. A user profile dropdown shows 'SC Site sneha Contact'. Below the header, a welcome message reads 'Welcome to Legal Owner 123Site 1 | Provider ID 171651' with a link to 'Return to Pre-K provider list'. A left sidebar contains navigation options: Home, Calendars, Class Reporting Manager, and Document Library. The main content area is titled 'Site Details' and is highlighted with a red border. It contains three summary cards: 'Classes' with 4 Active Classes, 'Rosters' with 0 Students Enrolled and 0 Teachers, and 'Waiting List' with 0 Children Listed.

### Quick Links

This Quick Links section provides you with immediate access to the most frequently used features and documents, streamlining your daily operations and enhancing productivity.



The screenshot shows the 'Quick Links' dashboard. It features the same header and sidebar as the previous screenshot. The main content area is titled 'Quick Links' and is highlighted with a red border. It contains four quick link buttons: 'Georgia's Pre-K Website', 'Work Sampling Online', 'GELDS', and 'GAPDS'. Above the Quick Links section, there are three summary cards: 'Active Classes' (4), 'Students Enrolled' (0) and 'Teachers' (0), and 'Children Listed' (0).

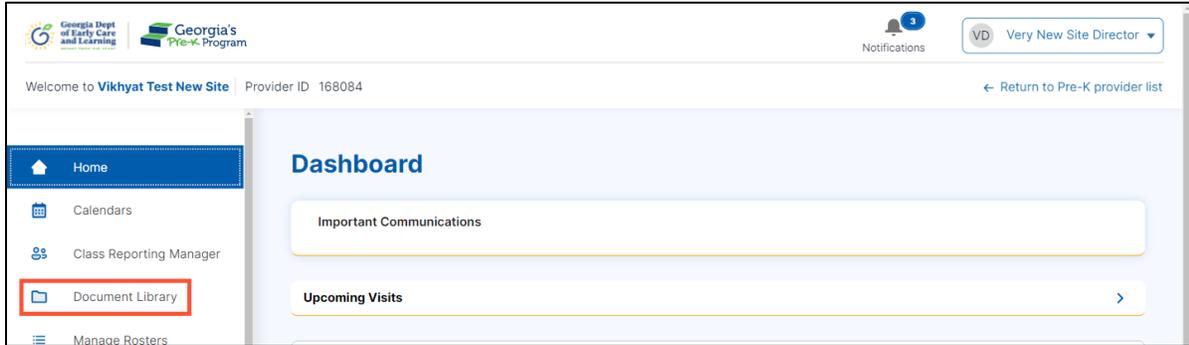
Name Of Document

## VIEWING DOCUMENTS

The Viewing Document feature allows you to view and manage essential resources, guidelines, and updates for documents related to the Pre-K Program in the Document Library section.

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

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

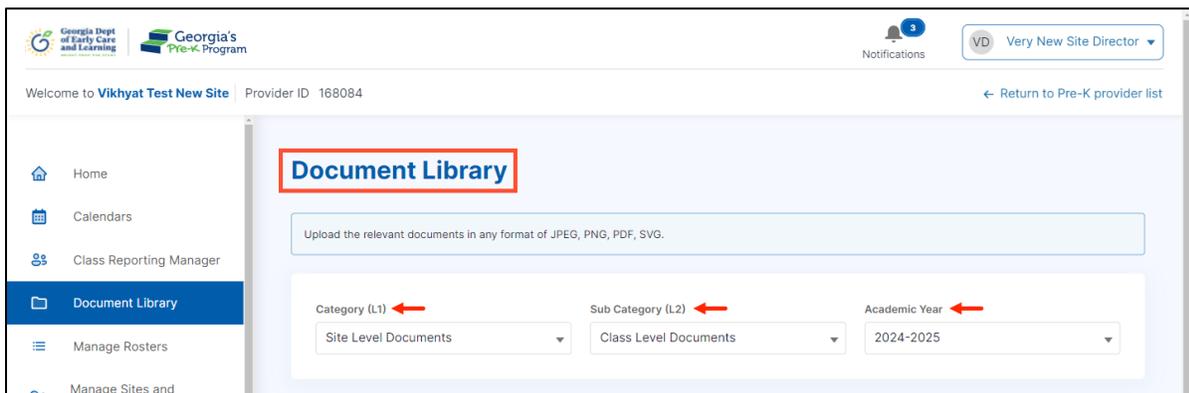


You will be directed to the Documents Library page.

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.

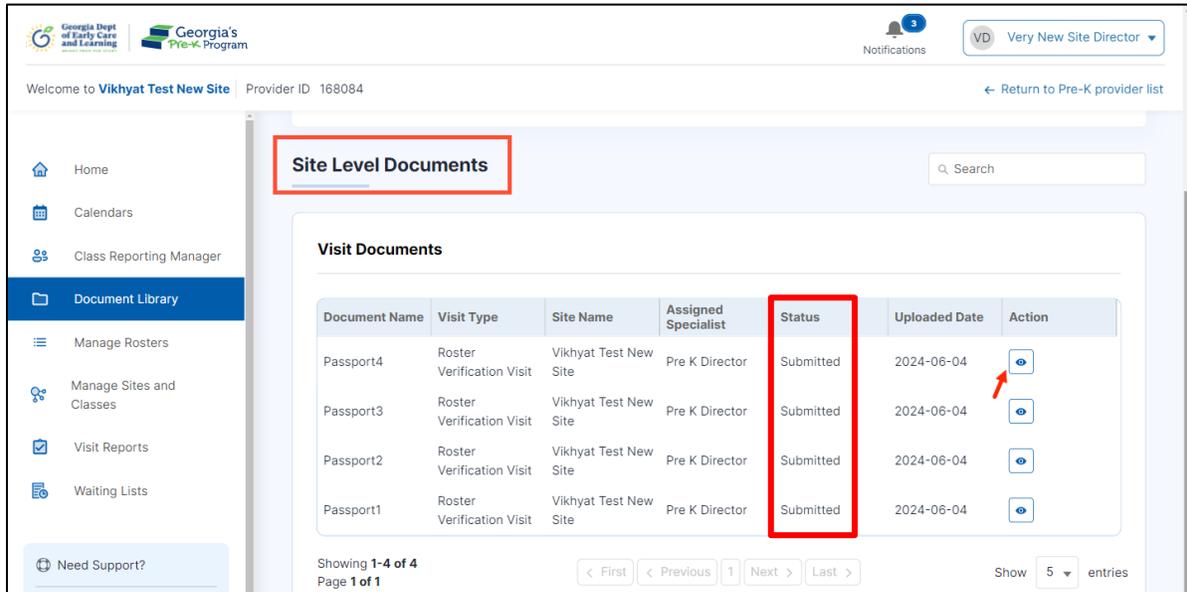


Name Of Document

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

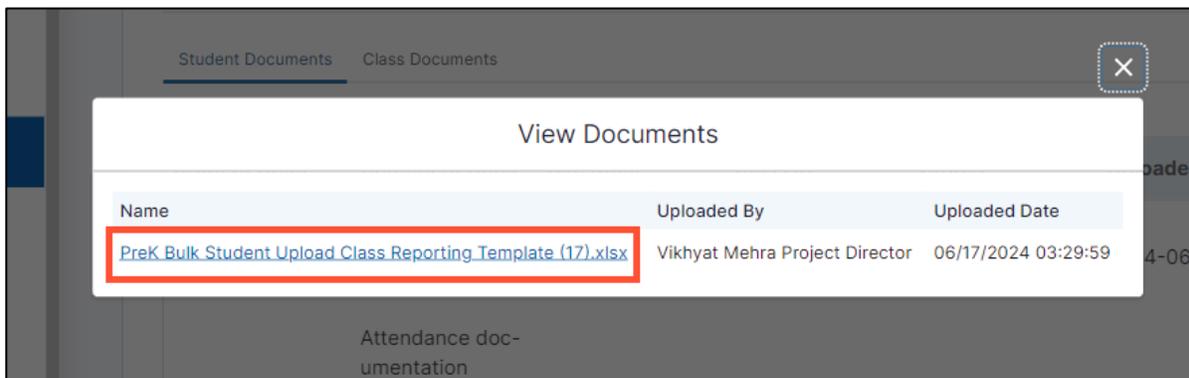
The status of the document will be displayed under the **Status** column. The status is reflective of the Pre-K staff's review of your uploaded documents.

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



The view documents pop-up window will be displayed.

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



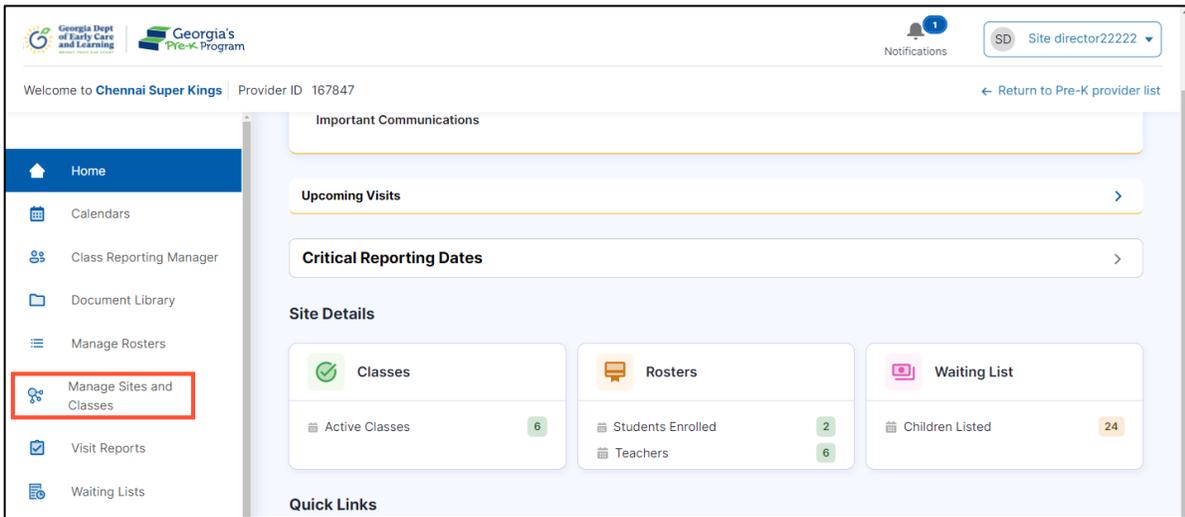
Name Of Document

## MANAGING SITES AND CLASSES

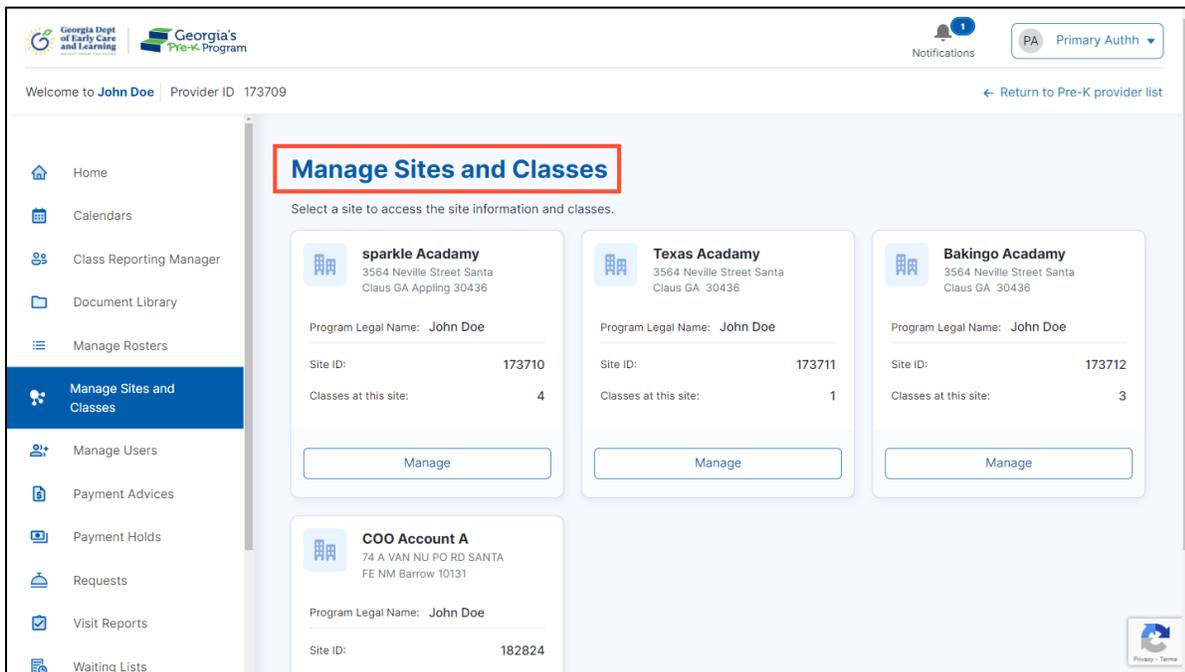
Managing Sites involves overseeing site operations to ensure compliance with program guidelines and optimizing educational environments. Managing Classes includes class movements and class closure.

To view site details, perform the following steps:

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



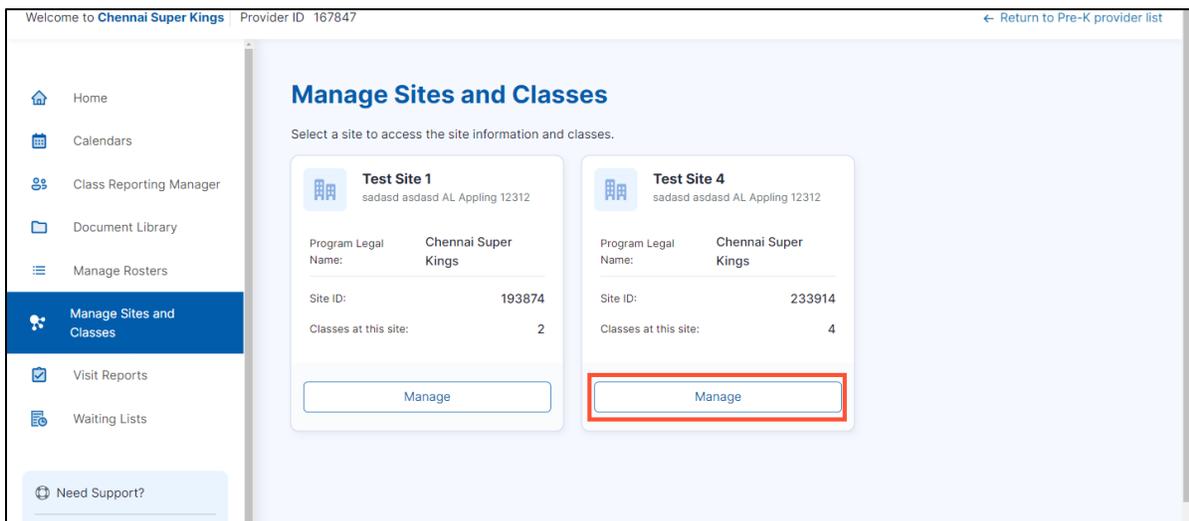
You will be directed to the Manage Sites and Classes page.



## Managing Sites

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

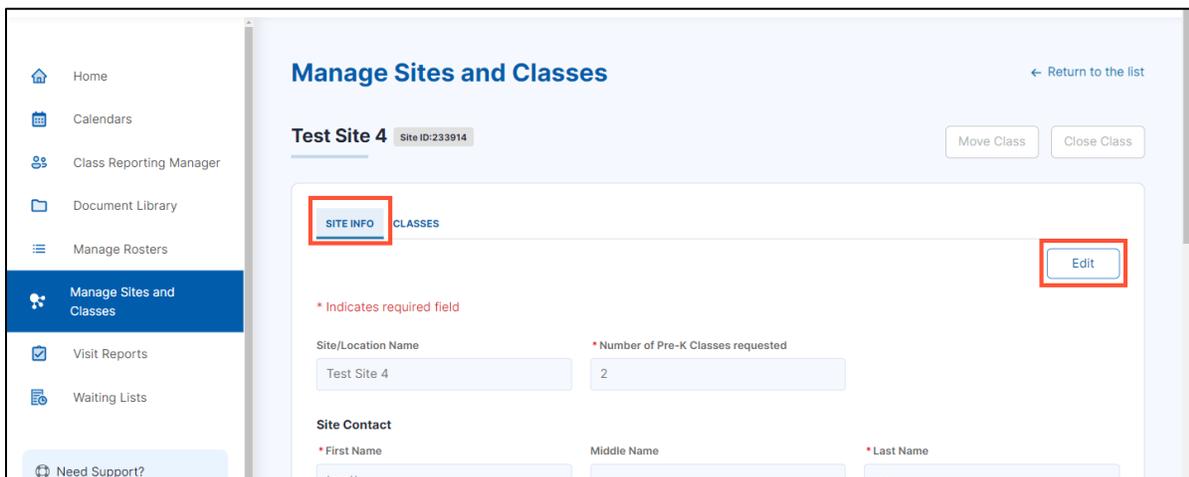
1. Click the **Manage** button on the desired site tile.



You will be directed to the Site Info page.

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

**Note:** You can edit the Site Info by clicking the **Edit** button.



## Managing Classes

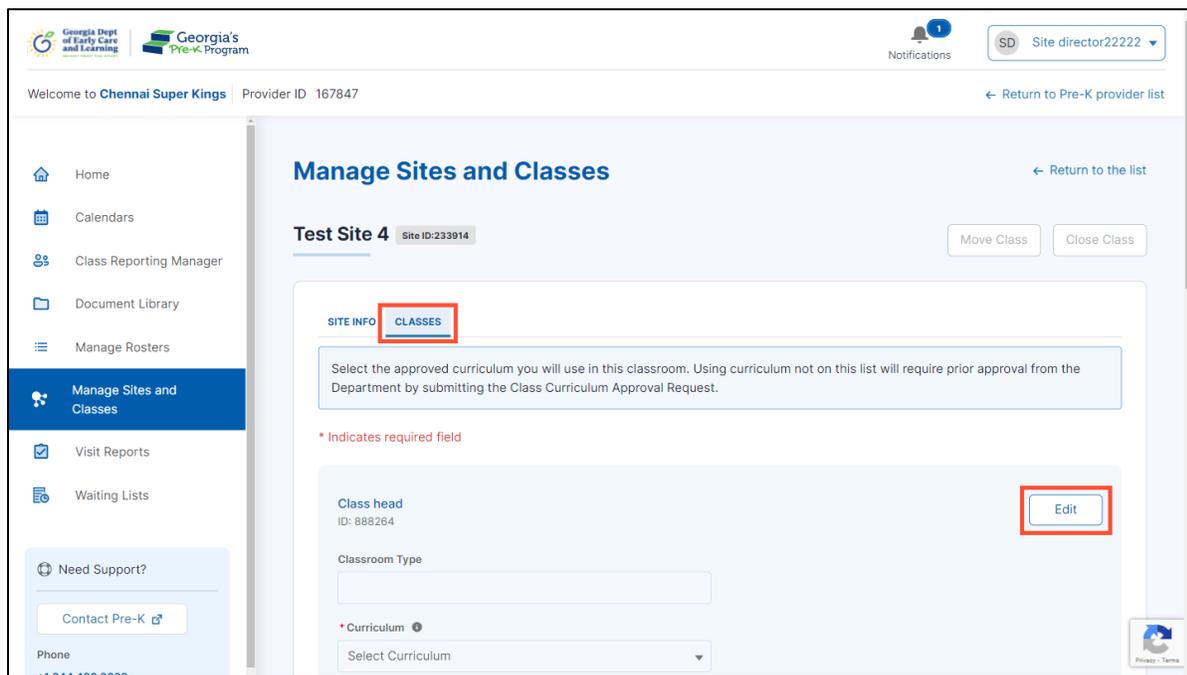
This section helps you to view, move, and close the classes.

Name Of Document

## Viewing Class Details

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

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

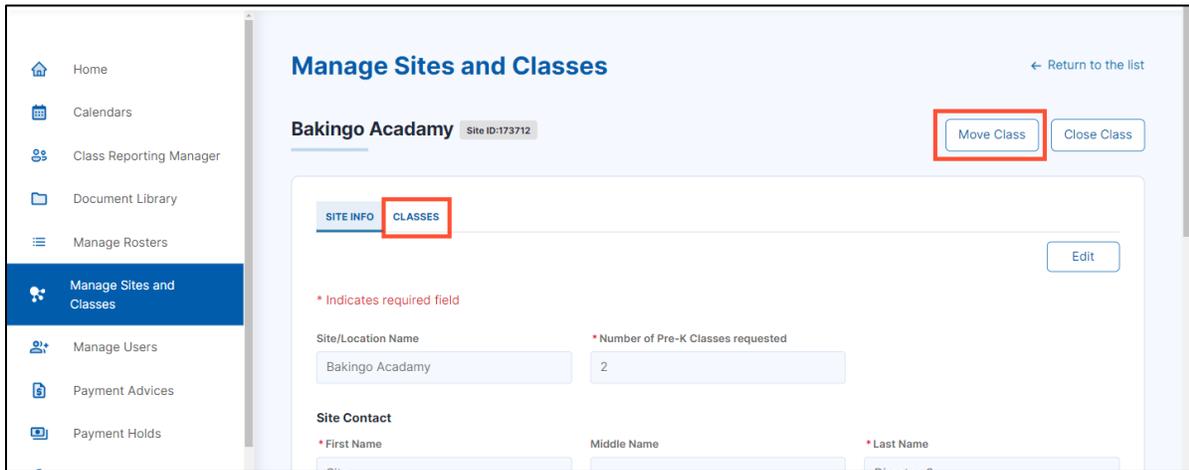


The screenshot shows the 'Manage Sites and Classes' interface. On the left is a navigation sidebar with options like Home, Calendars, Class Reporting Manager, Document Library, Manage Rosters, Manage Sites and Classes (highlighted), Visit Reports, and Waiting Lists. The main content area is titled 'Manage Sites and Classes' and shows details for 'Test Site 4' (Site ID: 233914). There are 'Move Class' and 'Close Class' buttons at the top right. Below, there are tabs for 'SITE INFO' and 'CLASSES' (the latter is highlighted with a red box). A text box instructs the user to select an approved curriculum. A red asterisk indicates a required field. The 'Class head' section shows 'ID: 888264' and an 'Edit' button (highlighted with a red box). Below that is a 'Classroom Type' field and a 'Curriculum' dropdown menu (marked with a red asterisk).

## Moving a Class

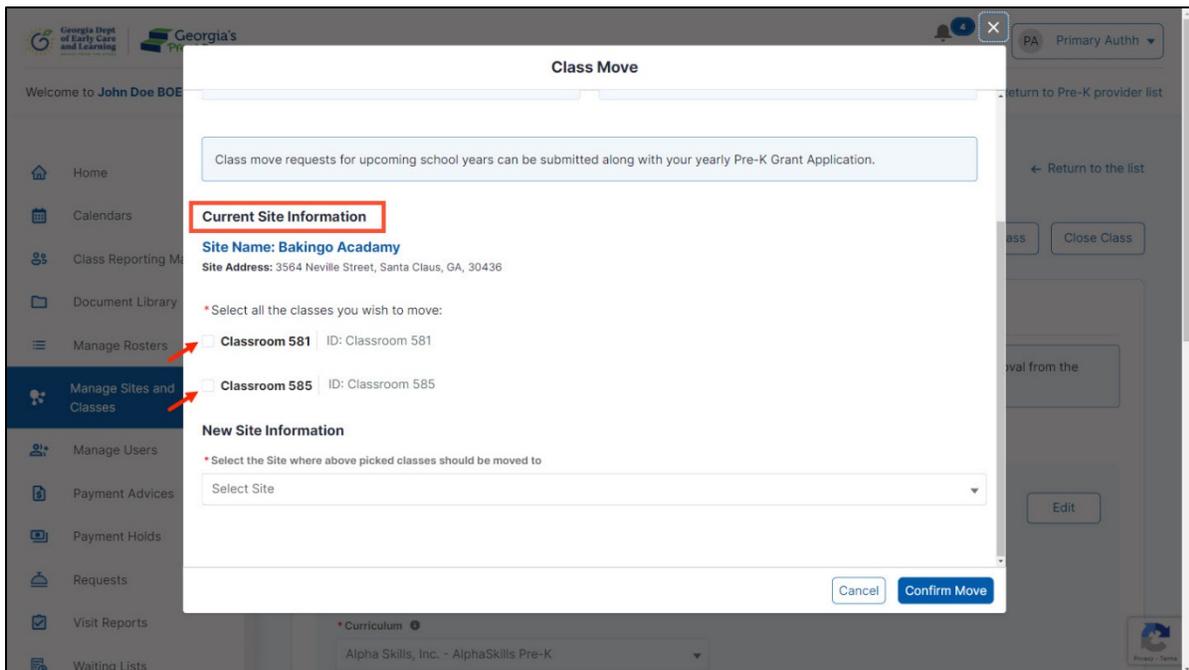
To move the class, perform the following steps:

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



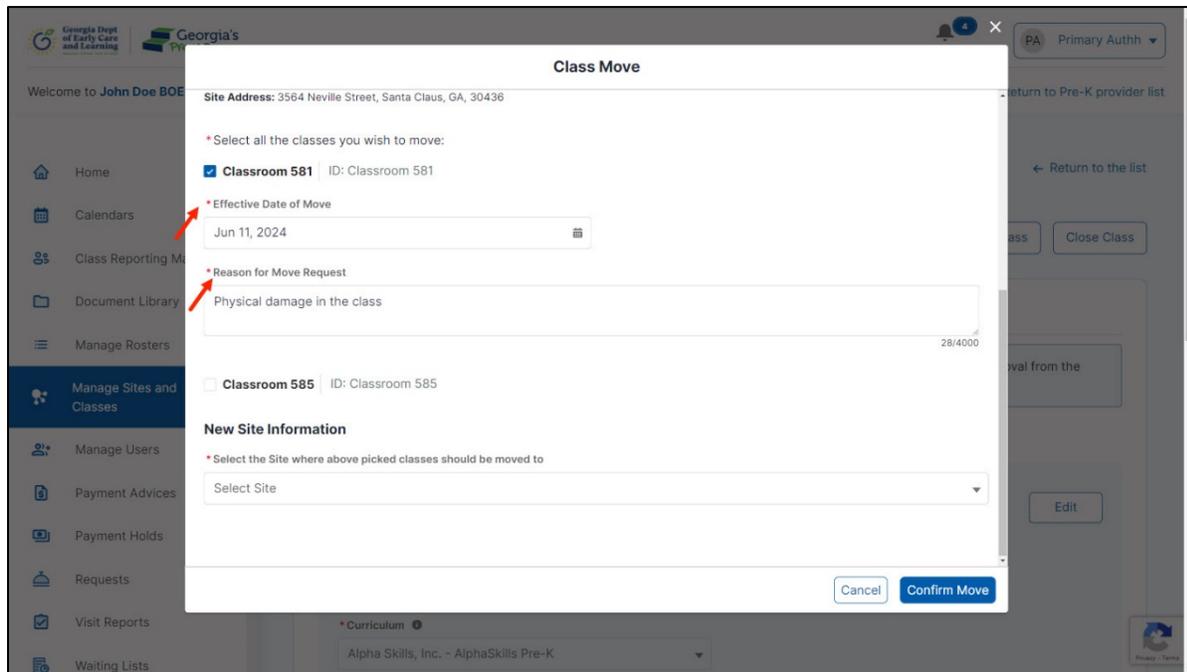
The Class Move pop-up window will be displayed.

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

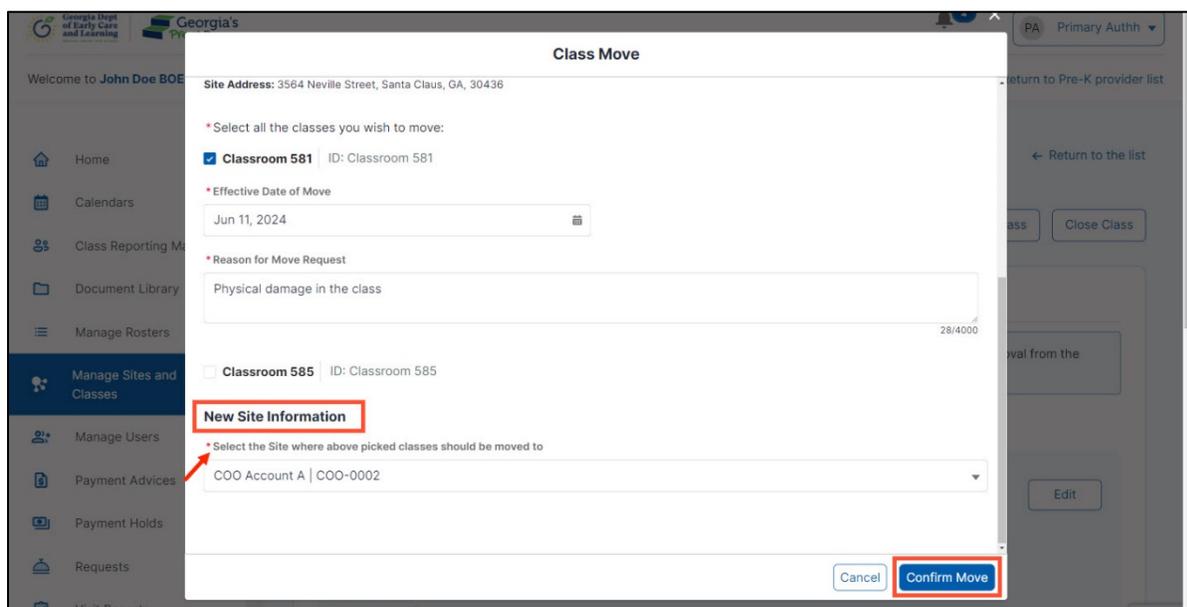


Name Of Document

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



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

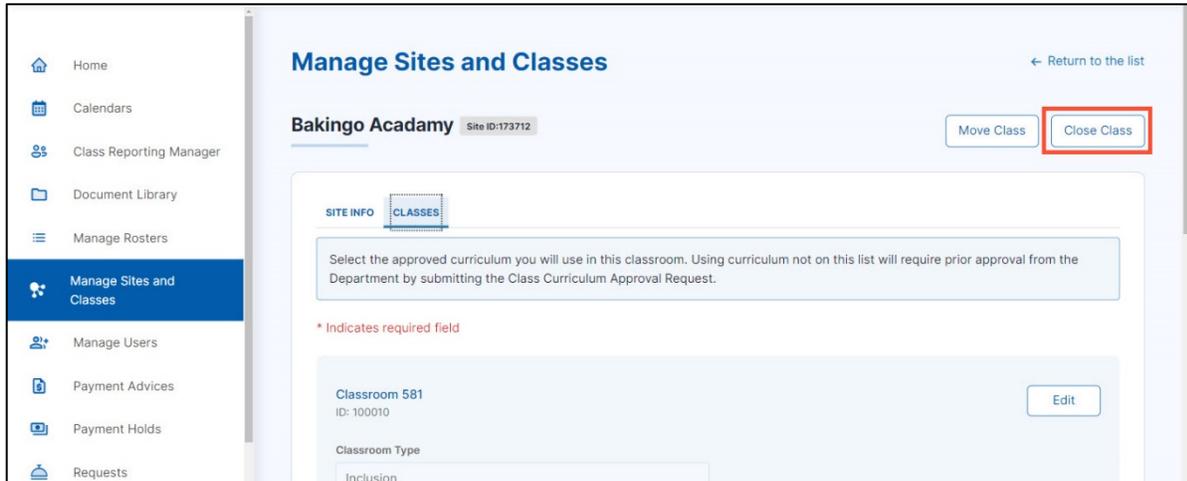


*\*After saving, a success message will be displayed on the page.*

## Closing the Class

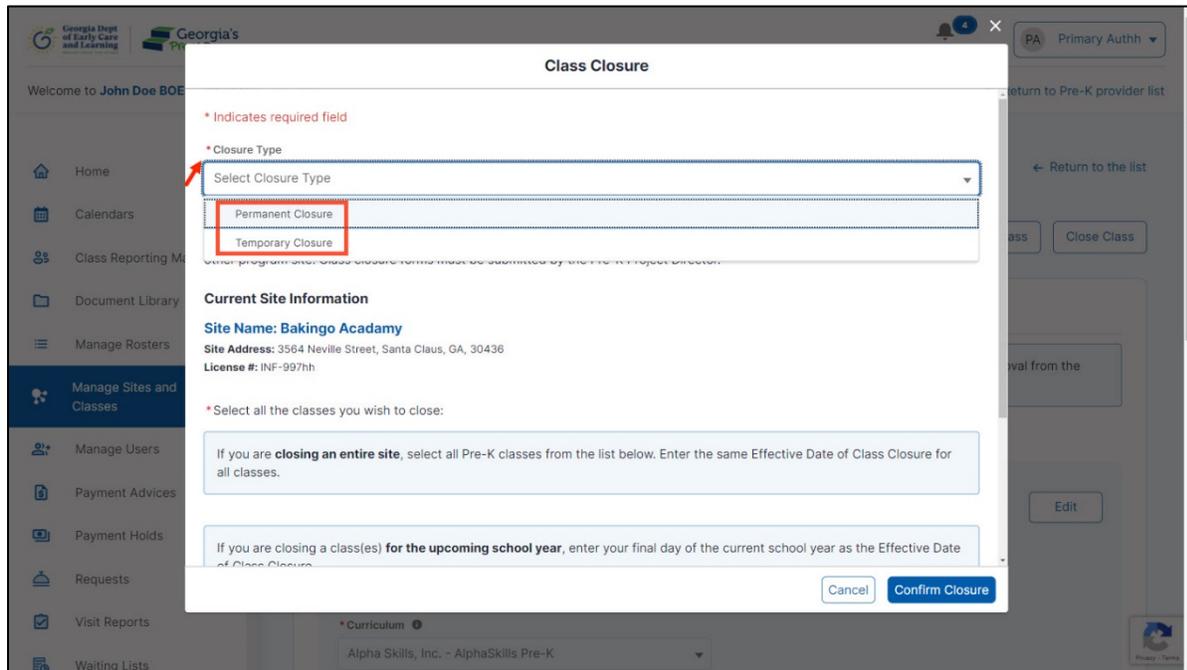
To close the Class, perform the following steps:

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



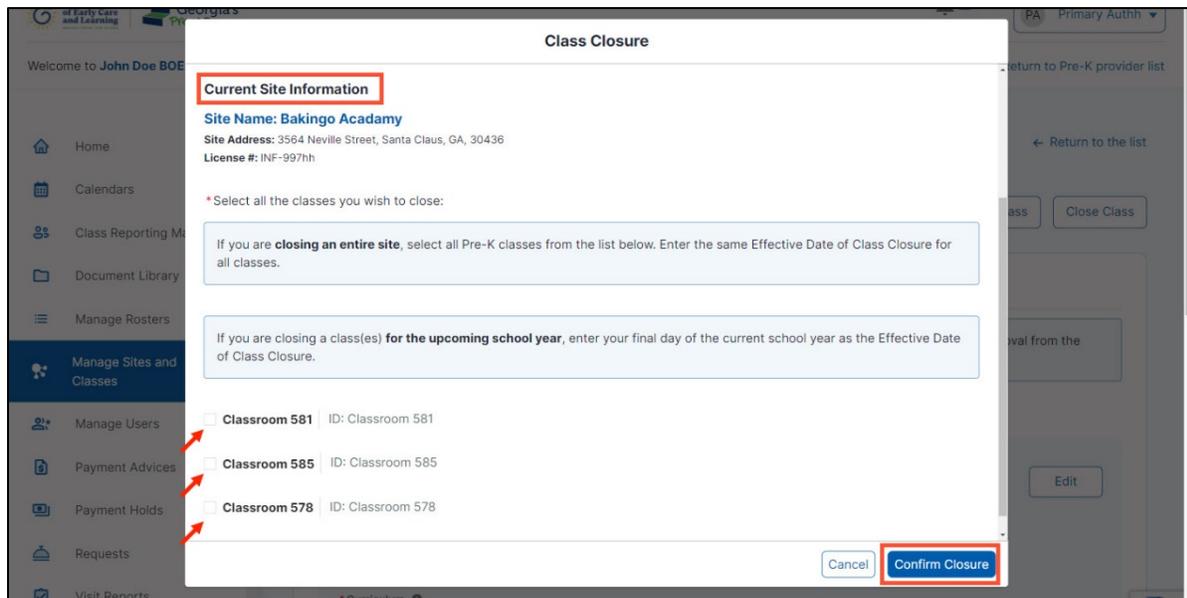
The Class Closure pop-up window will be displayed.

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

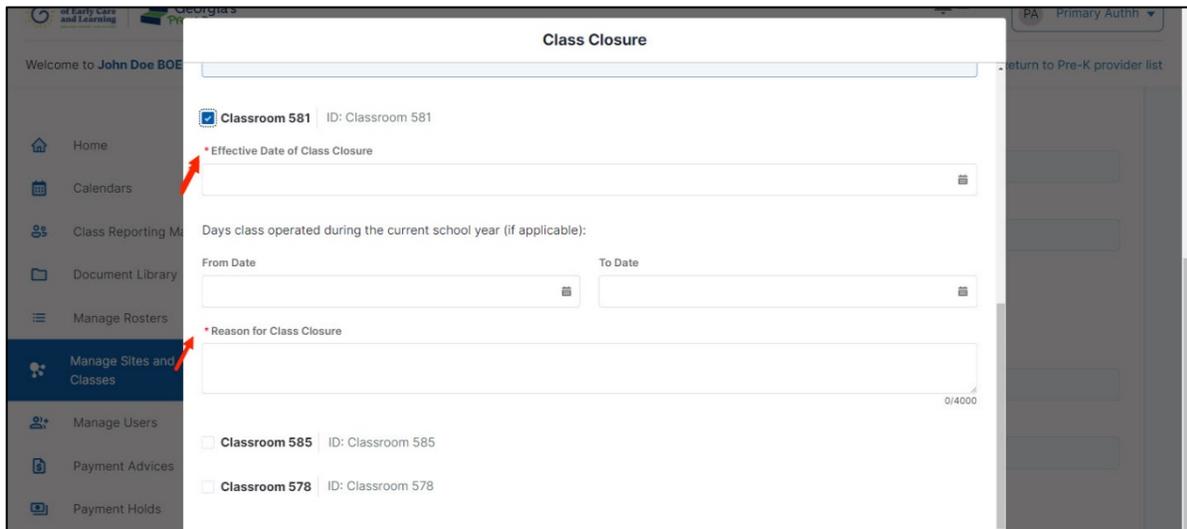


Name Of Document

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



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

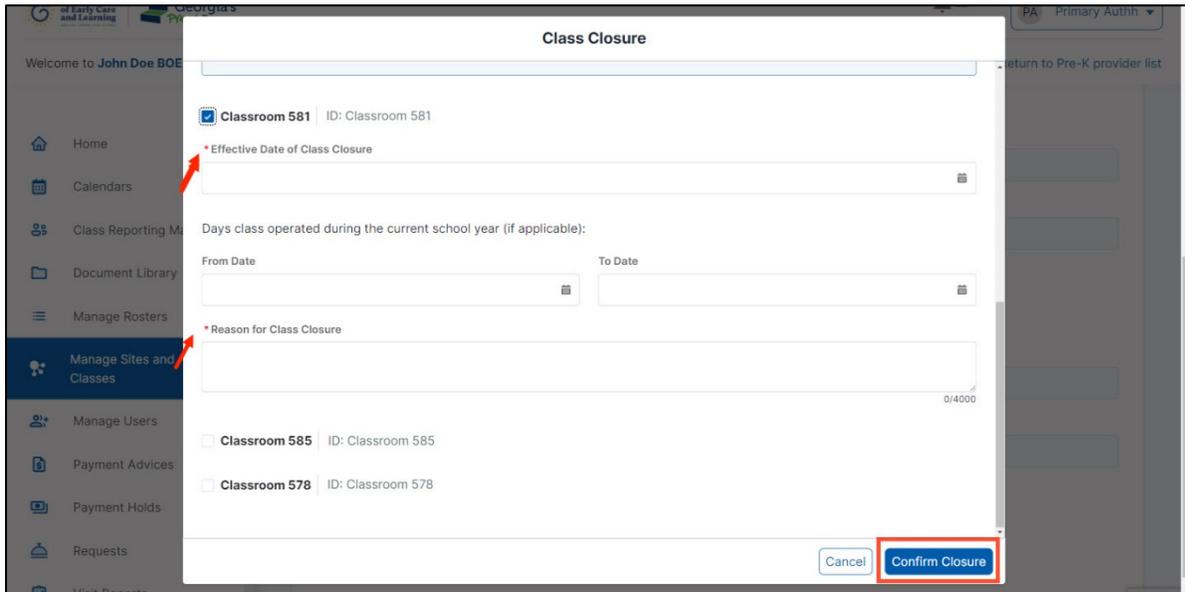


**Note:** If you select the **Closure Type** as *Temporary Closure* option, you will need to enter a **Reopen Date**.



Name Of Document

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



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

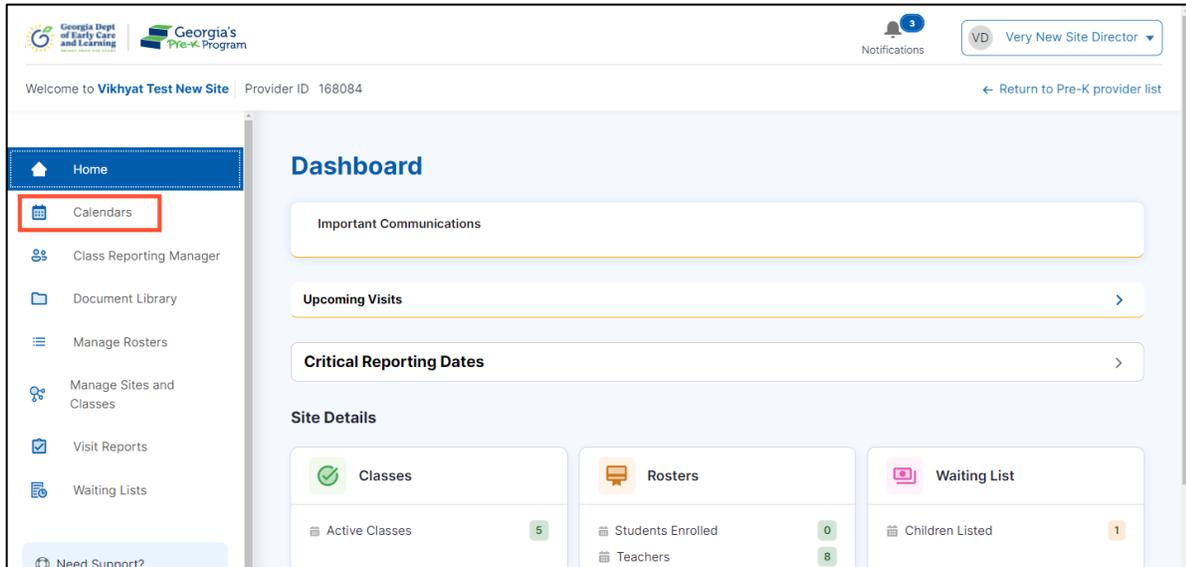
Name Of Document

## VIEWING CALENDAR

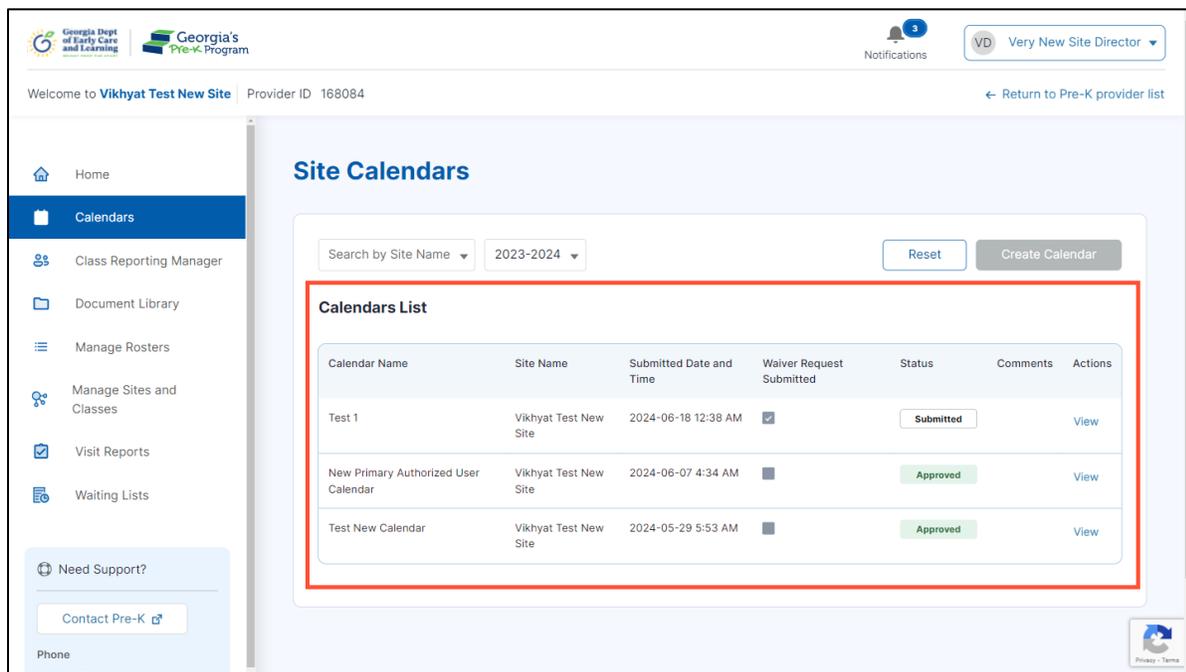
The Viewing Calendar feature lets you view site calendars and their statuses.

To view the Calendar, perform the following steps:

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

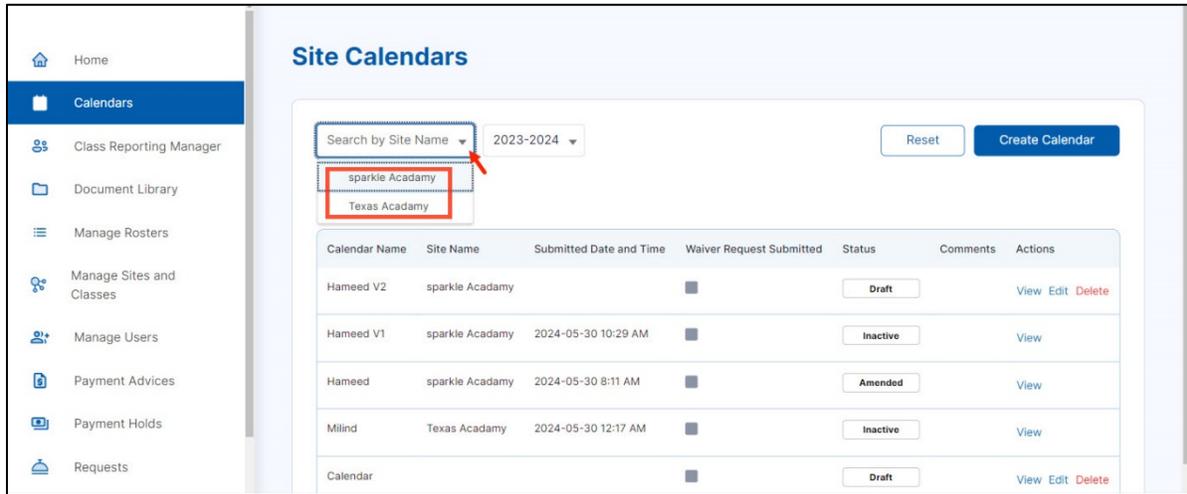


You will be directed to the **Site Calendars** page. A list of calendars associated with the provider will be displayed.



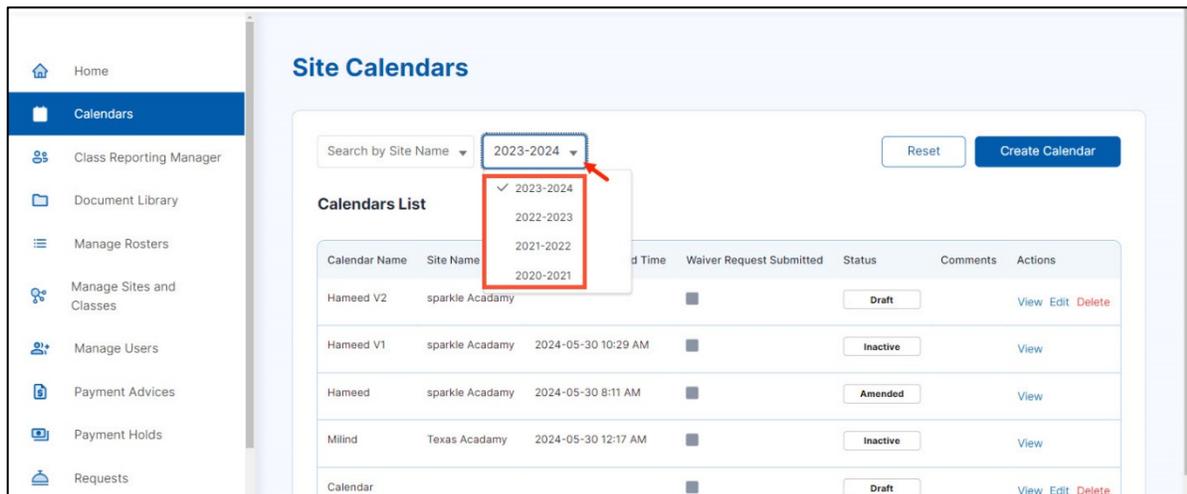
Name Of Document

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



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

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



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

Name Of Document

4. To view the respective Calendar, click the **View** hyperlink.

The screenshot shows the 'Site Calendars' interface. At the top, there are search filters for 'Site Name' and '2023-2024', along with 'Reset' and 'Create Calendar' buttons. Below is a table with the following data:

Calendar Name	Site Name	Submitted Date and Time	Waiver Request Submitted	Status	Comments	Actions
Test 1	Vikhyat Test New Site	2024-06-18 12:38 AM	<input checked="" type="checkbox"/>	Submitted		<a href="#">View</a>
New Primary Authorized User Calendar	Vikhyat Test New Site	2024-06-07 4:34 AM	<input type="checkbox"/>	Approved		<a href="#">View</a>
Test New Calendar	Vikhyat Test New Site	2024-05-29 5:53 AM	<input type="checkbox"/>	Approved		<a href="#">View</a>

The 'View' link for the 'New Primary Authorized User Calendar' is highlighted with a red box.

You will be directed to the Calendar Setup page.

The screenshot shows the 'Calendar Setup' page. The title 'Calendar Setup' is highlighted with a red box. The page includes tabs for 'General', 'Calendar', and 'Sites'. Under the 'General' tab, there are several form fields:

- 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:** Jun 7, 2024
- Last day of student instruction:** Jun 28, 2024
- Days Pre-K will not operate (holidays, fall/winter/spring break, etc.):** 2

At the bottom, there are fields for 'Teacher planning days' and 'Edu Release Days of Instruction'.

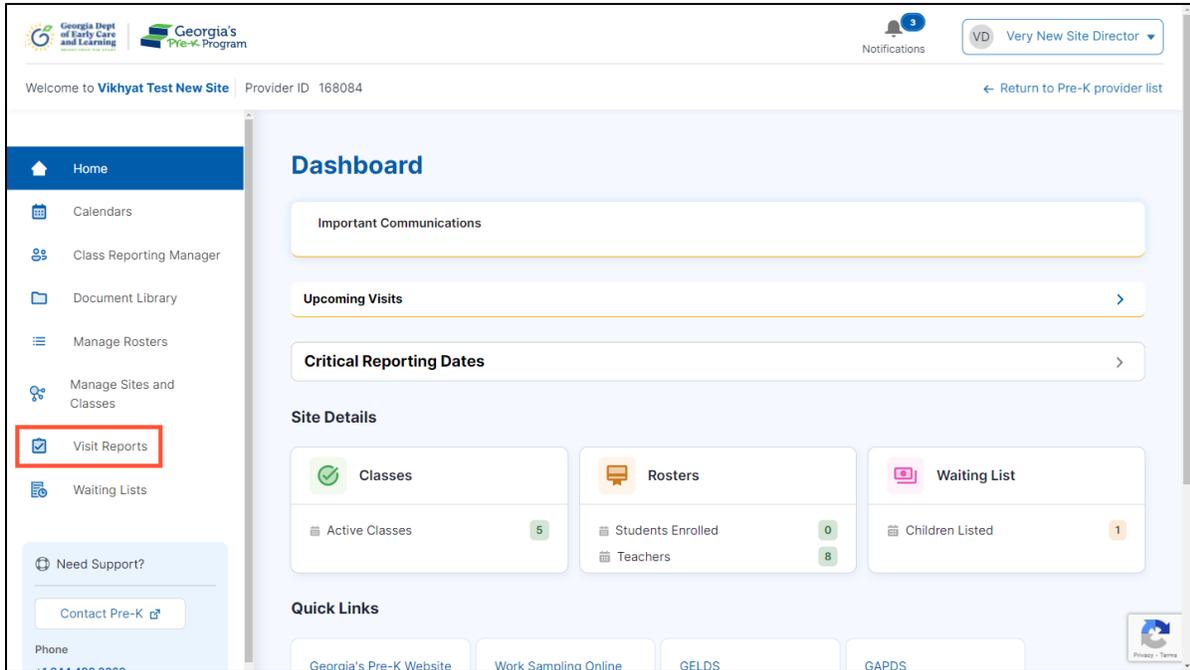
Name Of Document

## MANAGING VISITS

Managing visits includes acknowledging visit reports and uploading visit reports.

To view the Visit Reports, perform the following steps:

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



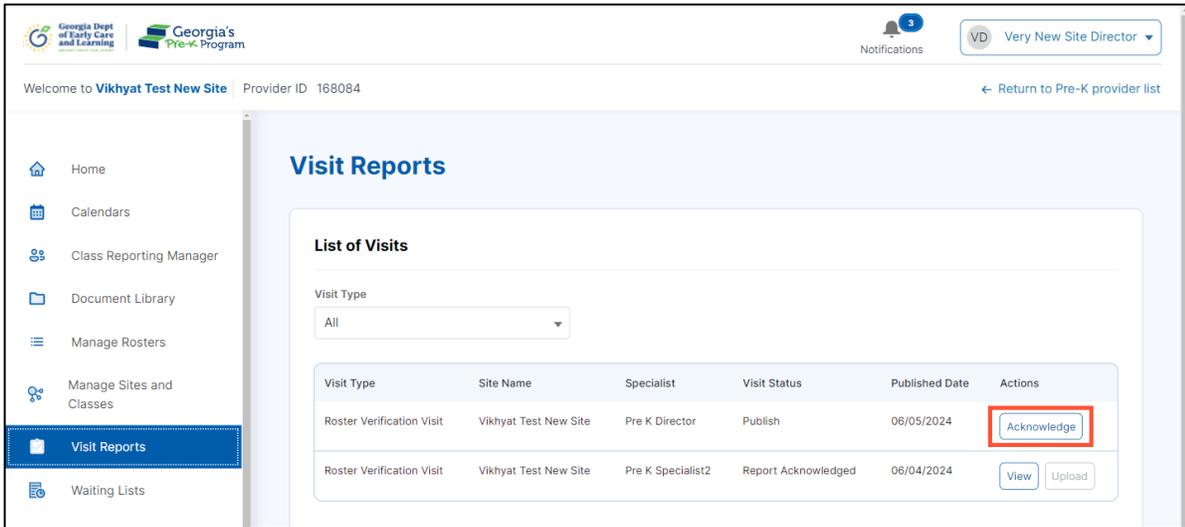
*\*You will be directed to the Visit Reports page.*

## Acknowledging the Visit Reports

You can Acknowledge and View the Visit Report, 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.

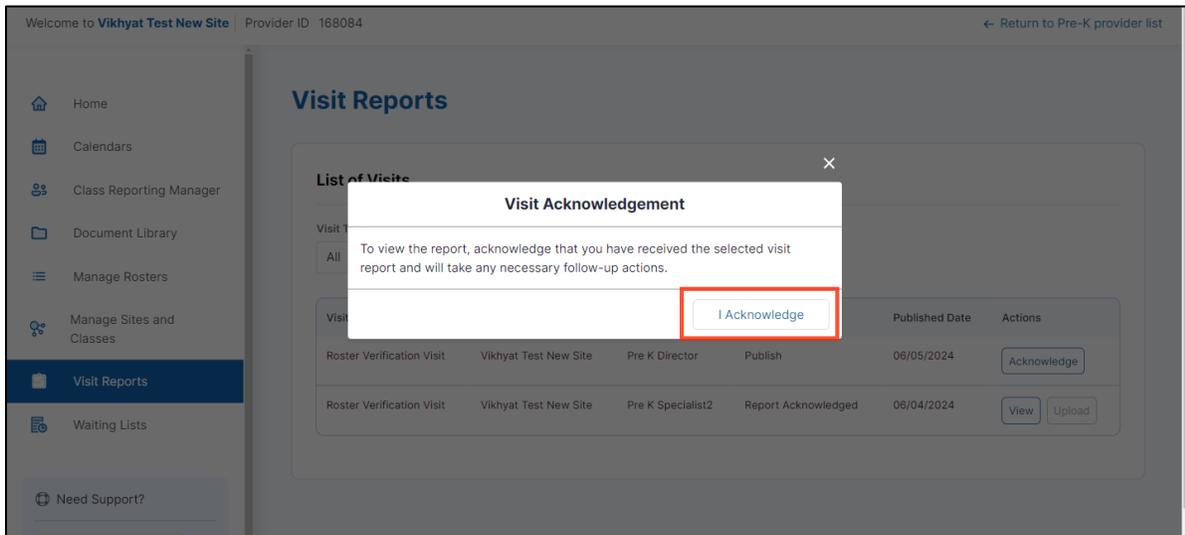


The screenshot shows the 'Visit Reports' page for 'Vikhyat Test New Site'. A table lists visits with columns for Visit Type, Site Name, Specialist, Visit Status, Published Date, and Actions. The 'Acknowledge' button for the first row is highlighted with a red box.

Visit Type	Site Name	Specialist	Visit Status	Published Date	Actions
Roster Verification Visit	Vikhyat Test New Site	Pre K Director	Publish	06/05/2024	<b>Acknowledge</b>
Roster Verification Visit	Vikhyat Test New Site	Pre K Specialist2	Report Acknowledged	06/04/2024	View Upload

The View Acknowledgement pop-up window will be displayed.

2. To acknowledge the report, click the **I Acknowledge** button.



The screenshot shows the 'Visit Reports' page with a 'Visit Acknowledgement' pop-up window. The pop-up contains the text: 'To view the report, acknowledge that you have received the selected visit report and will take any necessary follow-up actions.' The 'I Acknowledge' button is highlighted with a red box.

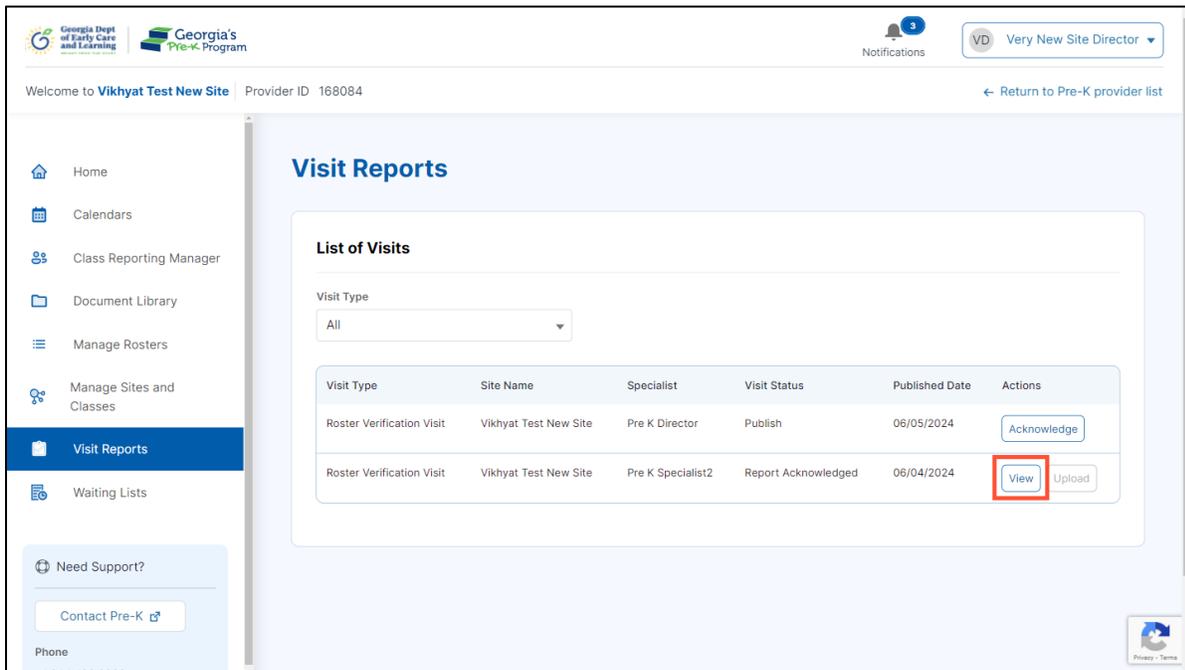
*\*After saving, a success message will display on the page.*

Name Of Document

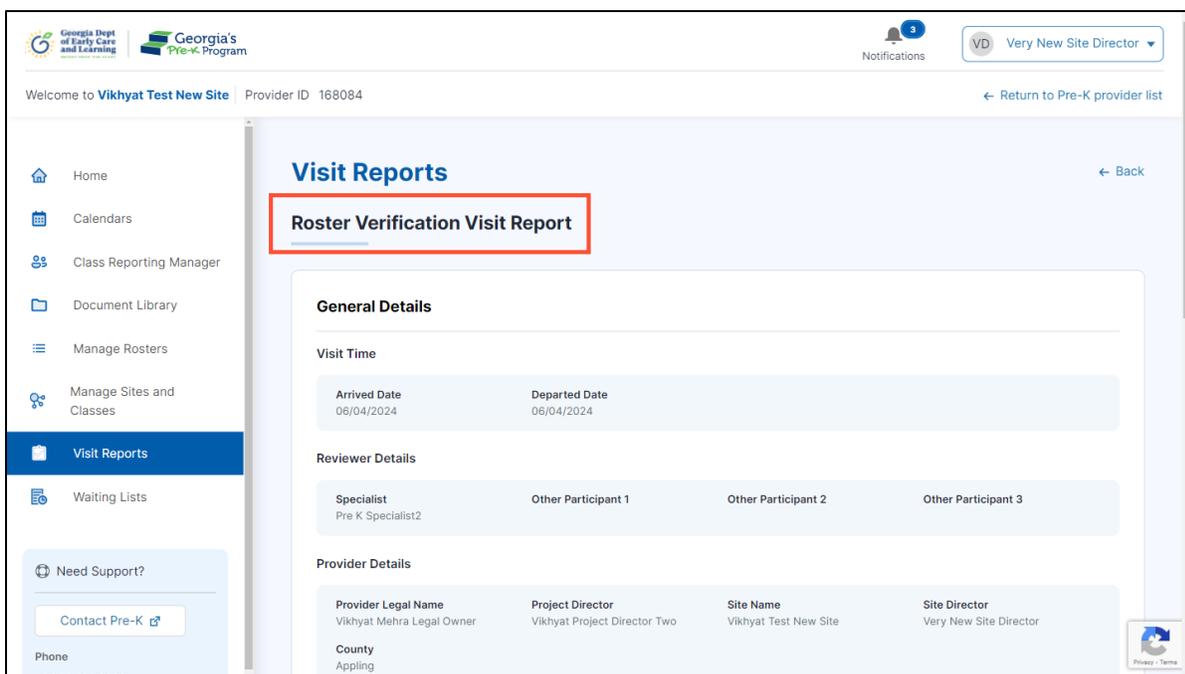
## Viewing the Visit Reports

To view the Visit Reports, perform the following steps:

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



The detailed Roster Verification Visit Report will be displayed.



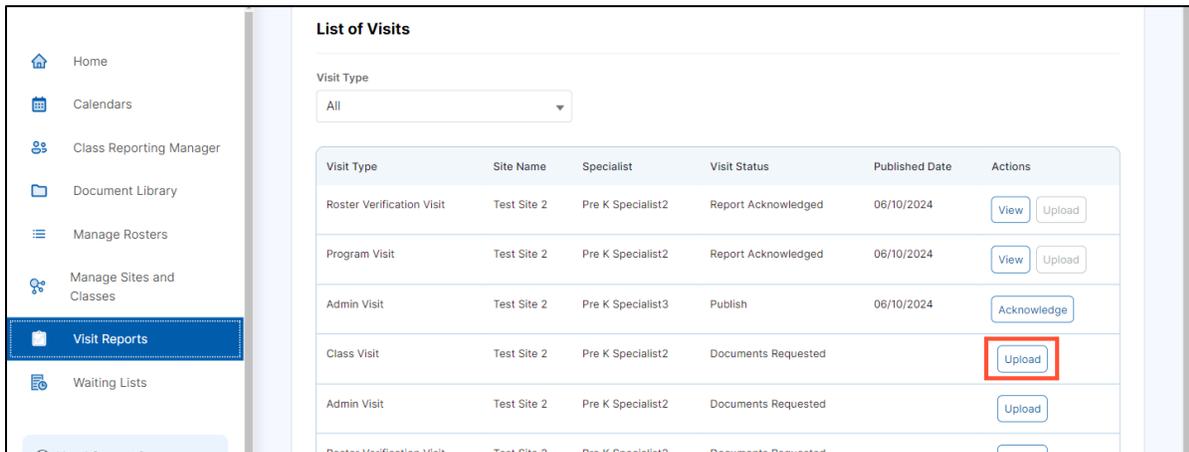
Name Of Document

## Uploading the Visit Reports

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

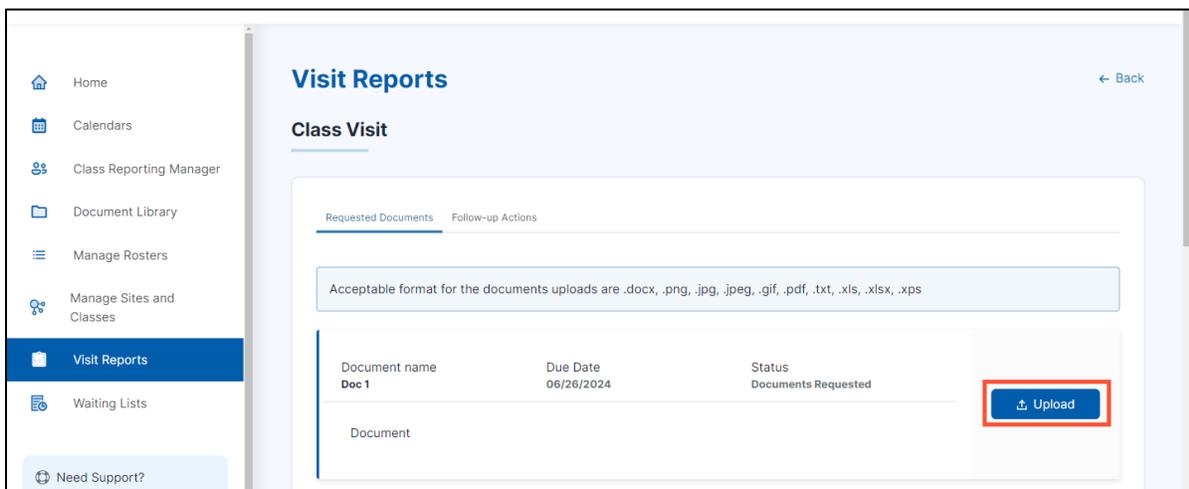
To view the Visit Reports, perform the following steps:

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 and a success message will display on the page.*

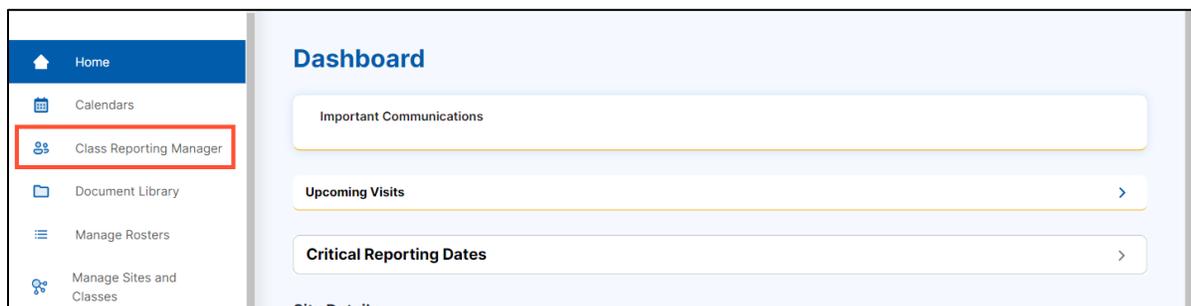
## MANAGING CLASS REPORTING MANAGER

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

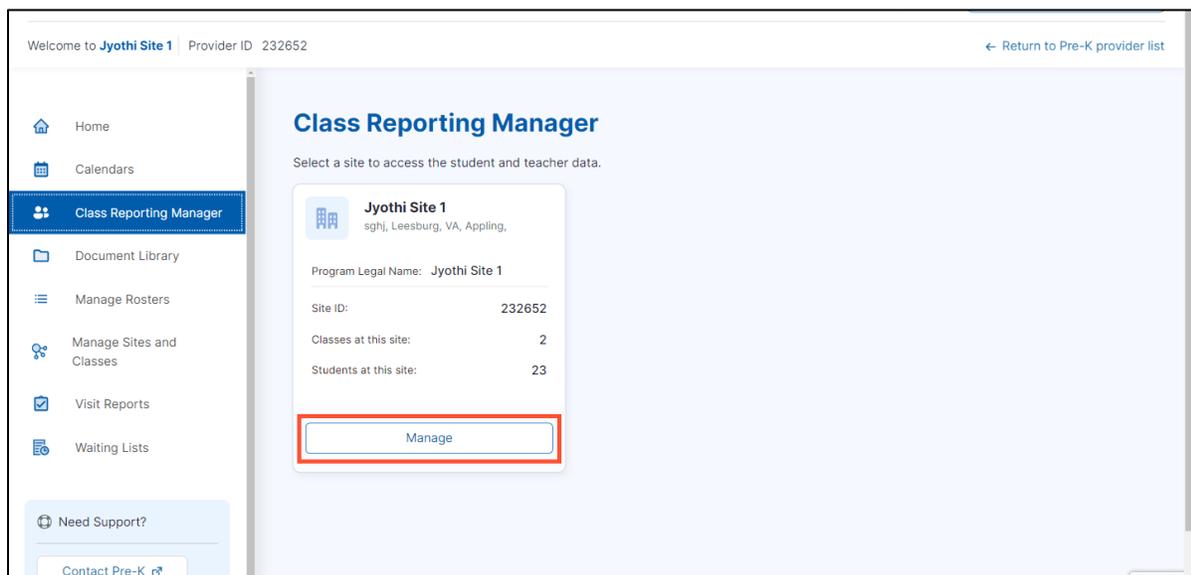
To manage the students, perform the following steps:

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.

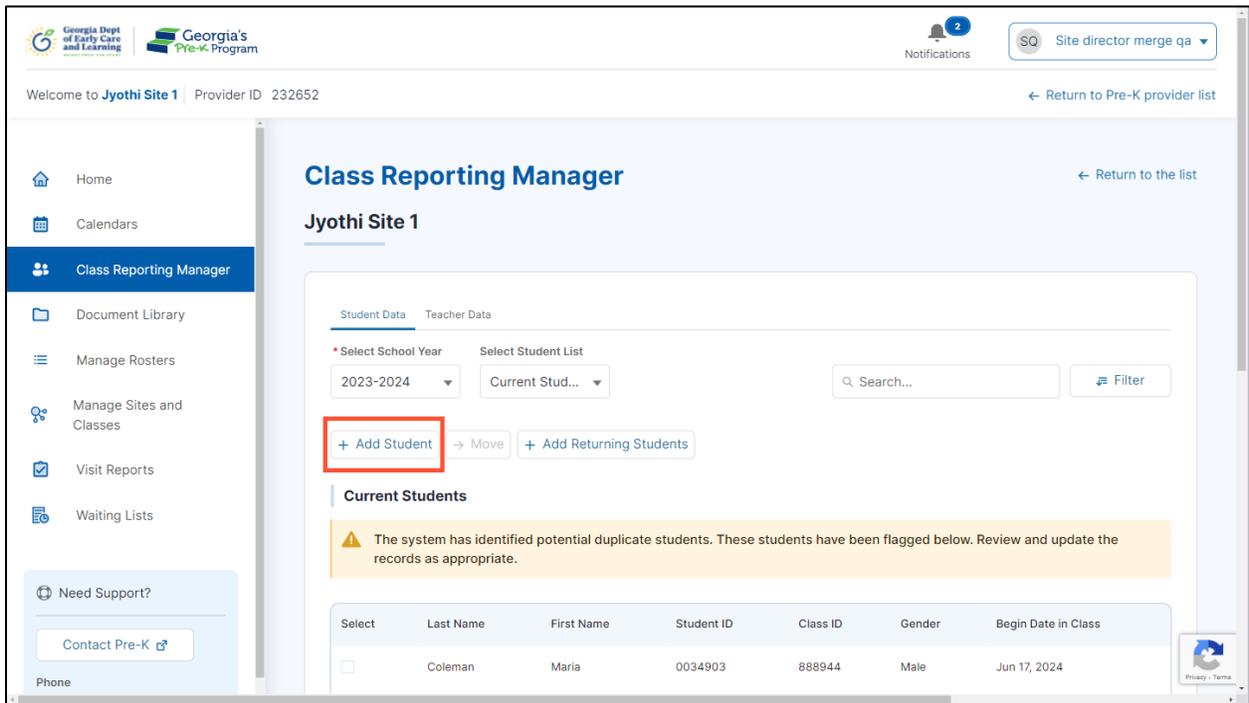


You will be directed to the Site page.

## Adding a Student

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

1. On the Class Reporting Manager page, go to the Student Data page.
2. Click the **Add Student** button.



Welcome to **Jyothi Site 1** | Provider ID 232652

Class Reporting Manager

Jyothi Site 1

Student Data | Teacher Data

Select School Year: 2023-2024 | Select Student List: Current Stud...

+ Add Student → Move + Add Returning Students

**Current Students**

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

Select	Last Name	First Name	Student ID	Class ID	Gender	Begin Date in Class
<input type="checkbox"/>	Coleman	Maria	0034903	888944	Male	Jun 17, 2024

You will be directed to the Add Student page.

3. On the **Student Information** section, enter the following information:
  - a. Enter the *First Name* in the **First Name** textbox.
  - b. Enter the *Middle Name* in the **Middle Name** textbox.
  - c. Enter the *Last Name* in the **Last Name** textbox.
  - d. Select the *value* in the **Date of Birth** field.
  - e. Select the *gender* in the **Gender** drop-down list.
  - f. Select the *value* in the **Multi-birth** drop-down list.
  - g. Enter the *nine-digit SSN* in the **Social Security Number** field.
 

**Note:** Check the **SSN Not available** checkbox if you do not have a Social Security Number.
  - h. Select *Yes or No* radio button for the **Transportation** option.

Name Of Document

- i. Select *Yes or No* radio button for **Socioeconomic Category** option.

The screenshot shows the 'Student Information' form. A red box highlights the 'Student Information' title. Below it, there are buttons for 'Add Manually' and 'Bulk Upload'. A legend indicates that an asterisk (\*) denotes a required field. Red arrows point to the asterisks on the following fields: First Name, Middle Name, Last Name, Date of Birth, Multi-birth, Social Security Number, and Socioeconomic. The Socioeconomic field has radio buttons for 'Yes' and 'No', with 'No' selected. The form also includes a 'Suffix' field, a 'No Middle Name on Documentation' checkbox, and a 'Gender' dropdown menu.

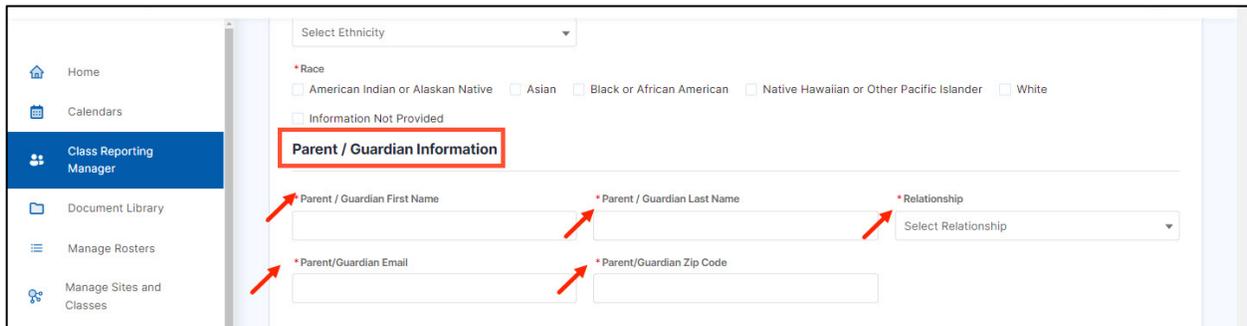
- j. Select *Yes or No* radio button for **Multilingual Learner** option.
- k. Select *Yes or No* radio button for **Does this student receive Special Education Services** option.
- l. Select *Yes or No* radio button for **Is this student in a blended Head Start/Pre-K classroom** option.
- m. Select the *value* in the **Ethnicity** drop-down list.
- n. Select the *value(s)* in the **Race** options.

This screenshot shows the lower portion of the form. Red arrows point to the radio buttons for 'Multilingual Learner', 'Does this student receive Special Education Services?', and 'Is this student in a blended Head Start/Pre-K classroom?'. Another red arrow points to the 'Ethnicity' dropdown menu. Below these are checkboxes for 'Race' with options: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, and Information Not Provided. The 'Parent / Guardian Information' section includes text boxes for 'Parent / Guardian First Name', 'Parent / Guardian Last Name', 'Parent/Guardian Email', and 'Parent/Guardian Zip Code', along with a 'Relationship' dropdown menu.

- 4. On the **Parent/Guardian Information** section, enter the following information:
  - a. Enter the *First Name* in the **Parent / Guardian First Name** textbox.

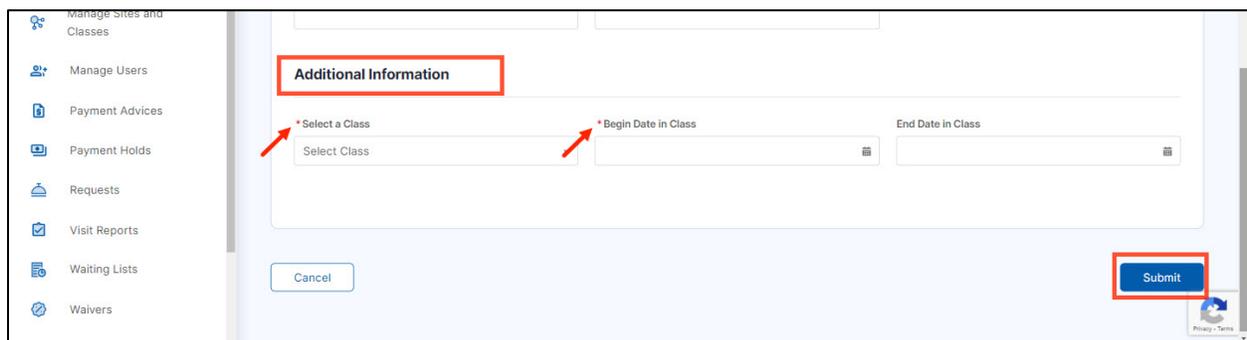
Name Of Document

- b. Enter the *Last Name* in the **Parent / Guardian Last Name** textbox.
- c. Select the *Gender* in the **Gender** drop-down list.
- d. Enter the *Email Address* in the **Parent/Guardian Email** field.
- e. Enter the *Zip Code* in the **Parent/Guardian Zip Code** field.



5. On the **Additional Information** section, enter the following information:
  - a. Select the *class* in the **Select a Class** drop-down list.
  - b. Select the *value* in the **Begin Date in Class** field.

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.*

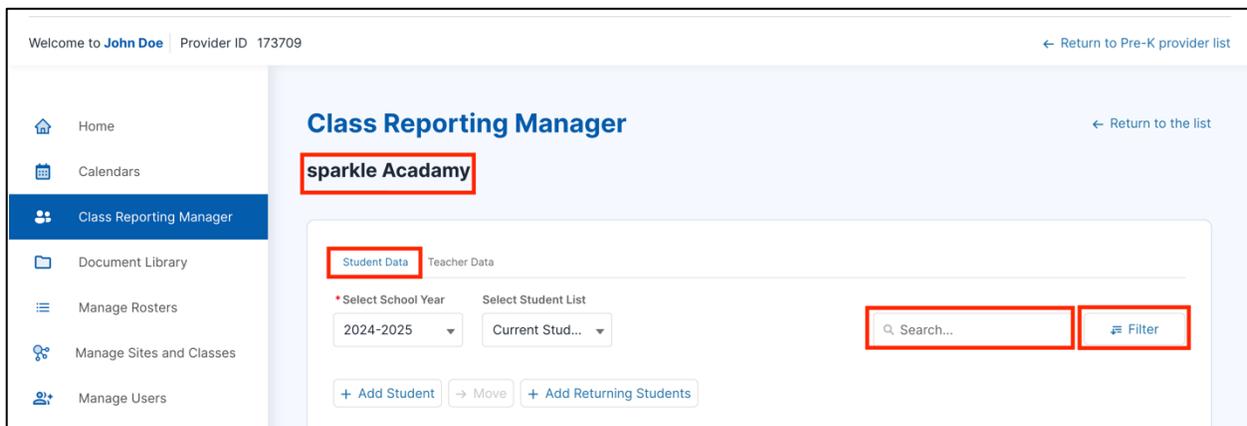
## Filtering a Student

The Filter Student feature on the GAPREK portal allows you to search for students using criteria like Class ID, Socioeconomic, Transportation, Multilingual Learner, and Special Education Services, with results matching any criteria (OR conditions).

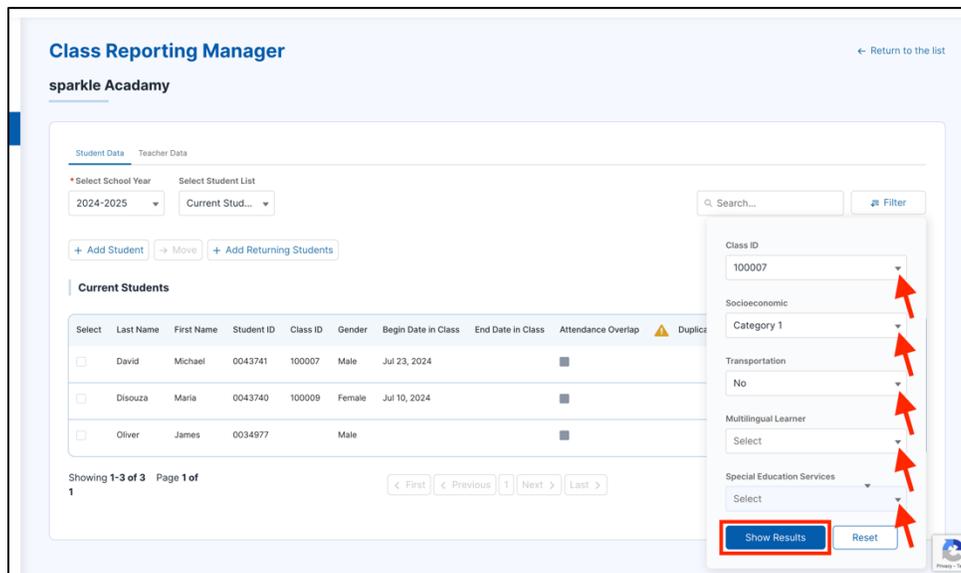
To filter a student, perform the following steps:

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

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



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



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

Name Of Document

Class Reporting Manager Return to the list

sparkle Academy

Student Data Teacher Data

Select School Year: 2024-2025 Select Student List: Current Stud... Search... 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 Flag	Action
<input type="checkbox"/>	David	Michael	0043741	100007	Male	Jul 23, 2024		■		
<input type="checkbox"/>	Disouza	Marla	0043740	100009	Female	Jul 10, 2024		■		

Showing 1-2 of 2 Page 1 of 1 Show 10 entries

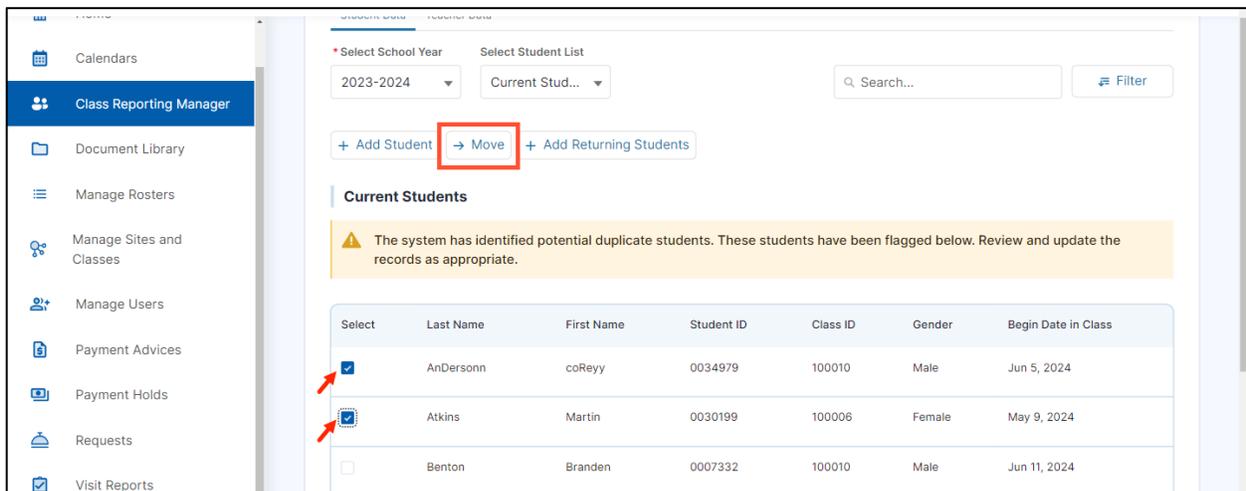
Name Of Document

## Moving a Student

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

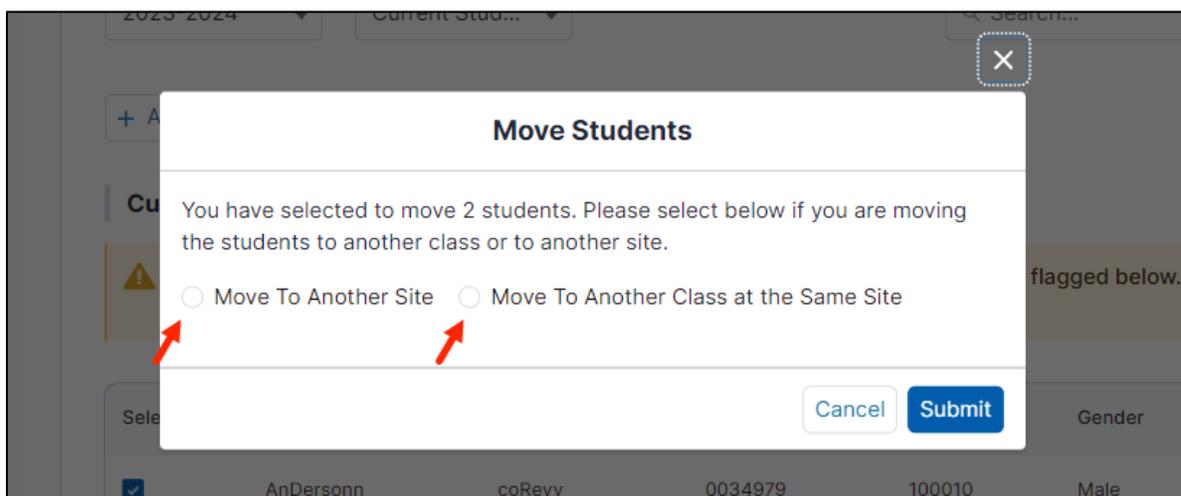
To move a student, perform the following steps:

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

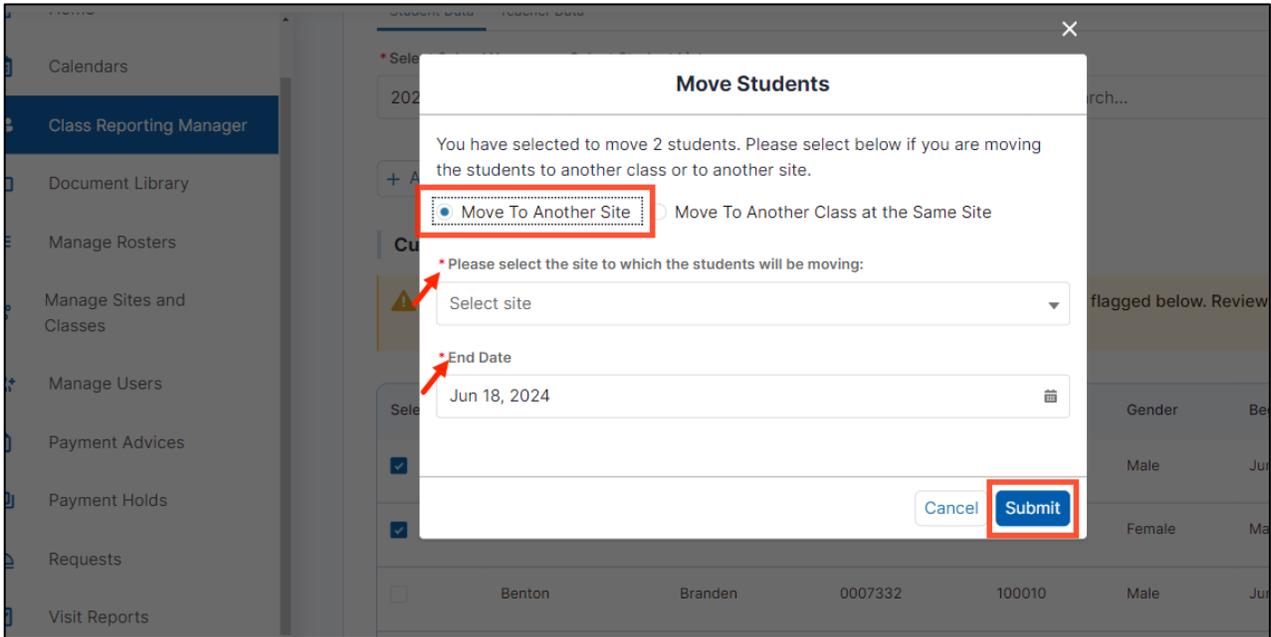


The Move Students pop-up window will be displayed.

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



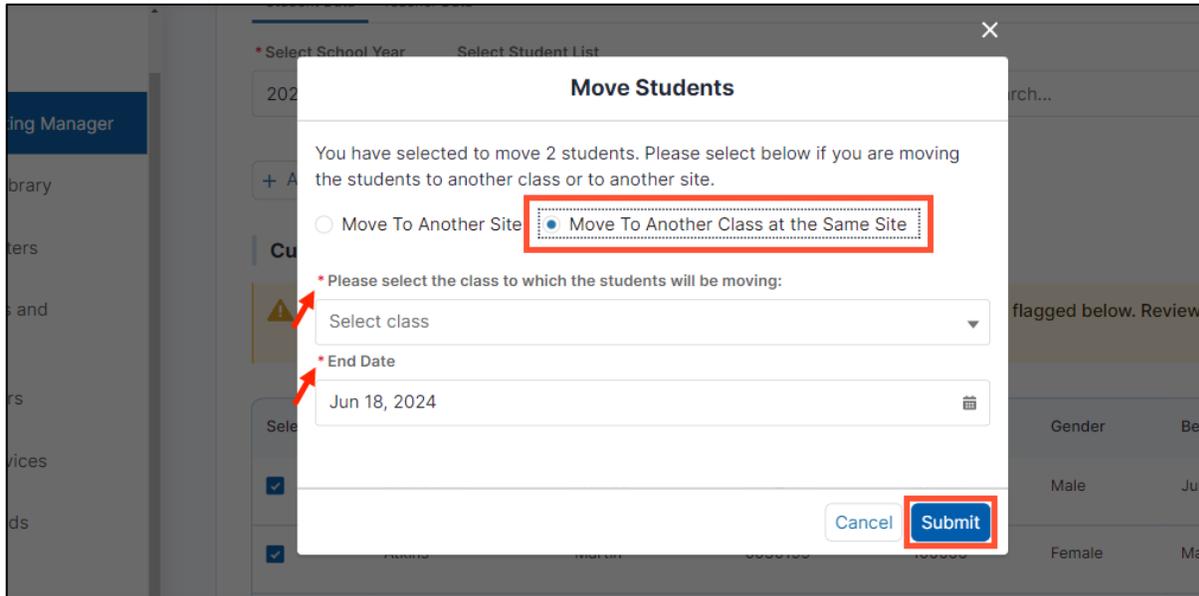
- a. If you select the *Move to Another Site* option from the list, perform the following steps:
  - i. Select the *site* from the **Please select the site to which the students will be moving** drop-down list.
  - ii. Select the last *date* in the **End Date** field.
  - iii. Click the **Submit** button.



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

- b. If you select the *Move to Another Class at the Same Site* option from the list, perform the following steps:
  - i. Select the *class* from the **Please select the class to which the students will be moving** drop-down list.
  - ii. Select the last *date* in the **End Date** field.
  - iii. Click the **Submit** button.

Name Of Document



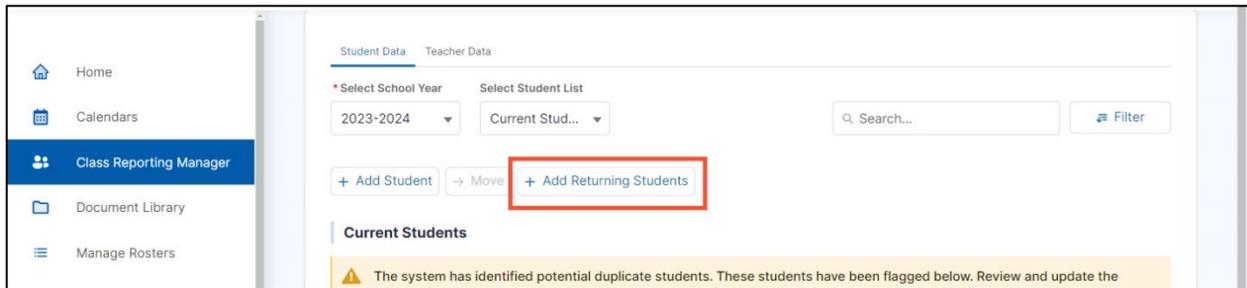
After saving, a success message will be displayed on the page and the class changes of the selected students will be reflected under the current students' section.

### 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.

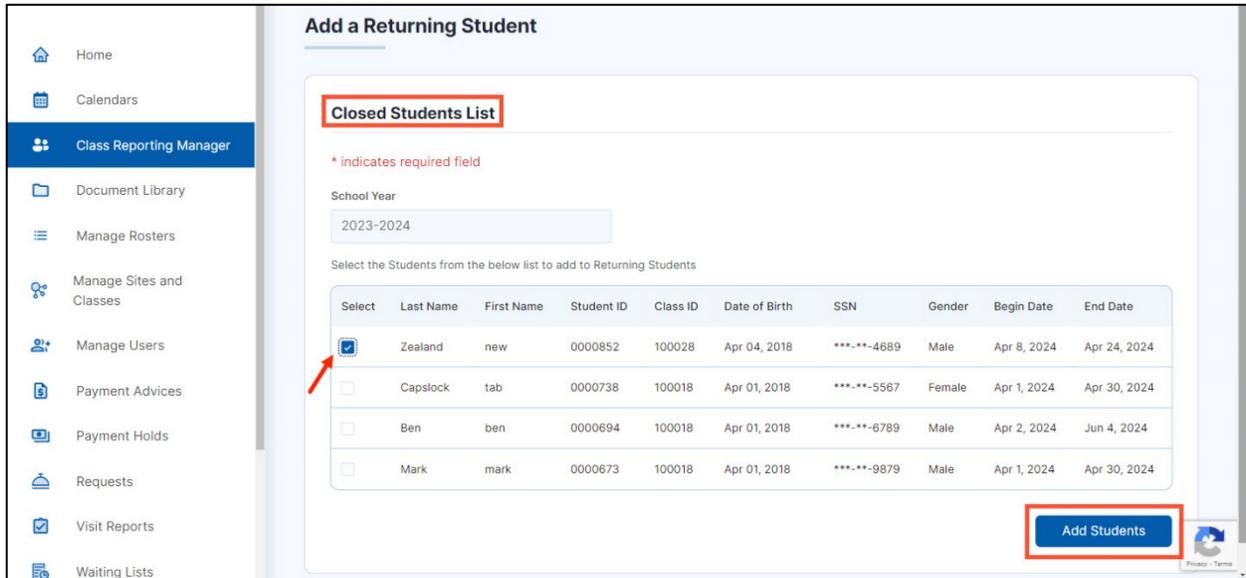
To add a Returning Student, perform the following steps:

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



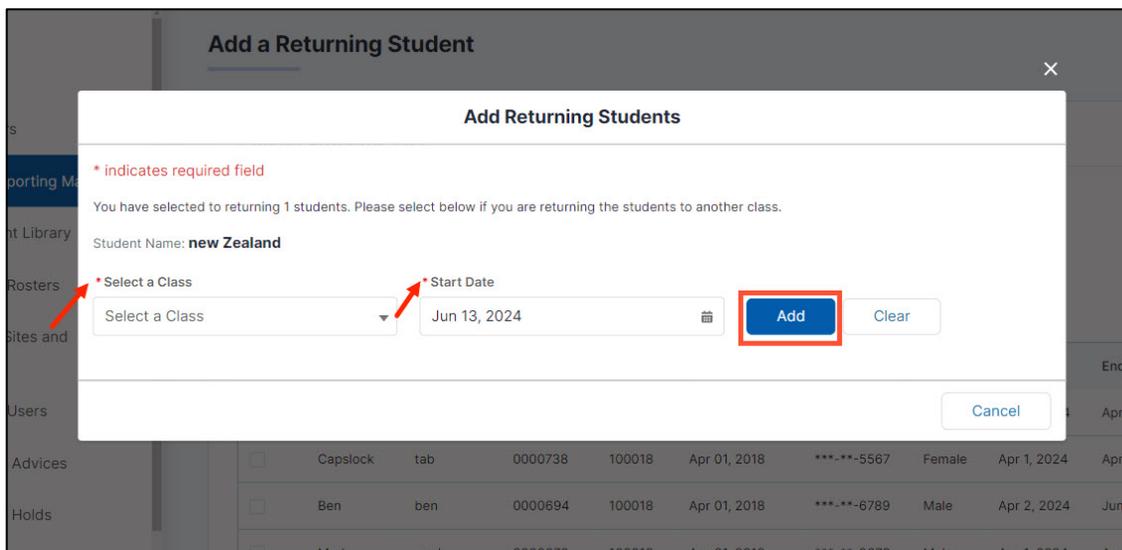
You will be directed to the Closed Students List page.

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.*

Name Of Document

## Uploading Student Documentation

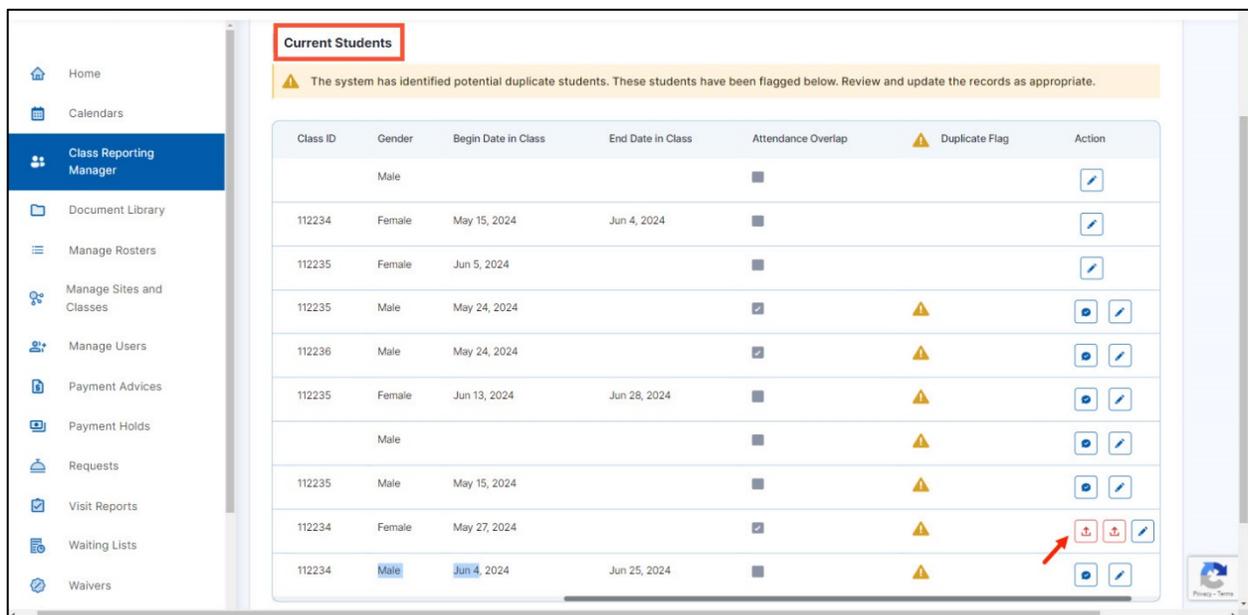
The Provider is required to upload documents in the following scenarios:

- **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.



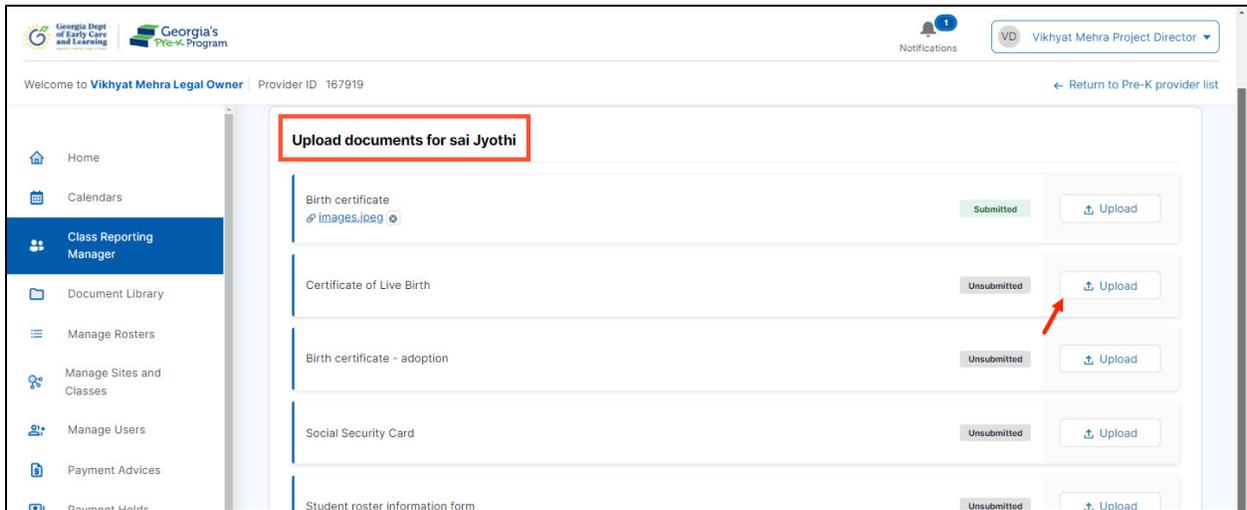
Class ID	Gender	Begin Date in Class	End Date in Class	Attendance Overlap	Duplicate Flag	Action
	Male			■		[Edit]
112234	Female	May 15, 2024	Jun 4, 2024	■		[Edit]
112235	Female	Jun 5, 2024		■		[Edit]
112235	Male	May 24, 2024		■	⚠	[Info] [Edit]
112236	Male	May 24, 2024		■	⚠	[Info] [Edit]
112235	Female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

You will be directed to the Upload Documents page.

Name Of Document

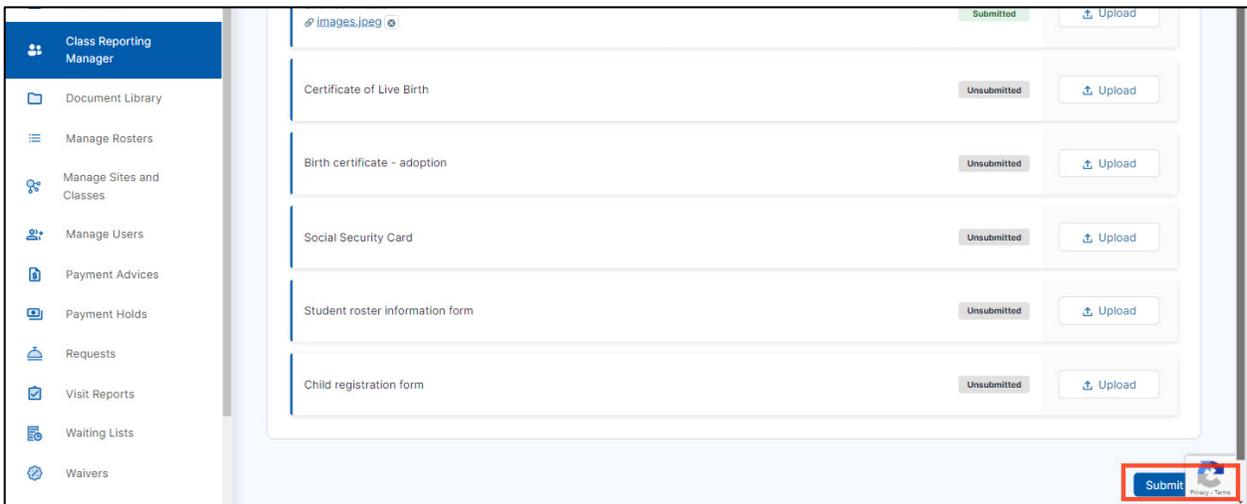
- On the **Upload documents for student** section (The student's name is Sai Jyothi in this scenario), to upload the documents, click the **Upload** button.

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



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

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



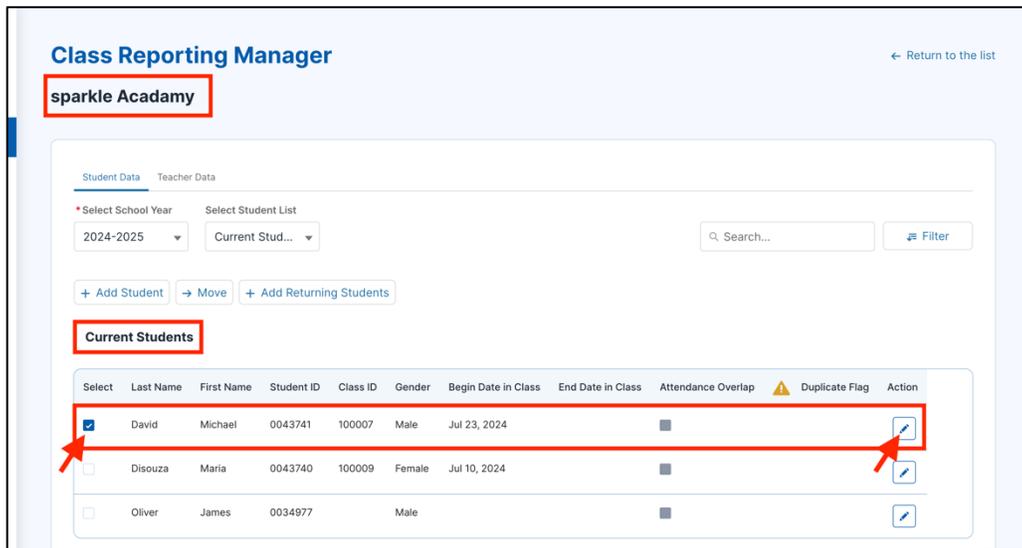
*\*The document will be submitted, and the Pre-K staff will be notified.*

## Marking a Child as Did Not Attend

The Child Did Not Attend feature enables you to mark students as absent when they do not attend class, helping you manage attendance records efficiently and accurately. This ensures that your records remain up-to-date and reflective of actual attendance patterns.

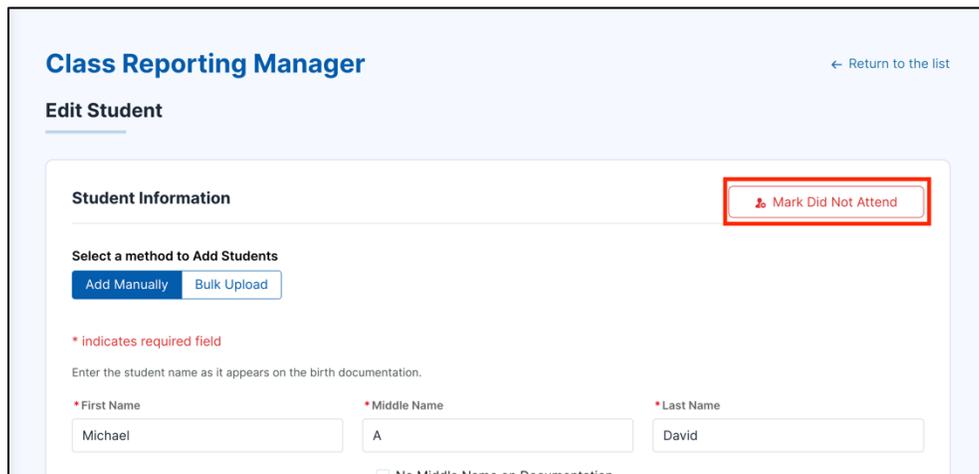
To mark a child as Did Not Attend, perform the following steps:

1. On the selected site > Student data page, select the checkbox next to the student and click the **Edit** pencil icon in the Action column.



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

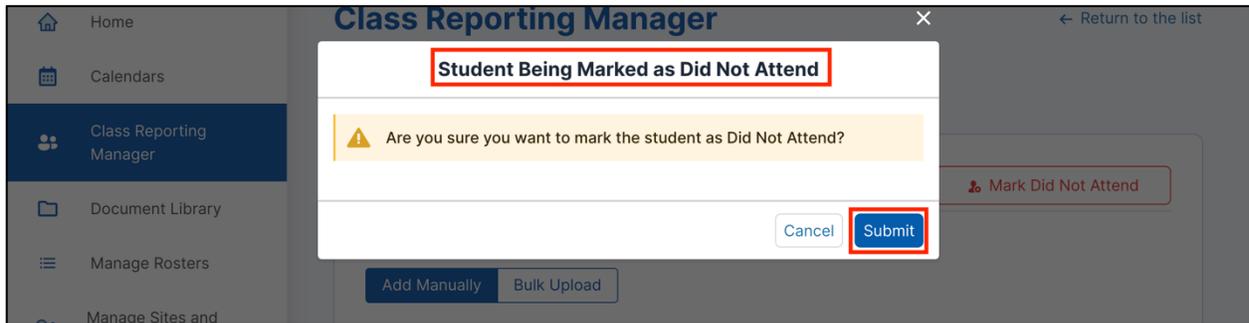
2. Next, click the **Mark Did Not Attend** button on this page.



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

Name Of Document

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



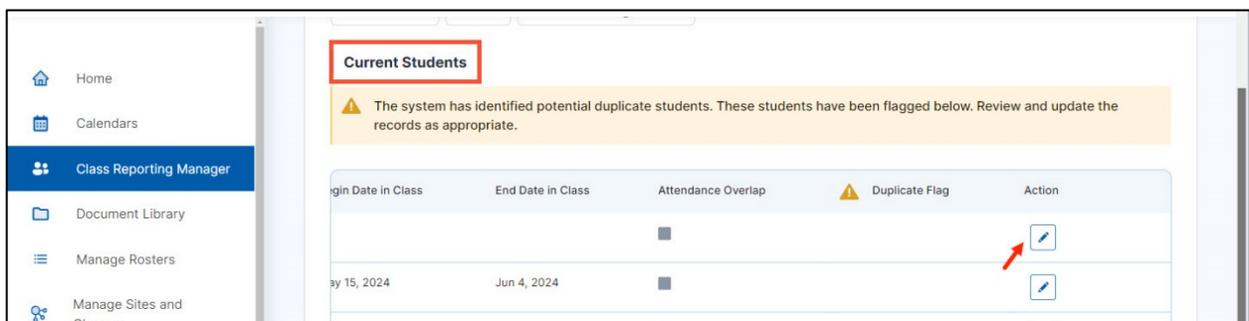
*\*A success message will be displayed on the page and the student record will be displayed in Student Data > Current Data with no Begin Date and End Date.*

### Closing a Student

The Close Student feature allows you to close a student's assignment by specifying the End Date.

To close a student, perform the following steps:

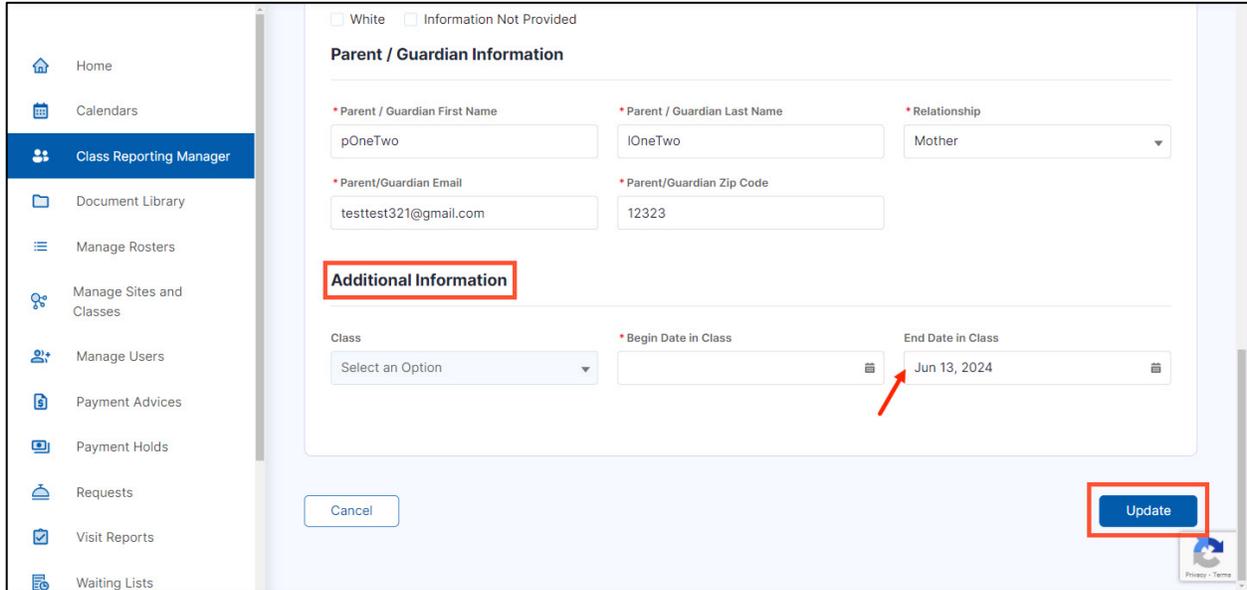
- To close a student, scroll right on the **Current Student** section using the scroll bar. Then, click the **Edit** pencil icon.



*\*The **Student Information** page will be displayed.*

Name Of Document

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. On the left is a navigation 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 is titled 'Parent / Guardian Information' and includes fields for: Parent / Guardian First Name (pOneTwo), Parent / Guardian Last Name (lOneTwo), Relationship (Mother), Parent/Guardian Email (testtest321@gmail.com), and Parent/Guardian Zip Code (12323). Below this is the 'Additional Information' section, which is highlighted with a red box. It contains a 'Class' dropdown menu (Select an Option), a 'Begin Date in Class' field, and an 'End Date in Class' field (Jun 13, 2024). A red arrow points to the 'End Date in Class' field. At the bottom right, there is a blue 'Update' button, also highlighted with a red box, and a 'Cancel' button on the bottom left. A 'Privacy - Terms' link is visible in the bottom right corner.

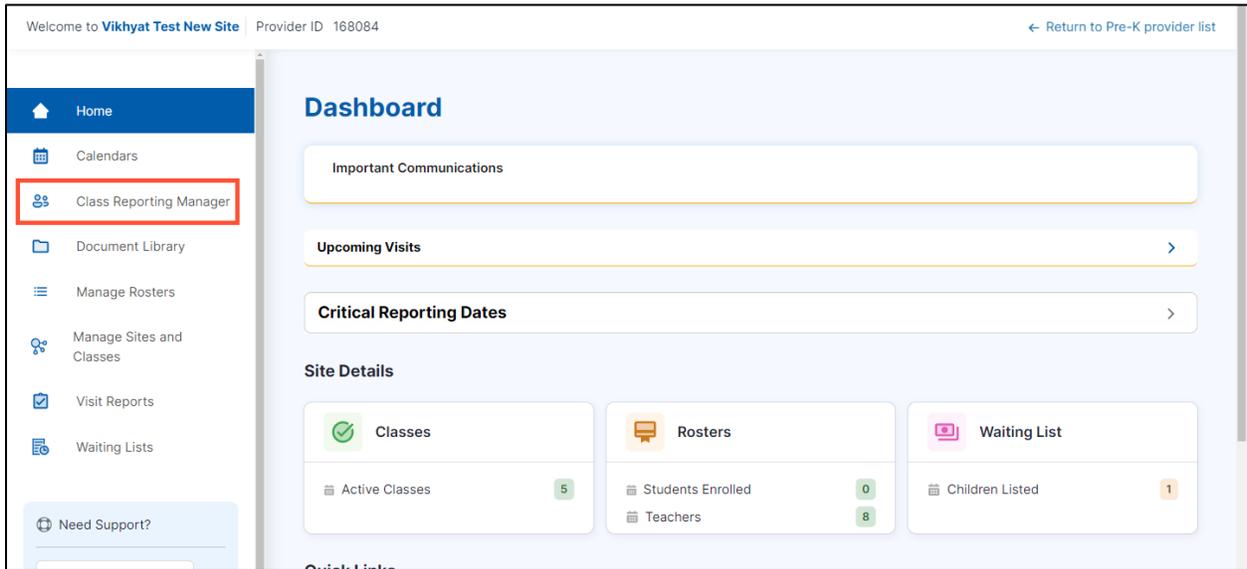
*\*The End Date of the Class will be reflected on the page for the selected student in the Current Student section.*

Name Of Document

## Managing Teachers

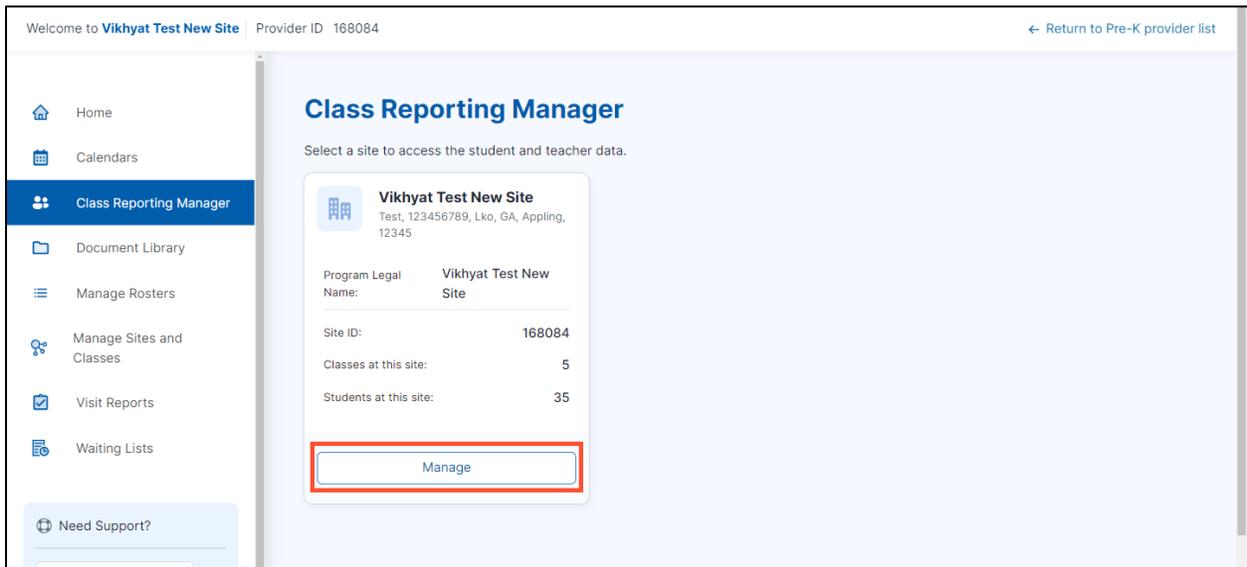
To manage the teachers, perform the following steps:

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



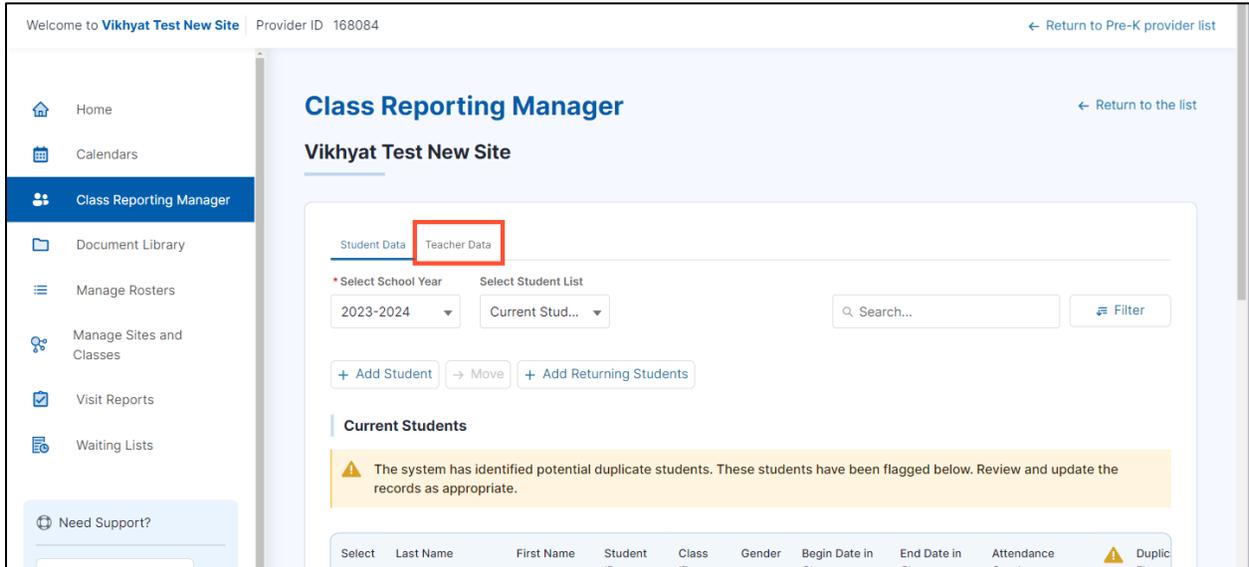
You will be directed to the Class Reporting Manager page.

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.

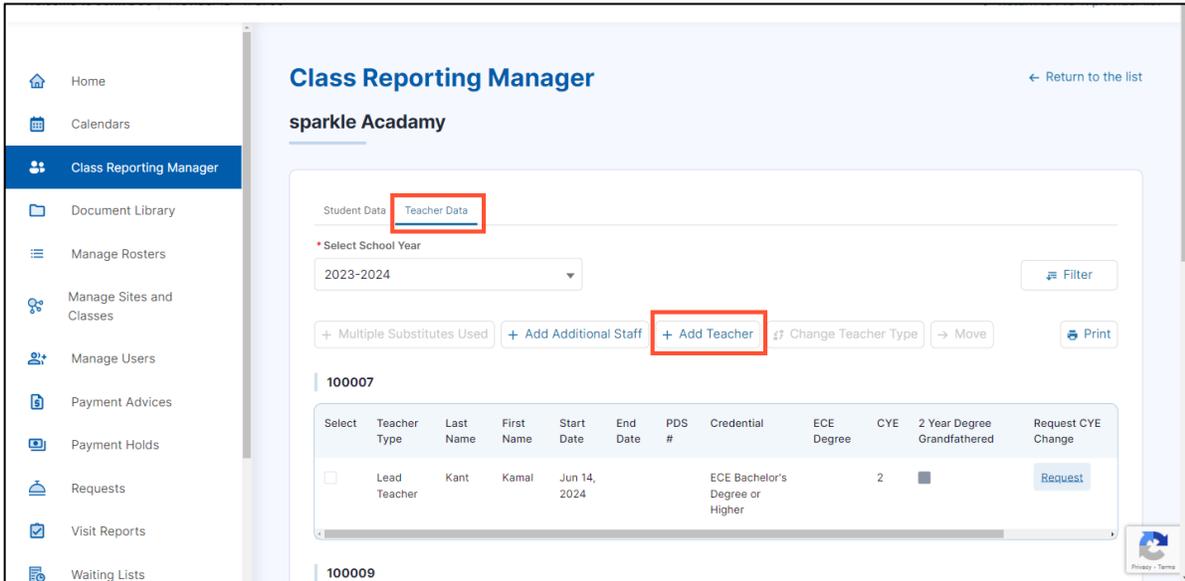


You will be directed to the Teacher details page.

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.

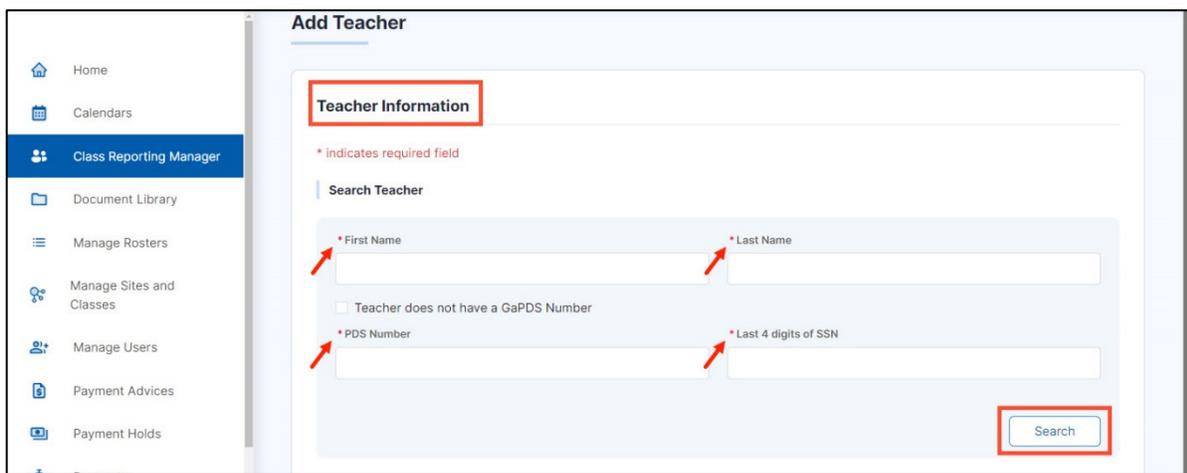
## Name Of Document

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

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

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

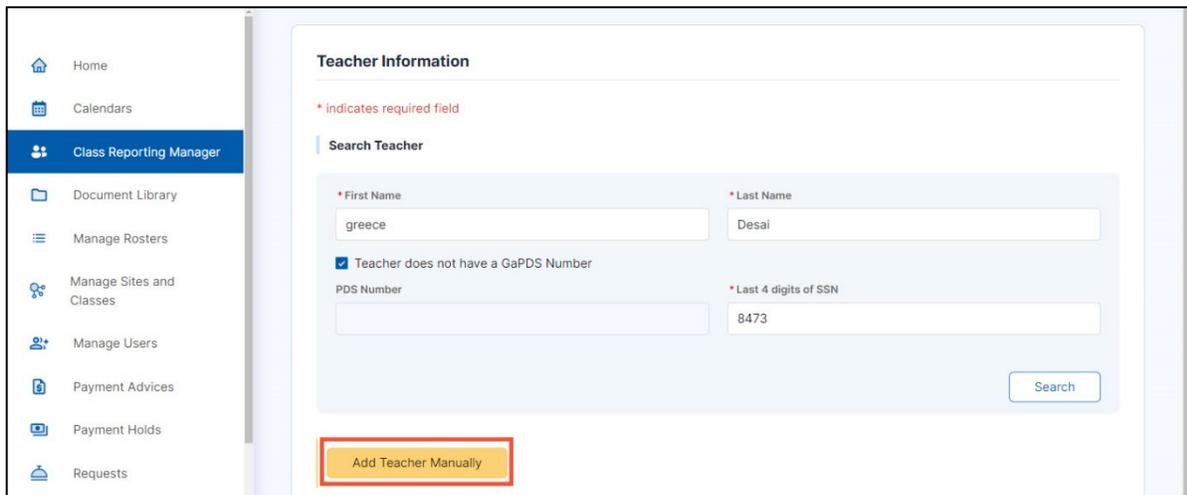
- Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
- Click the **Search** button.



The screenshot shows the 'Add Teacher' form. The 'Teacher Information' section is highlighted with a red box. Below it, the 'Search Teacher' section is highlighted with a red box. Red arrows point to the 'First Name', 'Last Name', 'PDS Number', and 'Last 4 digits of SSN' fields. A 'Search' button is also highlighted with a red box.

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 screenshot shows the 'Teacher Information' page. The 'Search Teacher' section is filled with the following information: First Name: greece, Last Name: Desai, PDS Number: (empty), Last 4 digits of SSN: 8473. The 'Teacher does not have a GaPDS Number' checkbox is checked. The 'Add Teacher Manually' button is highlighted with a red box.

The Teacher Information page will be displayed.

Name Of Document

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

5. On the **Assign Teacher to the Class** section, enter the following information:
  - a. Select the *class* in the **Class ID** drop-down list.
  - b. Select the *date* in the **Begin Date** field.
6. After updating all the details, click the **Save** button.

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

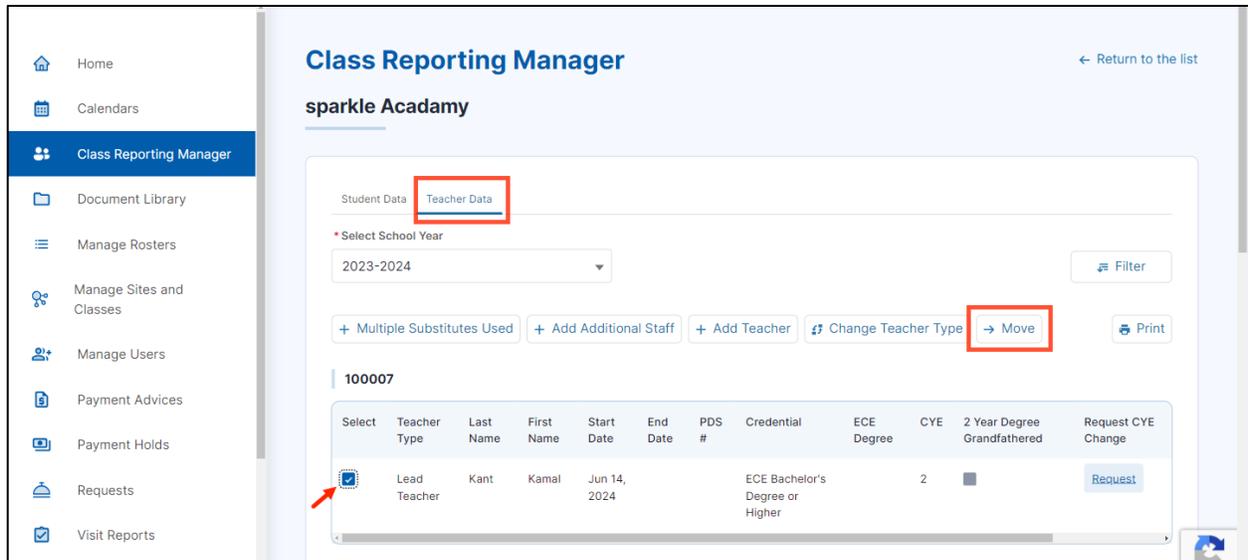
Name Of Document

## Moving a Teacher

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

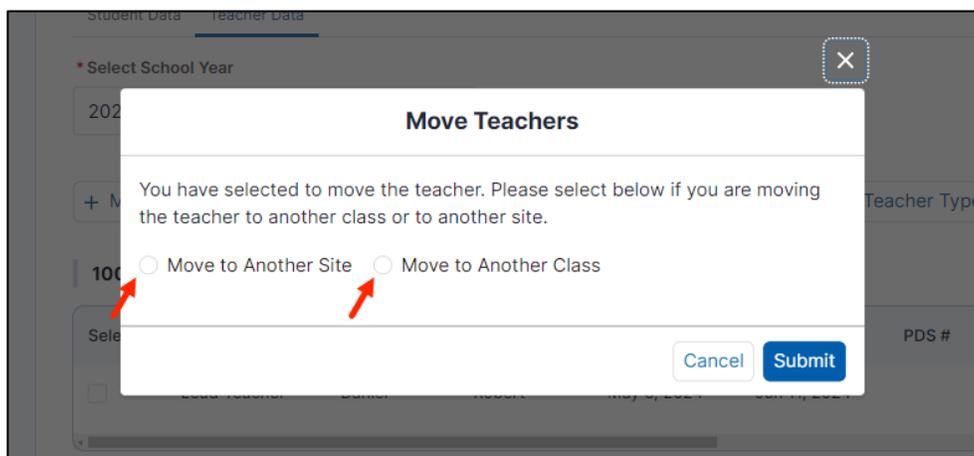
To move a teacher, perform the following steps:

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



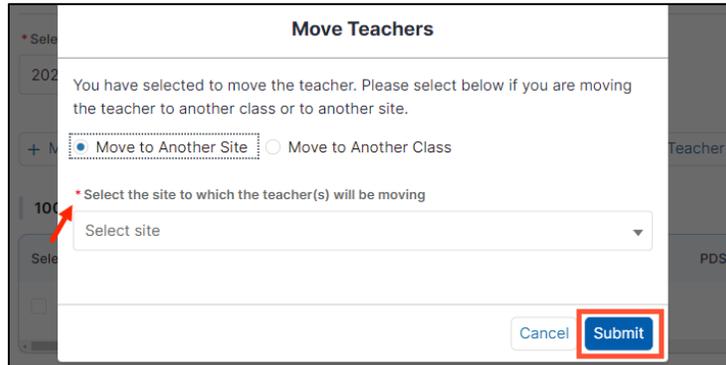
The Move Teachers pop-up window will be displayed.

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



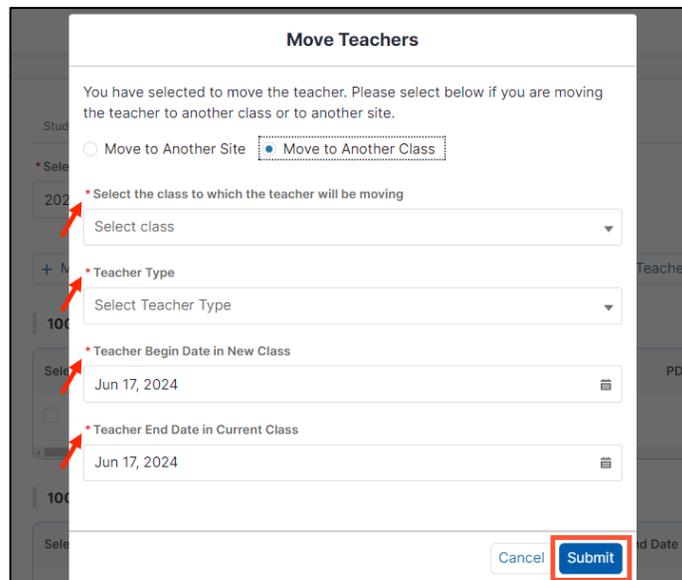
- a. If you select the **Move to Another Site** radio button:
  - i. Select the *site* from the Select the site to which the teacher(s) will be moving drop-down list.

- ii. Click the **Submit** button.



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

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



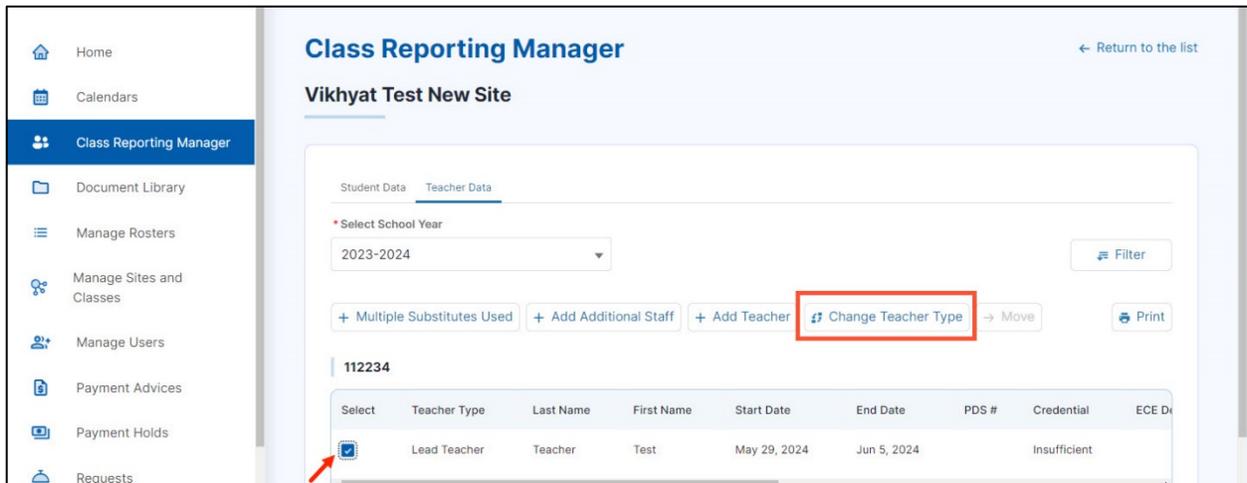
*\*After saving, a success message will be displayed on the page and the class changes of the selected teachers will be reflected under the Teacher Data tab.*

## Changing a Teacher Type

You can change the Teacher type, allowing you to switch roles between teachers such as Assistant Teacher and Lead Teacher, as needed.

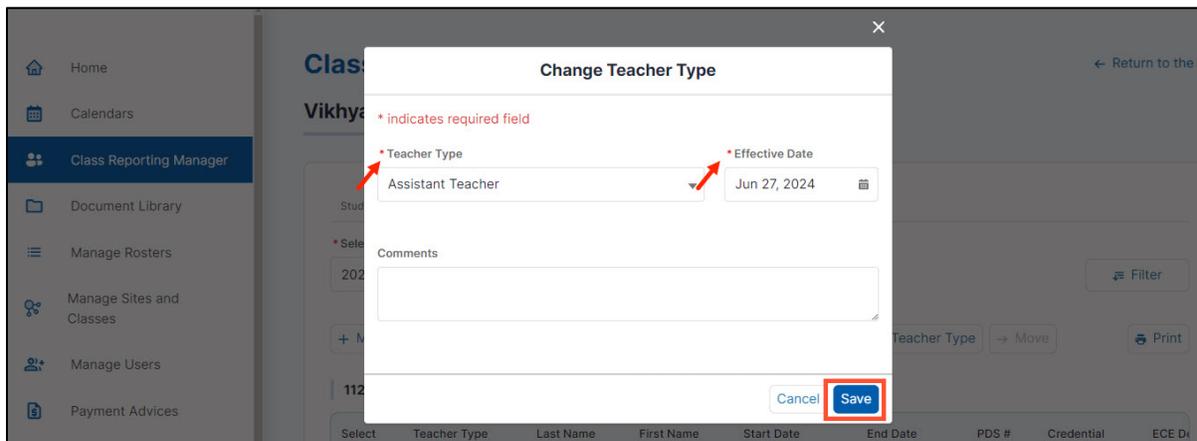
To change a teacher type, perform the following steps:

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



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

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



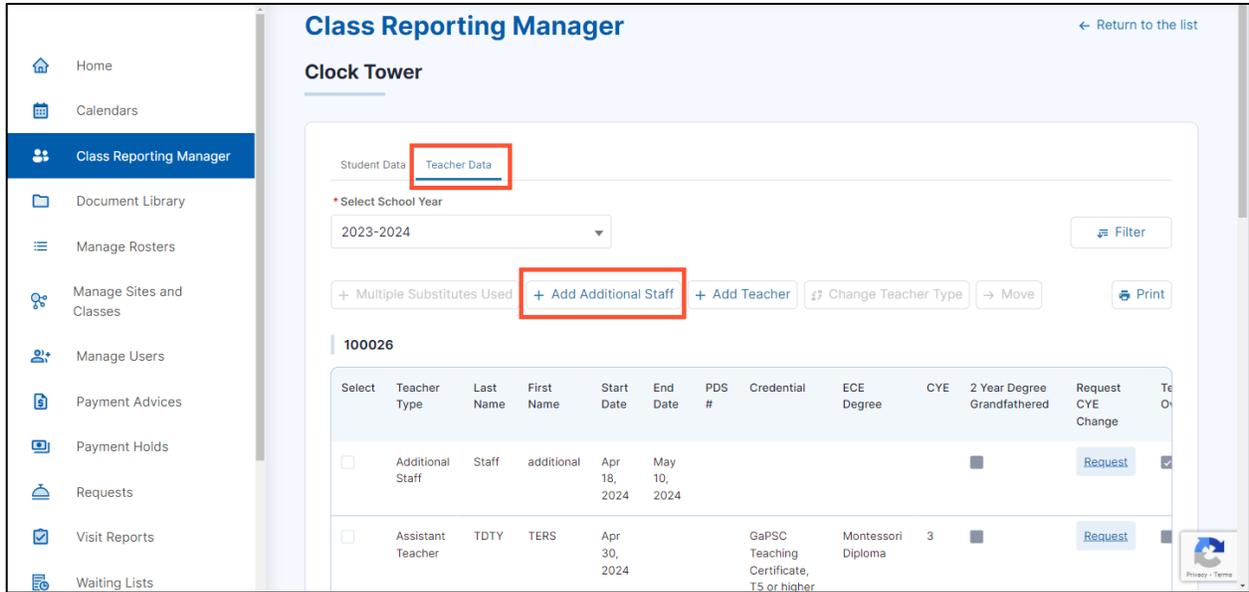
*\*A success message will be displayed on the page, and the Teacher Type along with the Effective Date of the change will be shown in the Teacher Data section.*

### Adding the Additional Staff

The Add Additional Staff feature allows you to add Lead and Assistant teachers to your Pre-K Program for enhanced operational efficiency and program support.

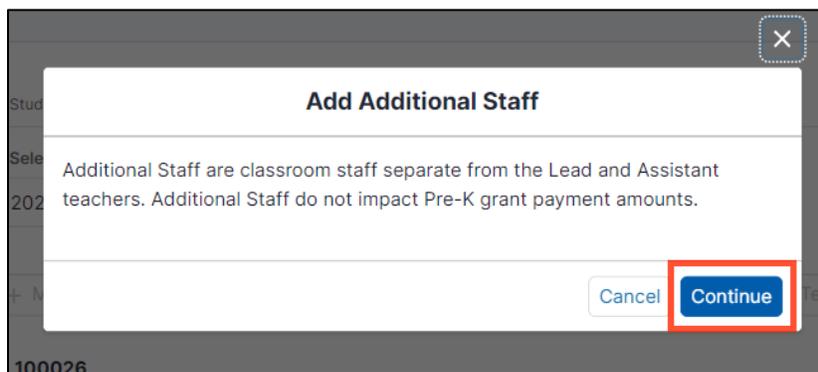
To add the additional staff to the site, perform the following steps:

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



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

2. Click the **Continue** button.

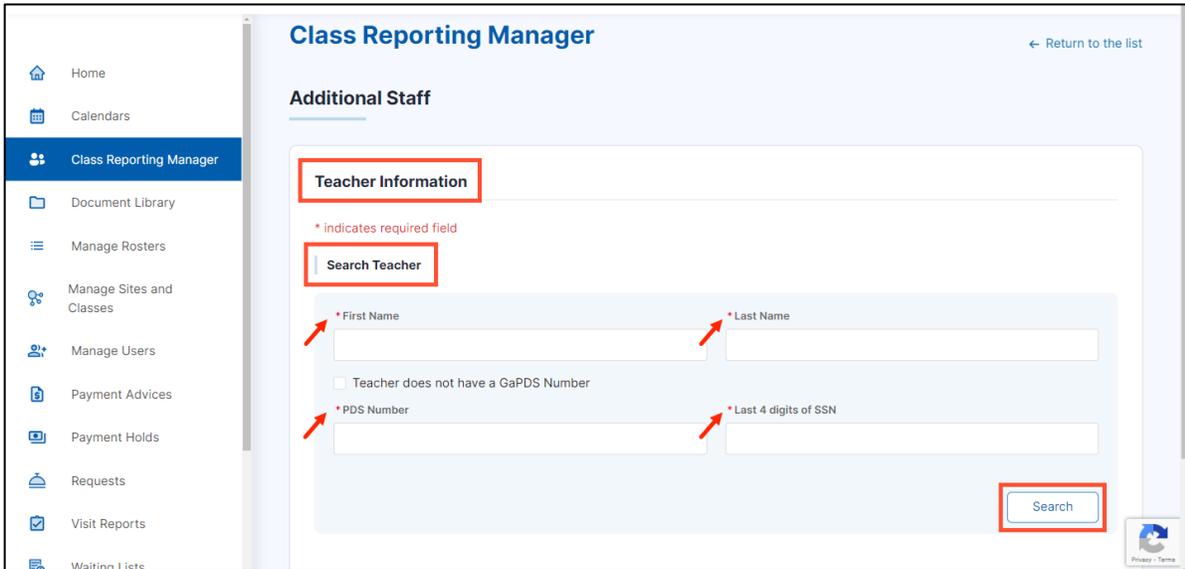


You will be directed to the Additional Staff page.

3. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
  - a. Enter the *First Name* in the **First Name** textbox.

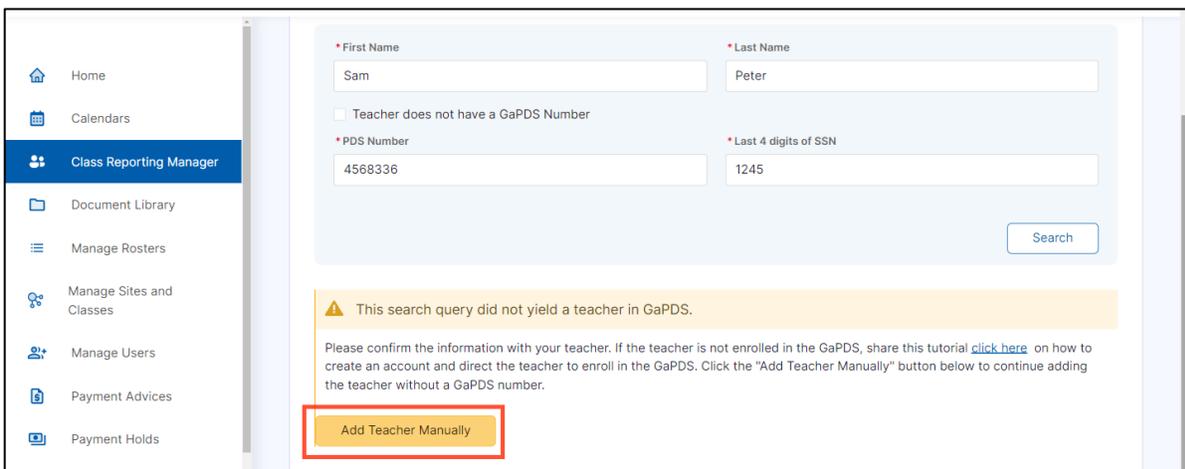
Name Of Document

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



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

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

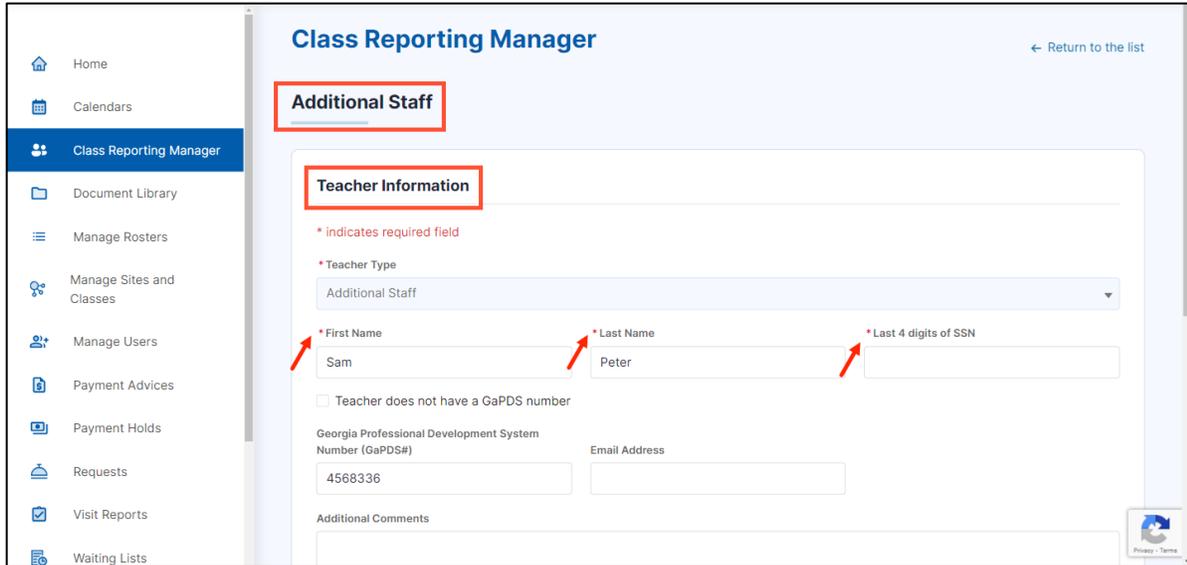


You will be directed to the Additional Staff page.

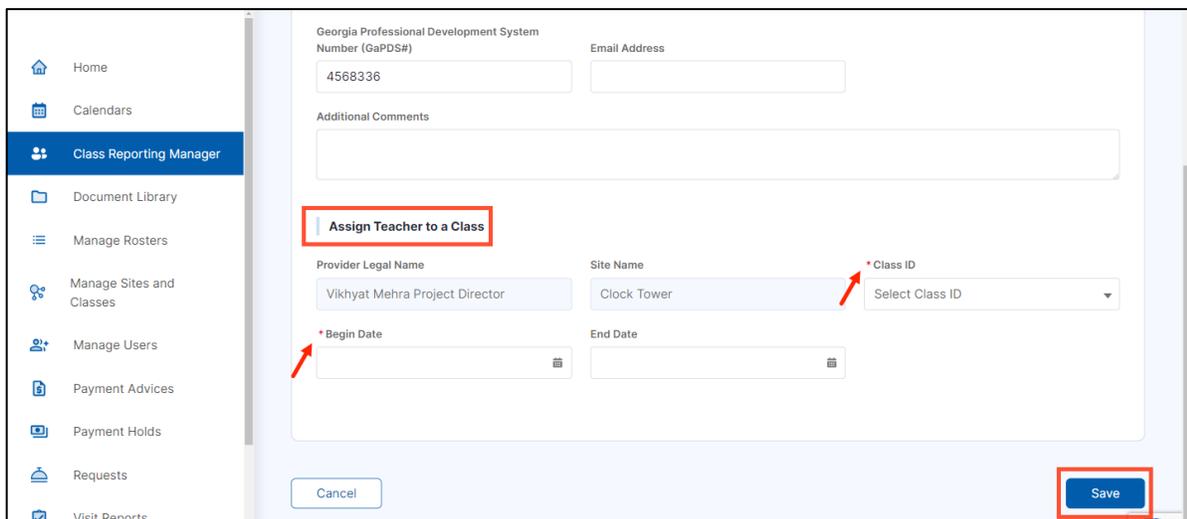
- 5. In the **Teacher Information** section, enter the following information:

Name Of Document

- a. Enter the *First Name* in the **First Name** textbox.
- b. Enter the *Last Name* in the **Last Name** textbox.
- c. Enter the *nine-digit SSN* in the **Social Security Number** field.



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



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

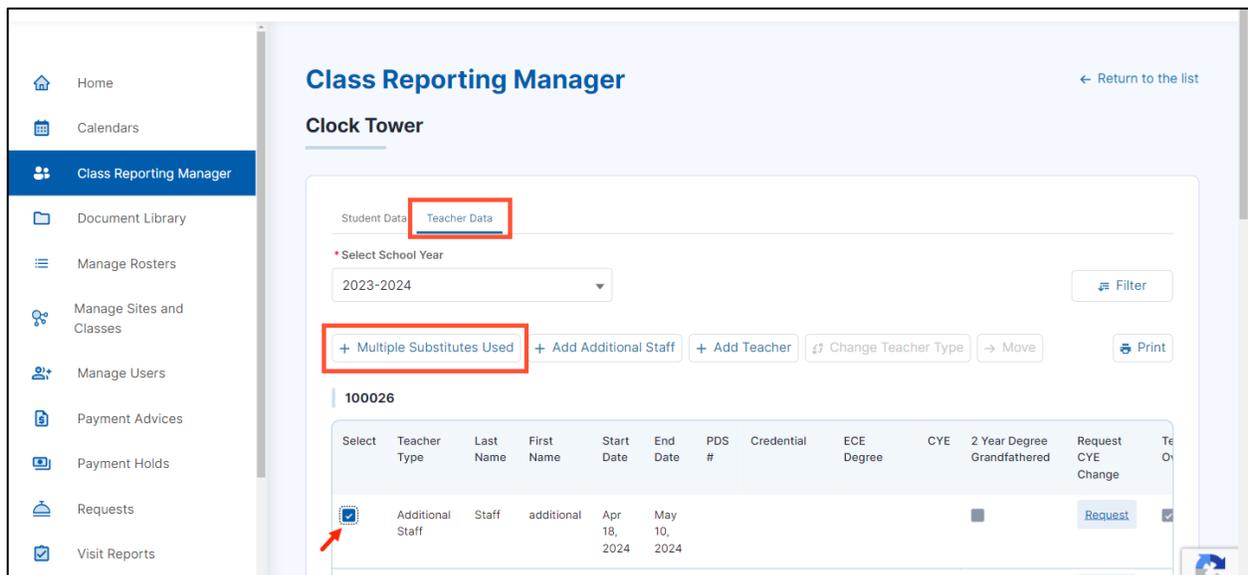
Name Of Document

## 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:

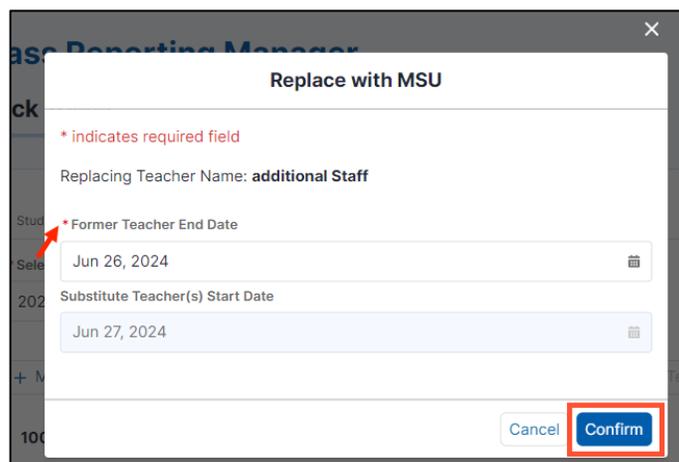
1. On the **Teacher Data** tab, click the checkbox to select the teacher, then click the **Multiple Substitutes Used** button.



The screenshot shows the 'Class Reporting Manager' interface. The 'Teacher Data' tab is selected. Below the 'Select School Year' dropdown (set to 2023-2024), there are several buttons: '+ 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 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. One row is visible with 'Additional Staff' as the Teacher Type, 'additional' as the Last Name, and 'additional' as the First Name. The Start Date is 'Apr 18, 2024' and the End Date is 'May 10, 2024'. A red arrow points to the 'Select' checkbox 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 'Replace with MSU' pop-up window is shown. It contains the following fields and text:

- Header: Replace with MSU
- Text: \* indicates required field
- Text: Replacing Teacher Name: additional Staff
- Text: \* Former Teacher End Date
- Text input: Jun 26, 2024
- Text: Substitute Teacher(s) Start Date
- Text input: Jun 27, 2024
- Buttons: Cancel, Confirm (highlighted with a red box)

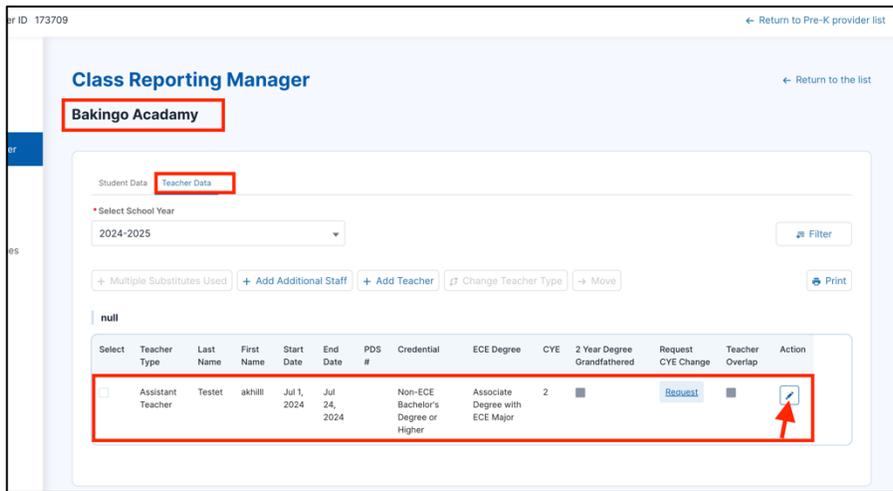
\*A success message will be displayed on the page.

### Closing a Teacher

As a Site Director, you can manually close a teacher record by adding an end date. Additionally, the system automatically closes all teachers at the end of the school year, setting the end date to June 30th.

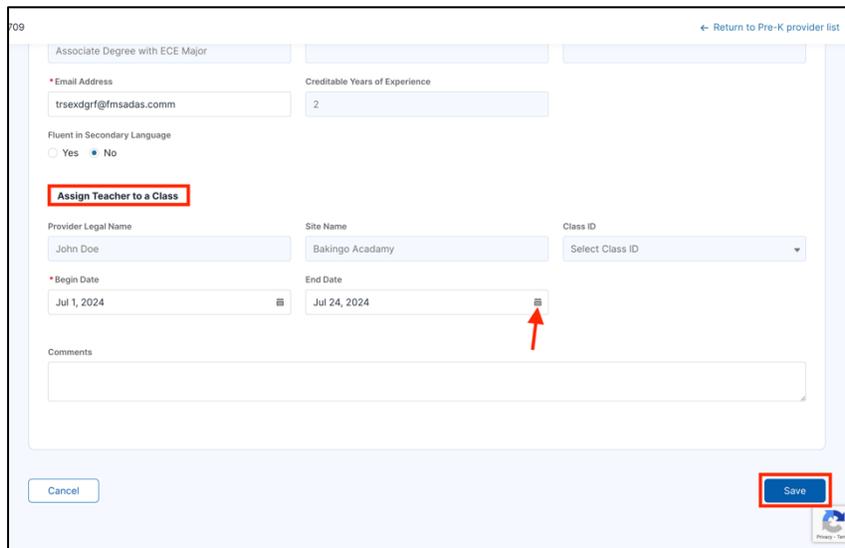
To close a teacher manually, perform the following steps:

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



*\*The **Edit Teacher** page will be displayed.*

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

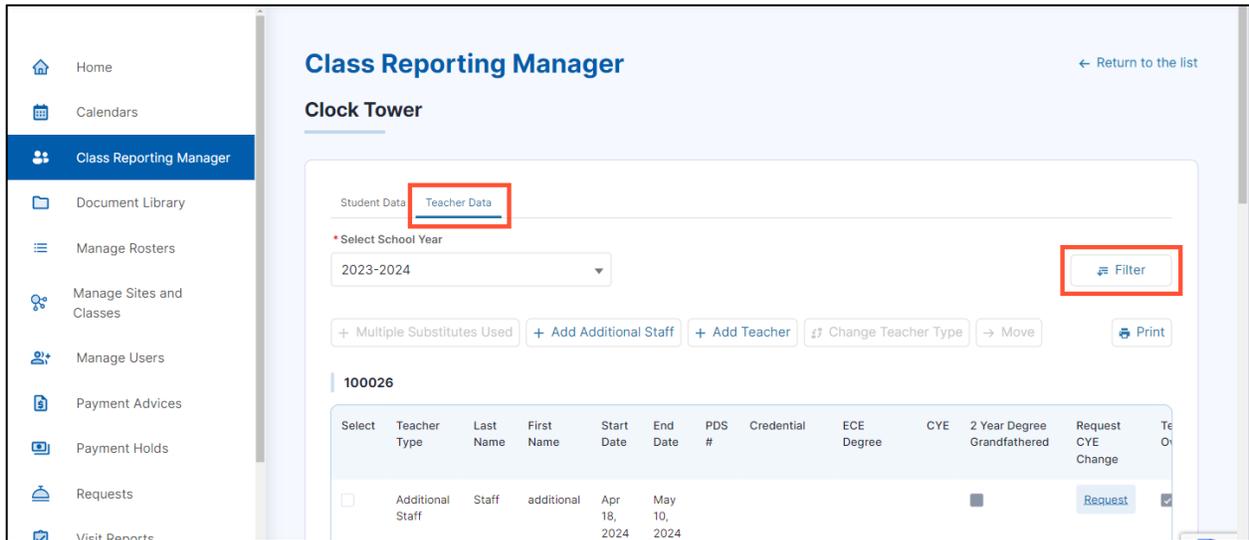


*\*The End date will be reflected on the page for the selected teacher in the Teacher Data section.*

## Filtering a Teacher

To search for a particular teacher, perform the following:

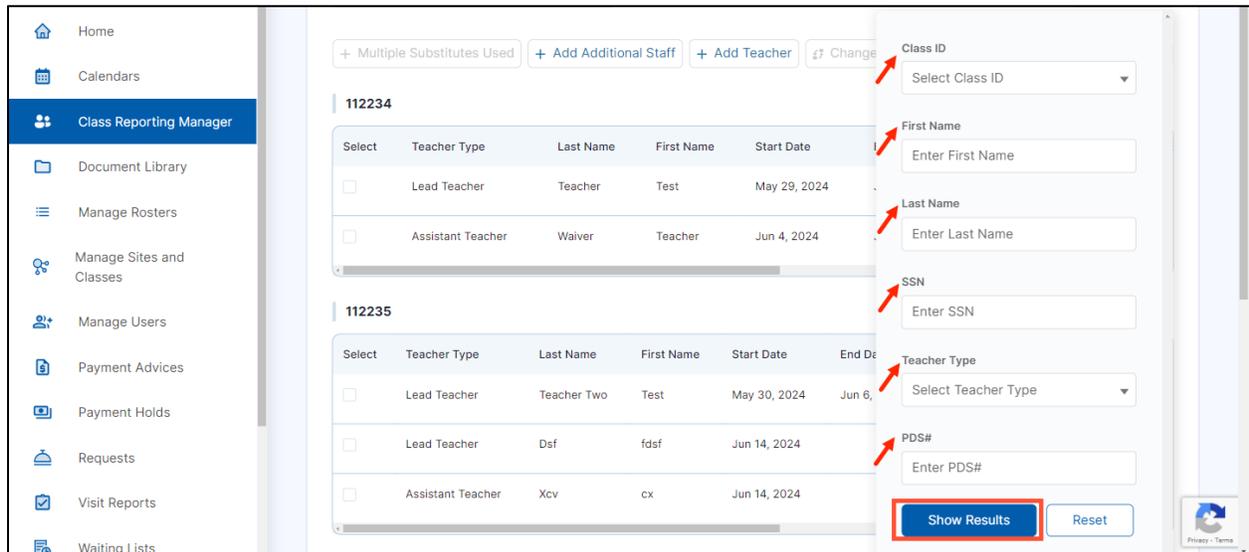
1. On the **Teacher Data** tab, click the **Filter** button.



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

2. Enter or select the required fields, then click the **Show Results** button.

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

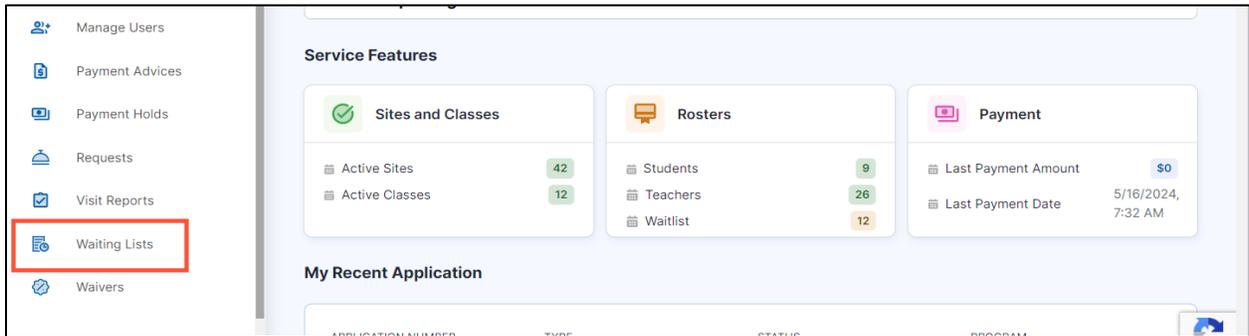


## MANAGING WAITING LIST

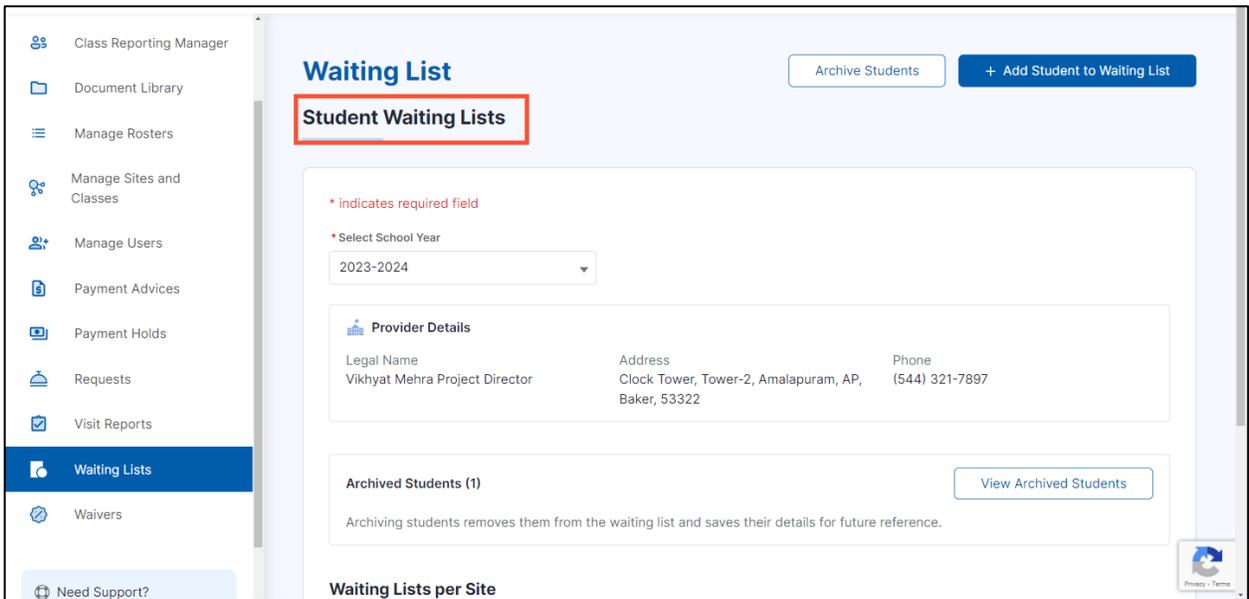
A student waiting list is to maintain an organized queue of students seeking enrollment, however, they cannot be accommodated immediately due to limited availability. It helps manage demand for limited spots and facilitates transparency in the enrollment process.

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.



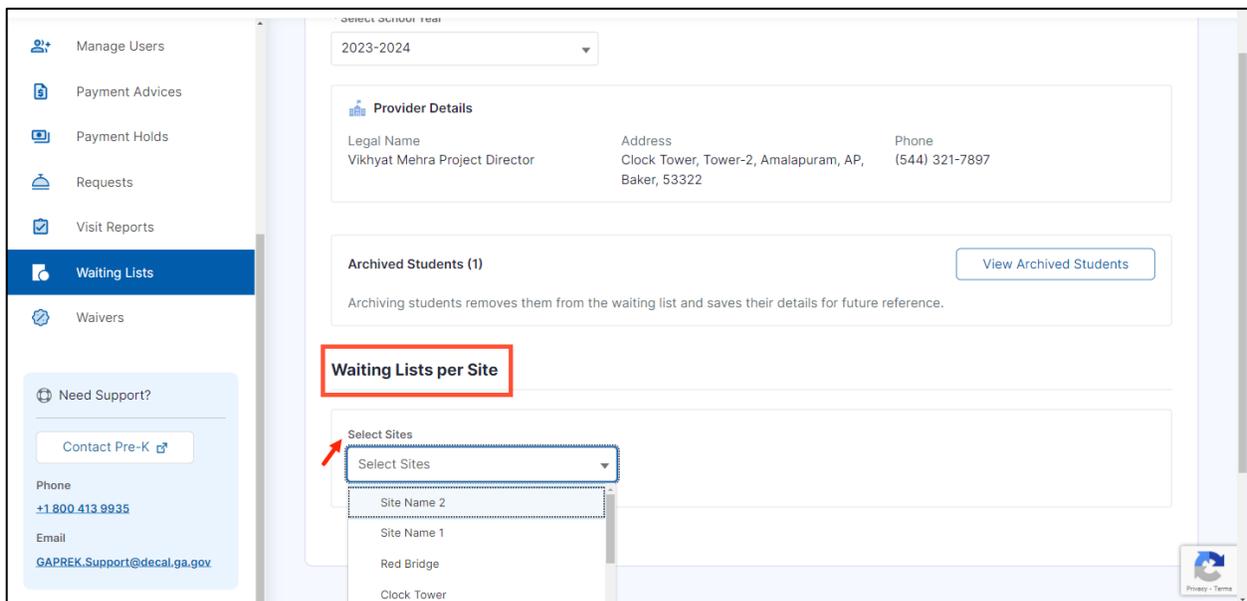
## Adding a Student from the Waiting List

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.

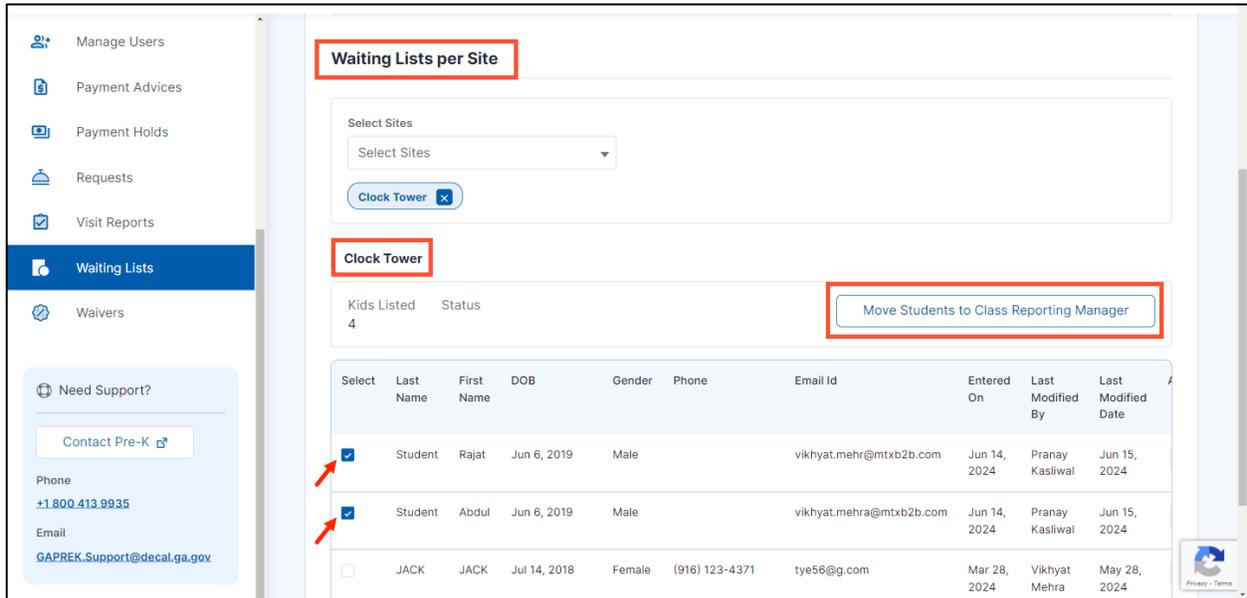
**Note:** You can select multiple sites.



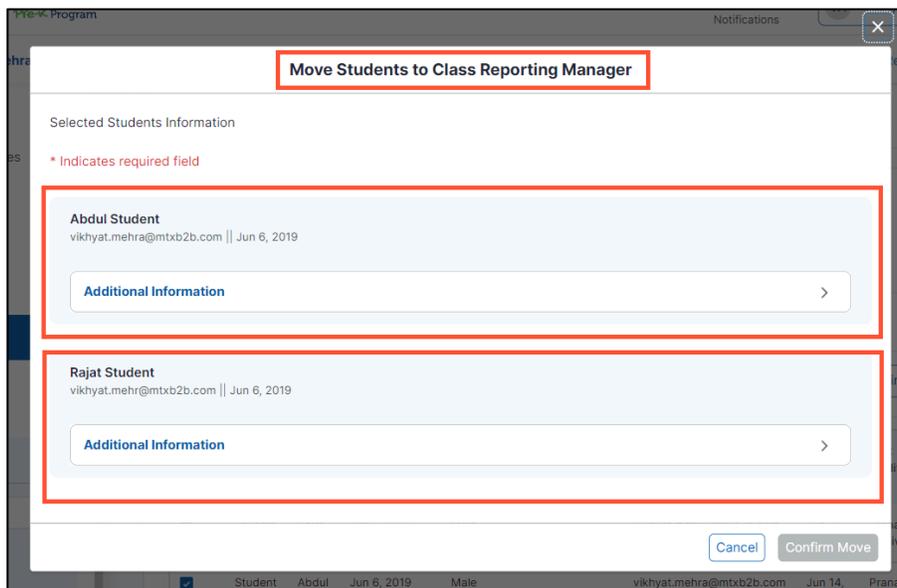
Selected Site(s) will be displayed as sections with a list of waiting list students.

Name Of Document

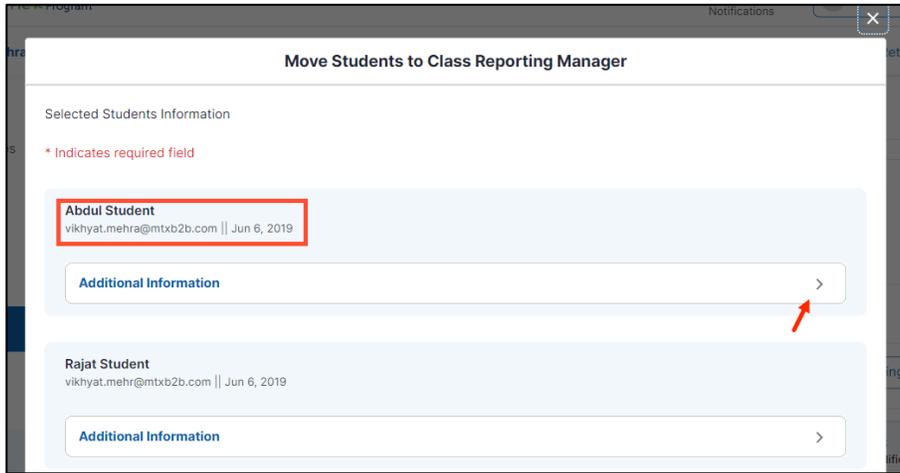
3. On the Site [Site Name] section (The Site name is Clock Tower in this scenario), click the checkbox to select the required students.
4. Click the **Move Students to Class Reporting Manager** button.



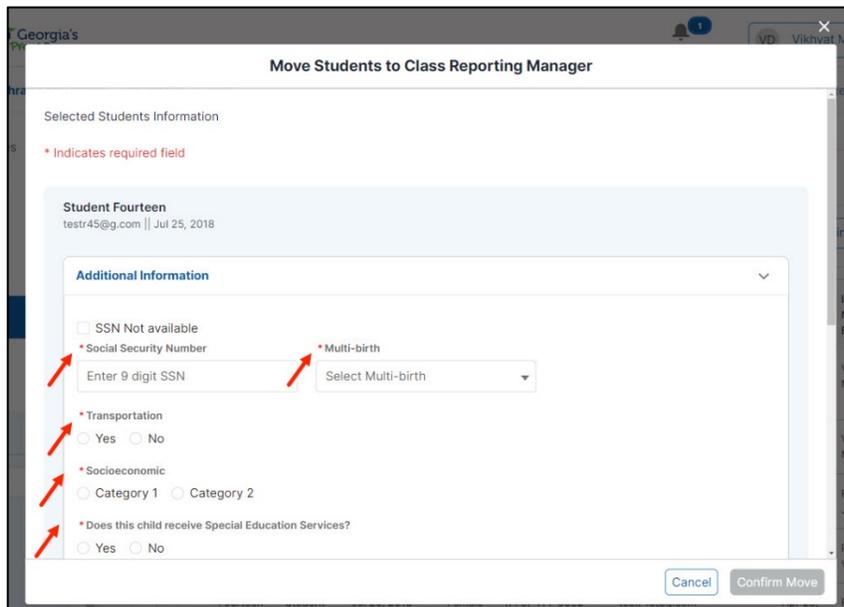
The Move Students to Class Reporting Managers pop-up window will be displayed with the selected student(s) information as tile(s).



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

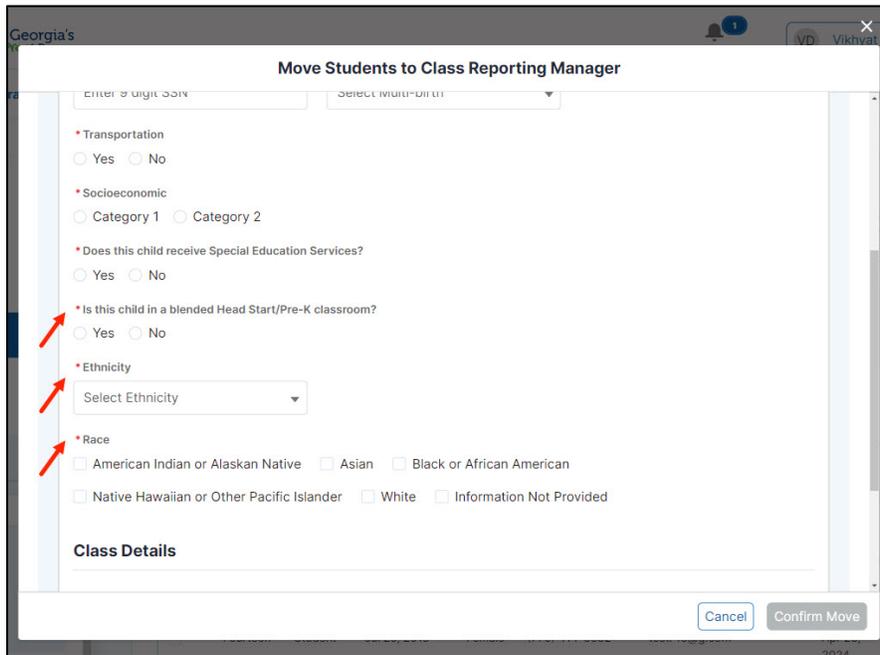


6. In the **Additional Information** section, enter the following information:
  - a. Enter the *nine-digit* SSN in the **Social Security Number** textbox.  
**Note:** Check the **SSN Not available** checkbox, if you don't have a Social Security Number.
  - b. Select the *value* in the **Multi-birth**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



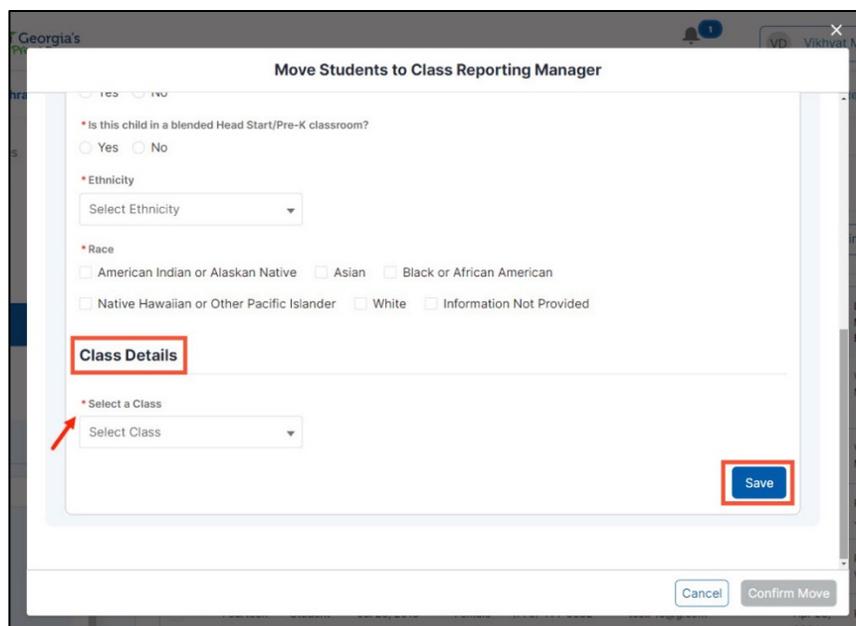
Name Of Document

- f. Select the *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.



The screenshot shows a web form titled "Move Students to Class Reporting Manager". It contains several sections with radio buttons and checkboxes. Red arrows point to the "Is this child in a blended Head Start/Pre-K classroom?" section, the "Ethnicity" dropdown menu, and the "Race" section. At the bottom right, there are "Cancel" and "Confirm Move" buttons.

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



This screenshot shows the "Class Details" section of the form. A red box highlights the "Class Details" header. Below it, there is a "Select a Class" dropdown menu with a red arrow pointing to it. At the bottom right, a blue "Save" button is highlighted with a red box. "Cancel" and "Confirm Move" buttons are also visible at the bottom.

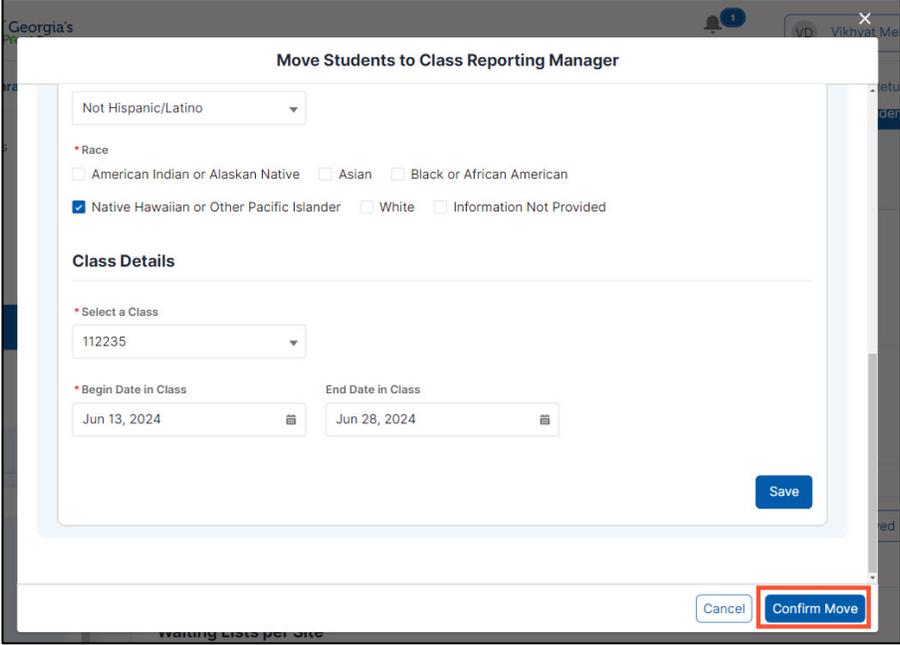
*\*After saving, a success message will be displayed on the page.*

Name Of Document

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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.

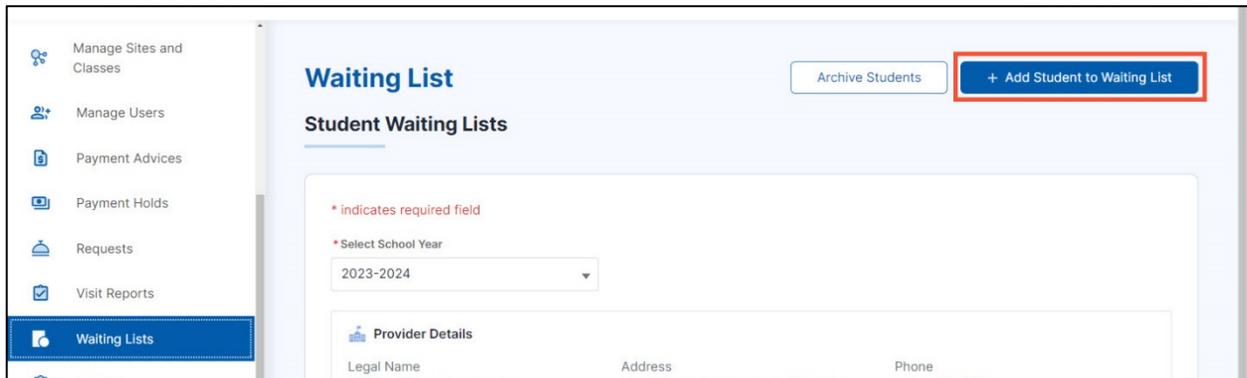


*\*A success message will be displayed on the page, and the student record will be moved from the Students Waiting List to the Current Students List.*

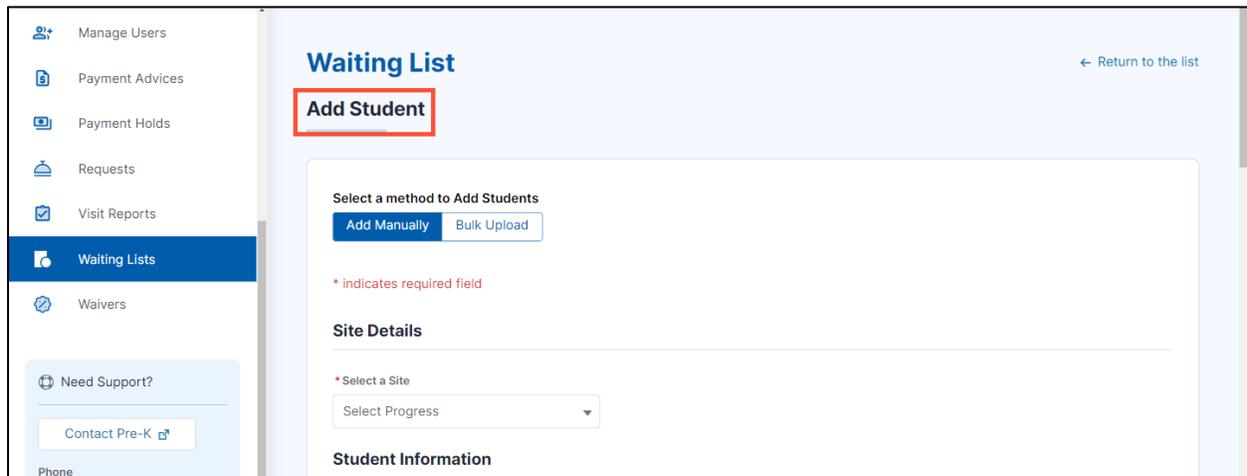
## Adding a Student to the Waiting List

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

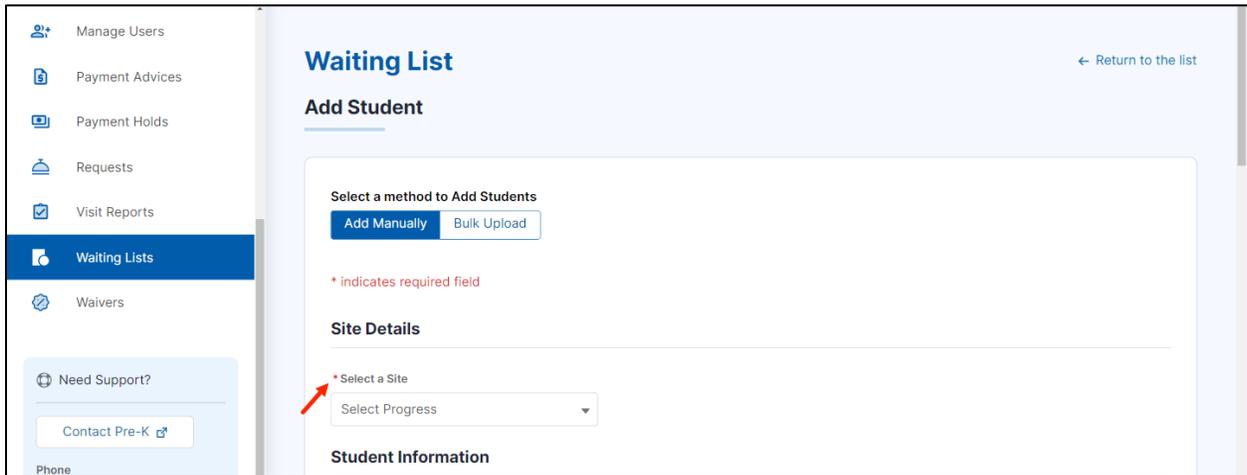
1. On the Waiting List > Student Waiting Lists page, click the **+Add Student to Waiting List** button.



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



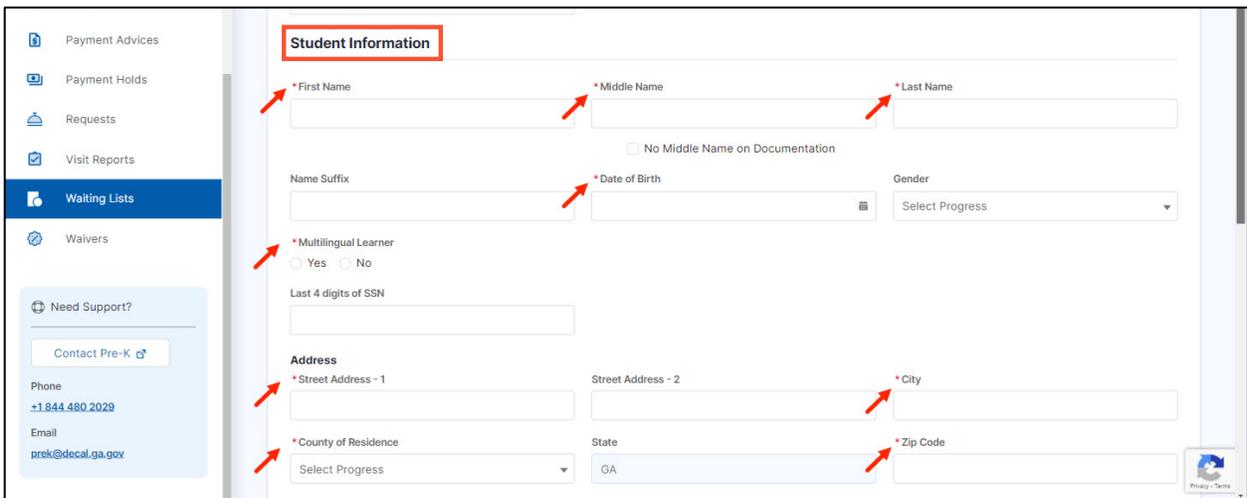
2. On the **Site Details** section, select the *site* in the **Select a Site** drop-down list.



The screenshot shows the 'Waiting List' interface. On the left is a navigation sidebar with 'Waiting Lists' selected. The main content area is titled 'Waiting List' and 'Add Student'. Under 'Select a method to Add Students', there are 'Add Manually' and 'Bulk Upload' buttons. Below this, a red asterisk indicates required fields. In the 'Site Details' section, a red arrow points to the 'Select a Site' dropdown menu, which currently shows 'Select Progress'.

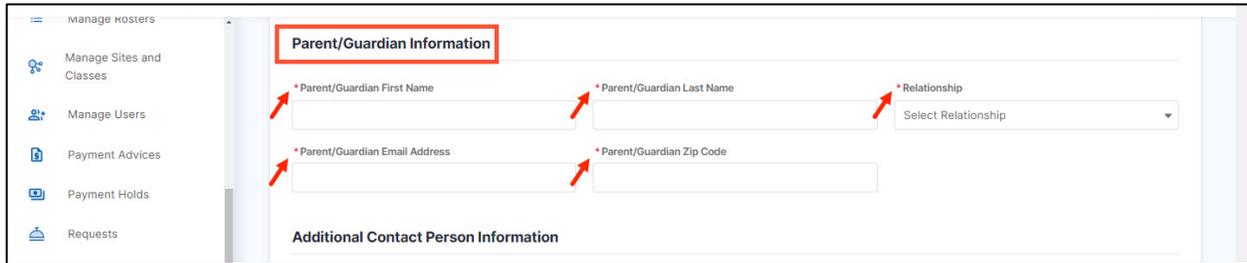
3. In the **Student Information** section, enter the following information:

- a. Enter the *First Name* in the **First Name** textbox.
- b. Enter the *Middle Name* in the **Middle Name** textbox.
- c. Enter the *Last Name* in the **Last Name** textbox.
- d. Select the *date* in the **Date of Birth** field.
- e. Select the *Yes or No* radio button for the **Multilingual Lerner** option.
- f. Enter the *address* in the **Address** section.



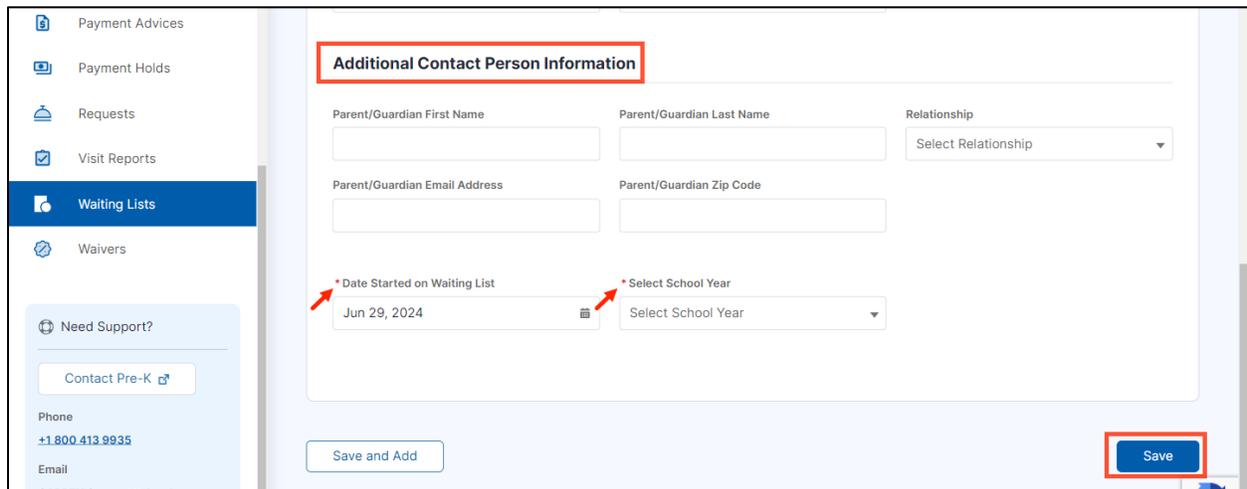
The screenshot shows the 'Student Information' form. A red box highlights the 'Student Information' title. Red arrows point to the following fields: 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', 'Multilingual Learner' (Yes/No radio buttons), 'Street Address - 1', 'City', 'County of Residence', and 'Zip Code'. The 'Address' section includes 'Street Address - 1', 'Street Address - 2', 'City', 'County of Residence', 'State' (pre-filled with GA), and 'Zip Code'. A 'Name Suffix' field is also present.

4. On the **Parent/Guardian Information** section, enter the following information:
  - a. Enter the *First Name* in the **Parent/Guardian First Name** textbox.
  - b. Enter the *Last Name* in the **Parent/Guardian Last Name** textbox.
  - c. Select the *Relationship* in the **Relationship** drop-down list.
  - d. Enter the *Email Address* in the **Parent/Guardian Email** textbox.
  - e. Enter the *Zip Code* in the **Parent/Guardian Zip Code** field.



5. On the **Additional Contact Person Information** section, enter the following information:
  - a. Select the *date* in the **Date Started on the Waiting List** field.
  - b. Select the *year* in the **Select School Year** drop-down list.

6. Click the **Save** button.



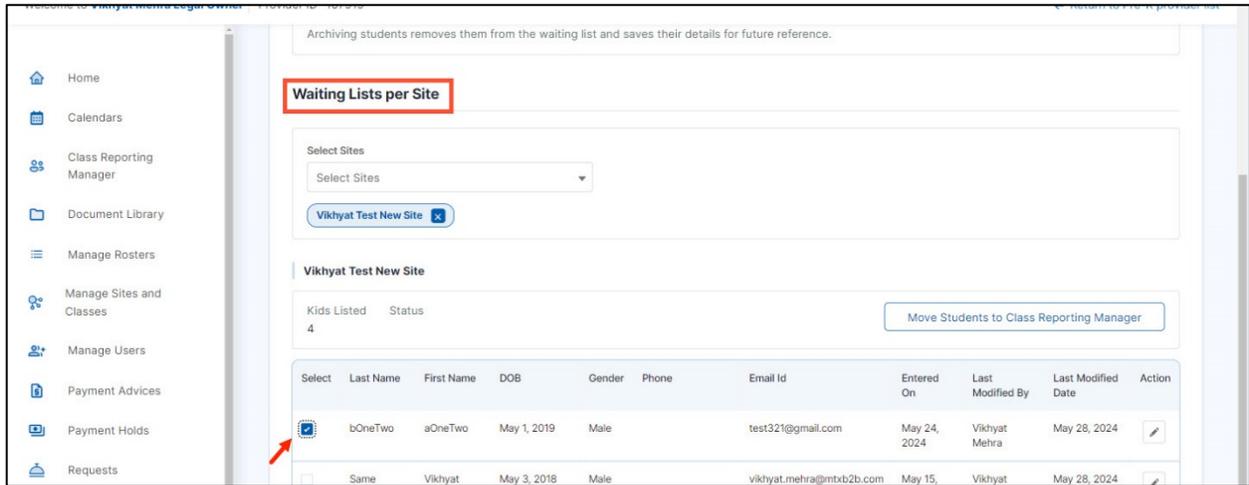
*\*After saving, a success message will be displayed on the page and the student record will be moved from the Students Waiting List to the Current Students List.*

Name Of Document

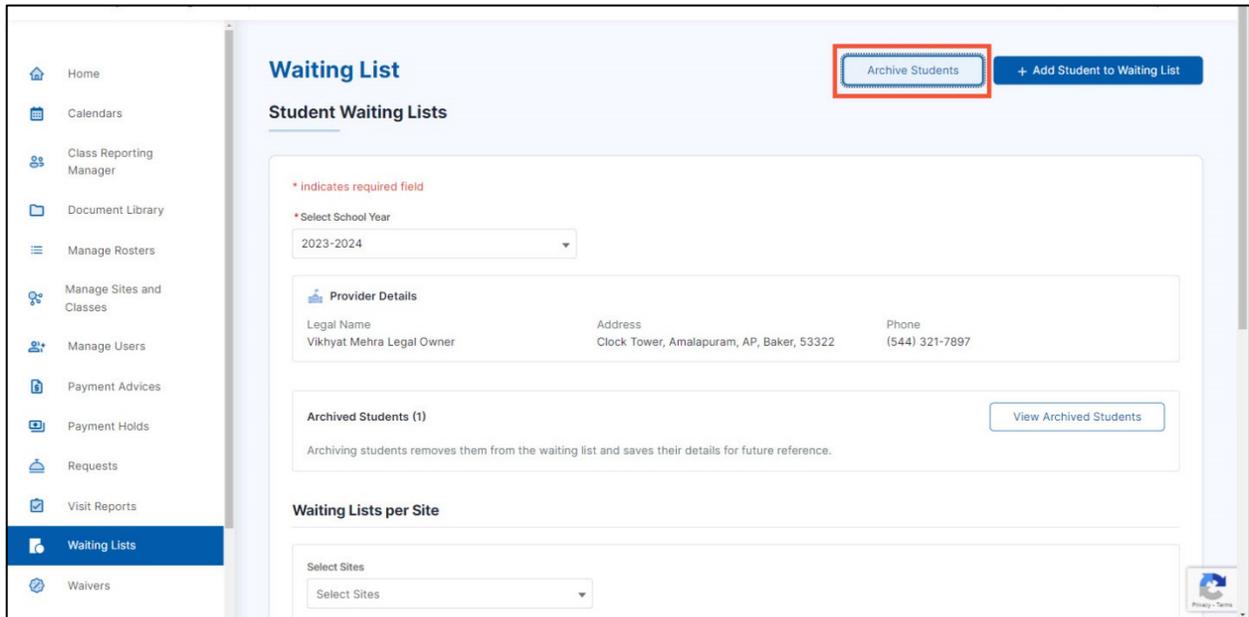
## Archiving a Student

To archive a student, perform the following steps:

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



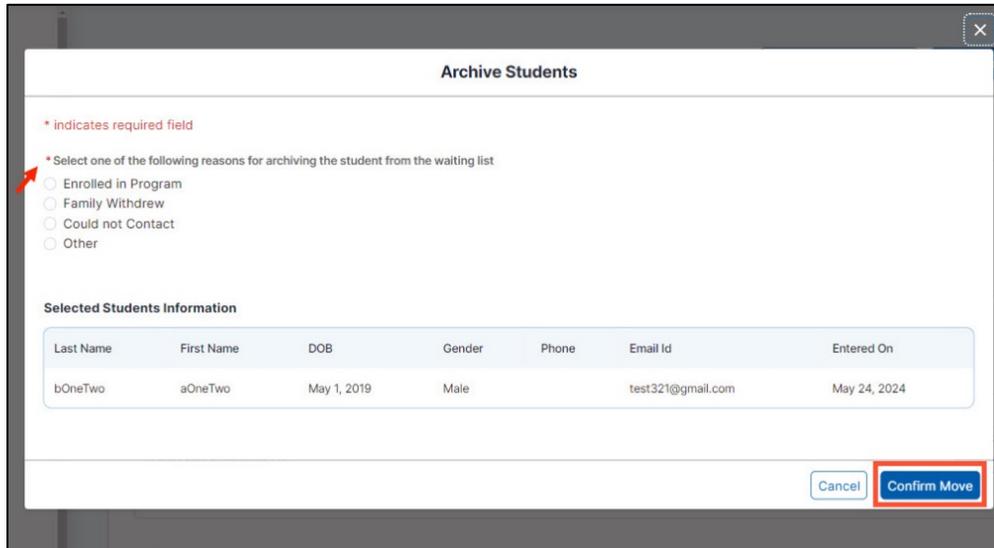
2. Scroll up, then click the **Archive Students** button.



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

Name Of Document

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



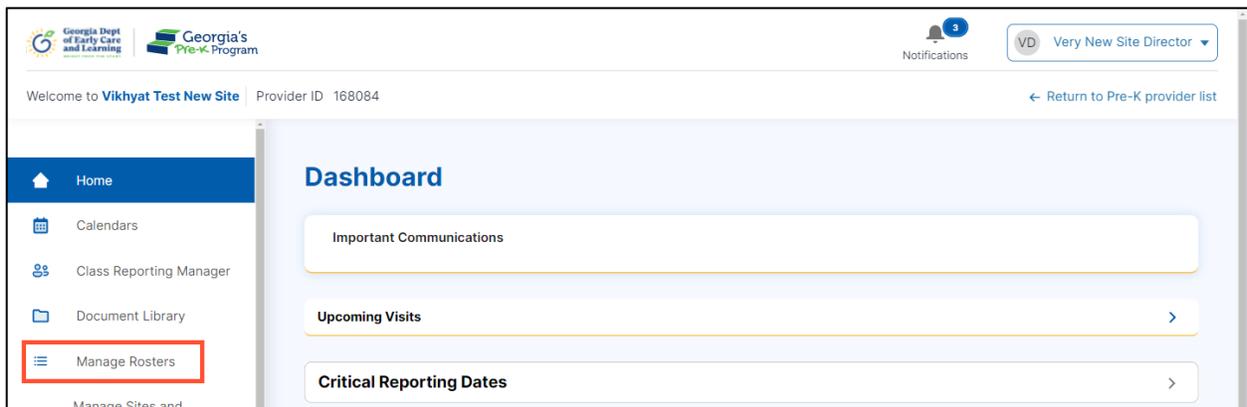
*\*The student data archived successfully message will be displayed on the page, and the student record will be moved from the waiting list to the Archive List.*

## VIEWING ROSTER

The purpose of viewing rosters is to know the updated student enrollment information, ensuring that all records are current and complete.

To view the rosters, perform the following steps:

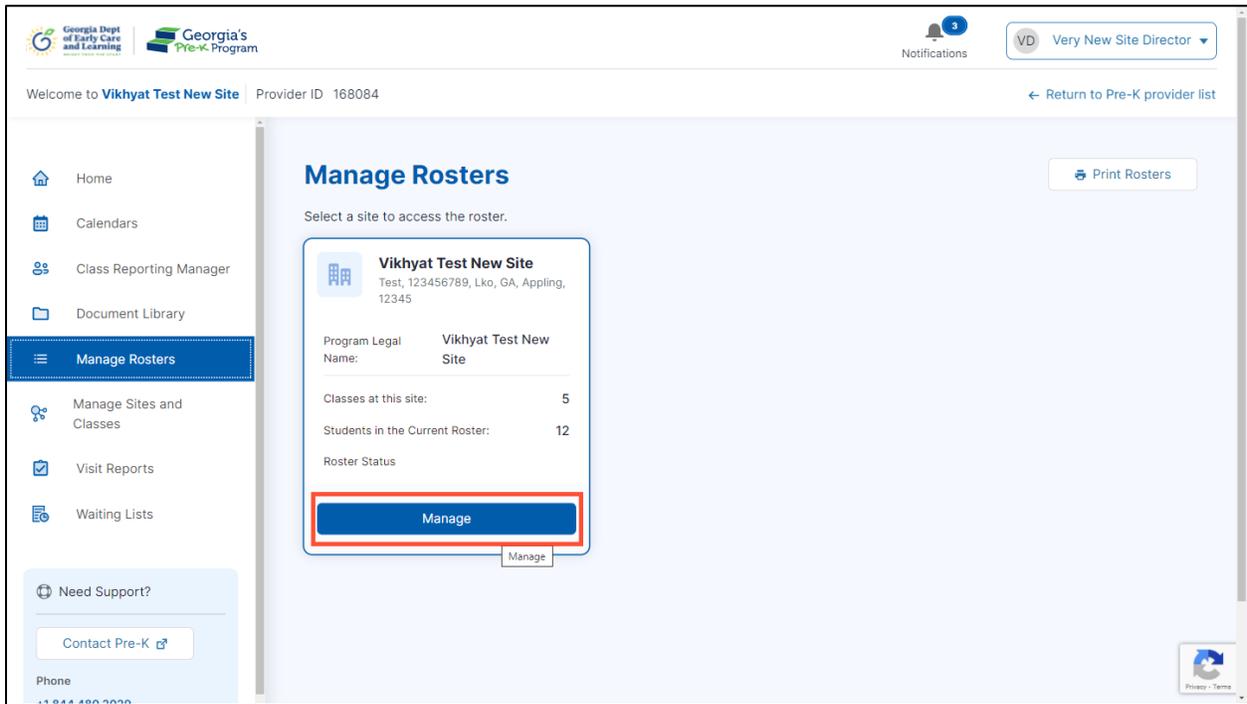
- Go to the **Manage Rosters** tab on the left panel.



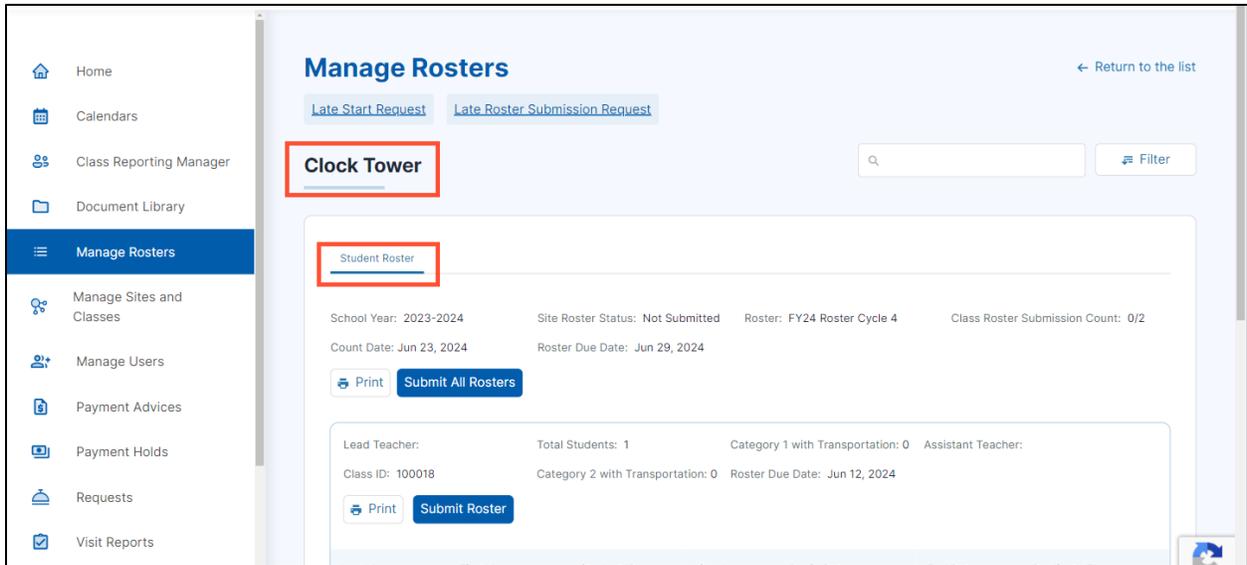
You will be directed to the Manage Rosters page.

- Click the **Manage** button on the desired site tile.

Name Of Document



The selected Site details page > Student Roster tab will be displayed allowing you to view the Student Roster Details.



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

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

Name Of Document

- [Home](#)
- [Calendars](#)
- [Class Reporting Manager](#)
- [Document Library](#)
- [Manage Rosters](#)
- [Manage Sites and Classes](#)
- [Manage Users](#)
- [Payment Advices](#)
- [Payment Holds](#)
- [Requests](#)
- [Visit Reports](#)

## Manage Rosters

[← Return to the list](#)

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

**Test Site 1**  [Filter](#)

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
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- [Class Reporting Manager](#)
- [Document Library](#)
- [Manage Rosters](#)
- [Manage Sites and Classes](#)
- [Manage Users](#)
- [Payment Advices](#)
- [Payment Holds](#)
- [Requests](#)
- [Visit Reports](#)
- [Waiting Lists](#)

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

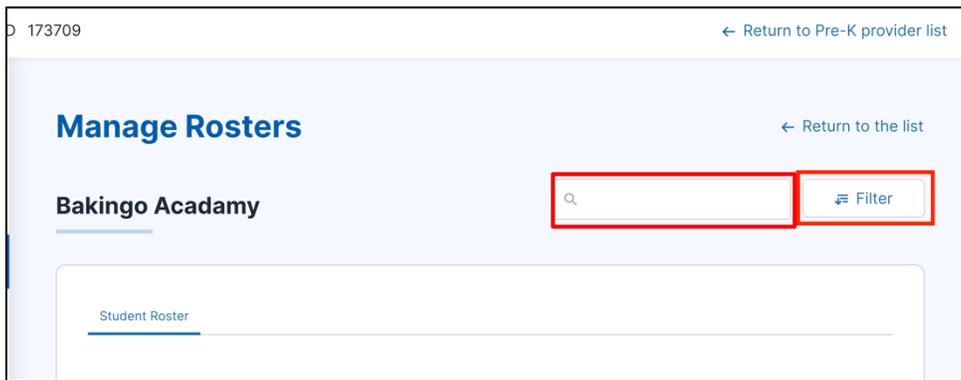
## Filtering a Roster

The Filter feature on the GAPREK portal allows you to search for students in the roster cycle using criteria like School Year, Roster Cycle, Class ID, Socioeconomic, Transportation, Multilingual Learner, and Special Education Services, with results matching any criteria (OR conditions).

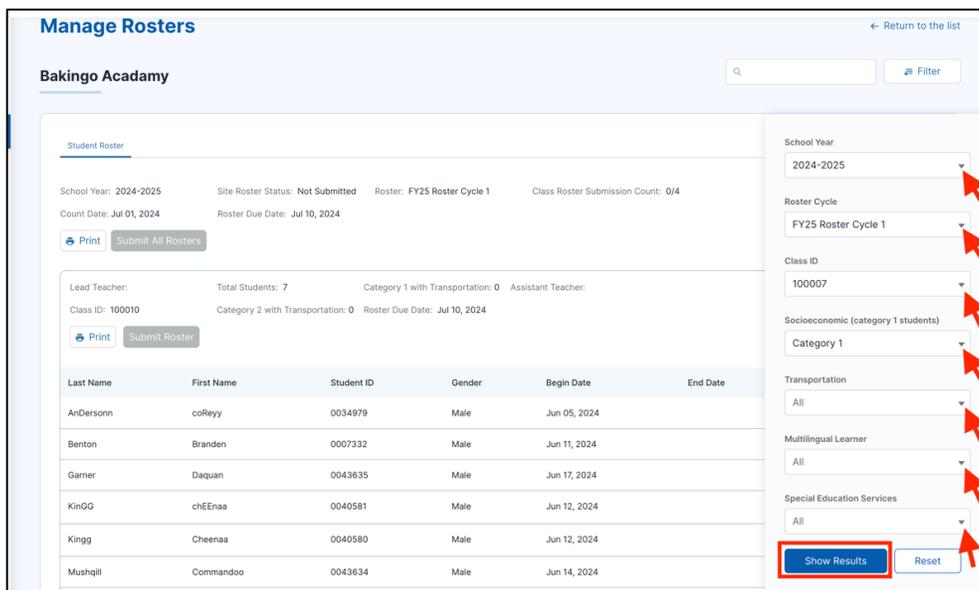
To filter a student roster, perform the following steps:

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

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

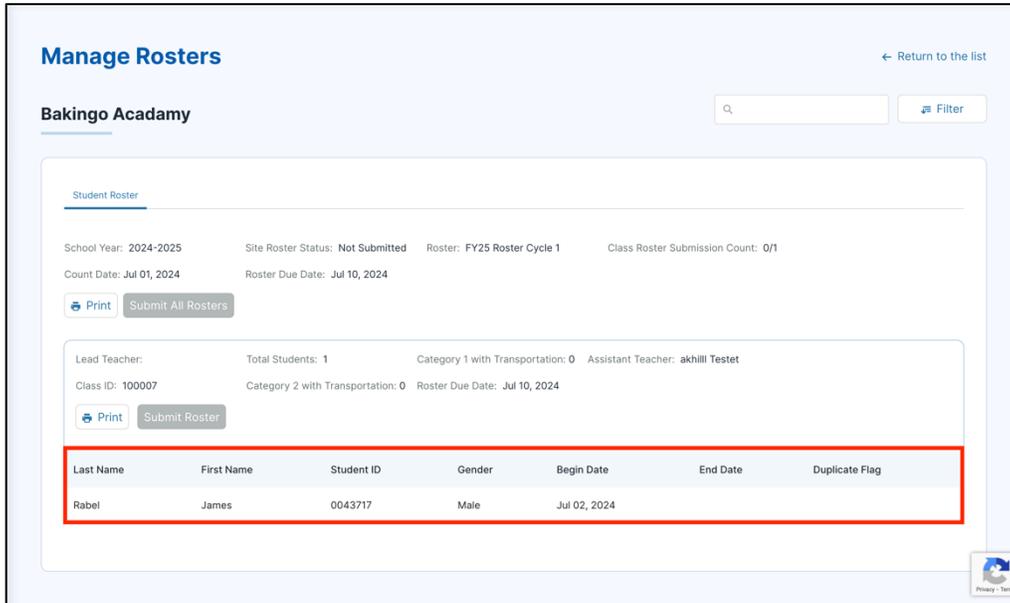


2. Select the **School Year/Roster Cycle/Class ID/Socioeconomic/Transportation/Multilingual Learner/Special Education Services** from the drop-down list, then click the **Show Results** button.



Name Of Document

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



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

**Bakingo Academy**

Student Roster

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

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

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

 Privacy - Terms

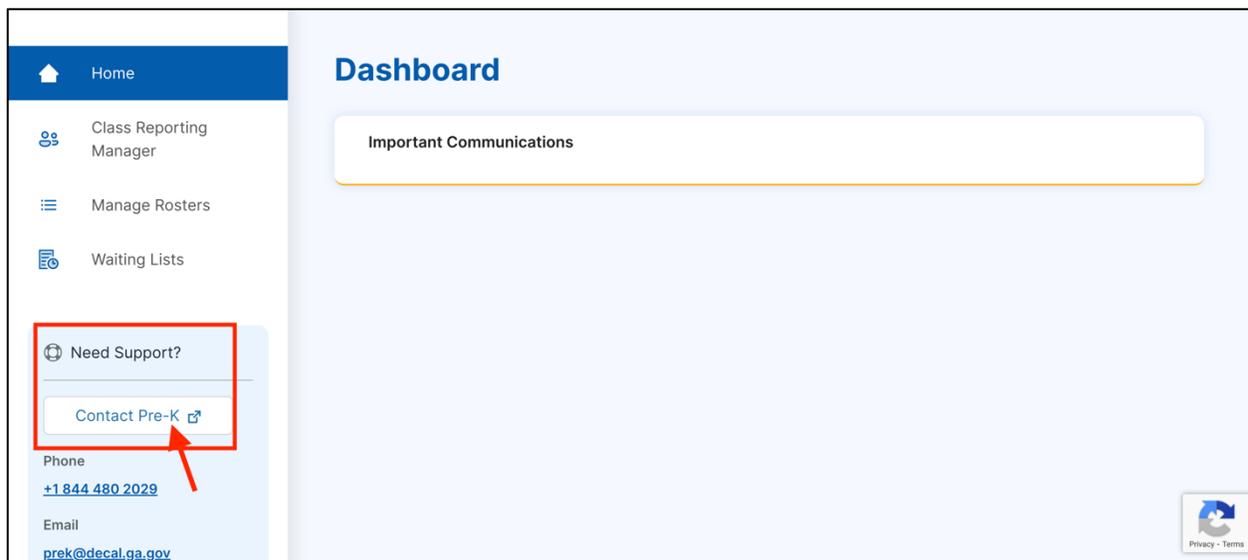
## SUBMITTING A NEW INCIDENT (HELP DESK TICKET)

The Need Support section provides a feature that helps you create an incident for reporting issues, seeking assistance, and requesting support for the 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. On the Pre-K Program welcome page, click the **Contact Pre-K** button in the Need Support section.

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

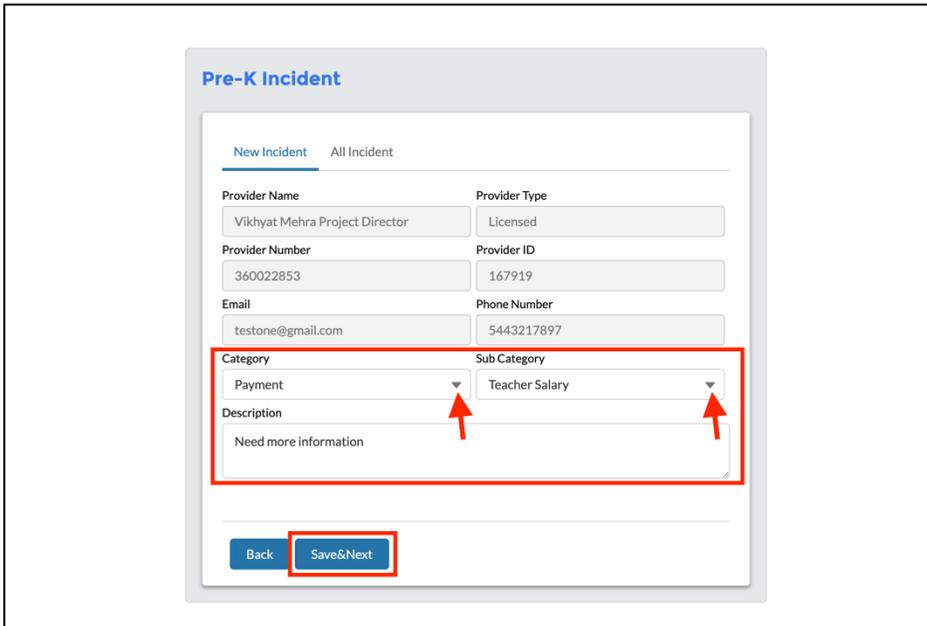


The **Pre-K Incident > New Incident** page will be displayed.

2. Select the **Category** and **Sub Category** from the drop-down list.
3. In the **Description** field, enter the reason for creating the incident.

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

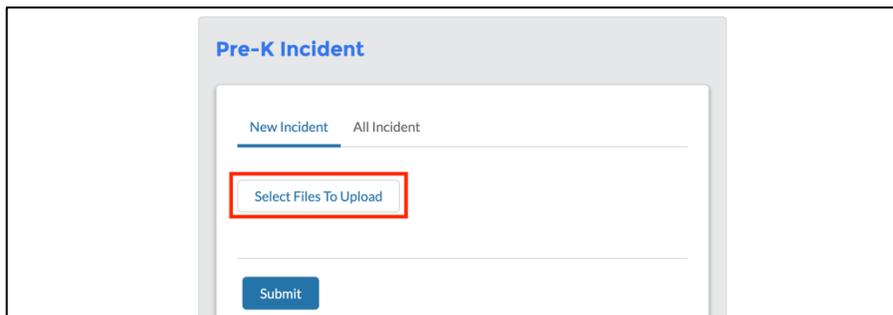
4. Click the **Save&Next** button.



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 several input fields for provider information: 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 two dropdown menus: 'Category' (set to 'Payment') and 'Sub Category' (set to 'Teacher Salary'). The 'Description' field contains the text 'Need more information'. At the bottom of the form, there are two buttons: 'Back' and 'Save&Next'. A red box highlights the 'Category' and 'Sub Category' dropdowns, with red arrows pointing to the dropdown arrows. Another red box highlights the 'Save&Next' button.

A successful incident creation message will be displayed, and you will be directed to the **Pre-K Incident > New Incident** tab.

5. To attach relevant documents or images, click the **Select Files To Upload** button.

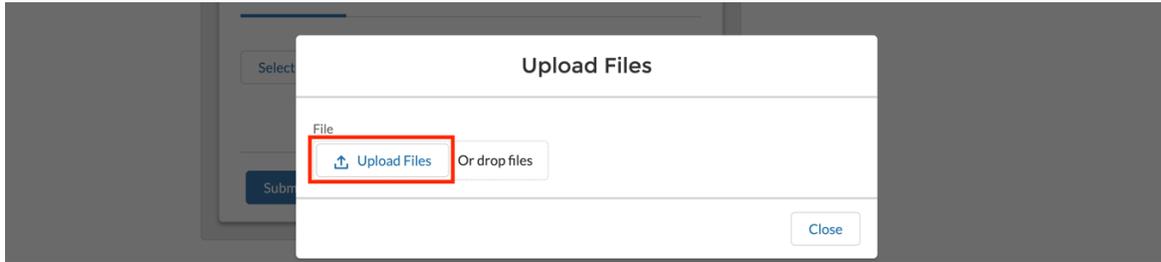


The screenshot shows the 'Pre-K Incident' form. At the top, there are tabs for 'New Incident' and 'All Incident'. Below the tabs, there is a 'Select Files To Upload' button highlighted with a red box. At the bottom of the form, there is a 'Submit' button.

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

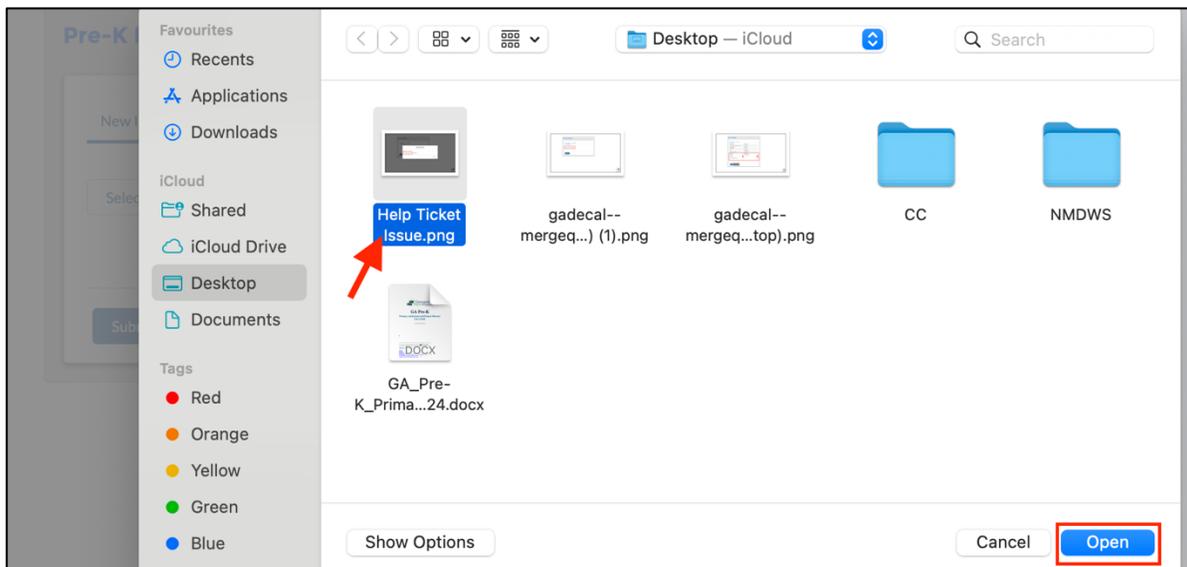
Name Of Document

6. To select the file, click the **Upload Files** button.



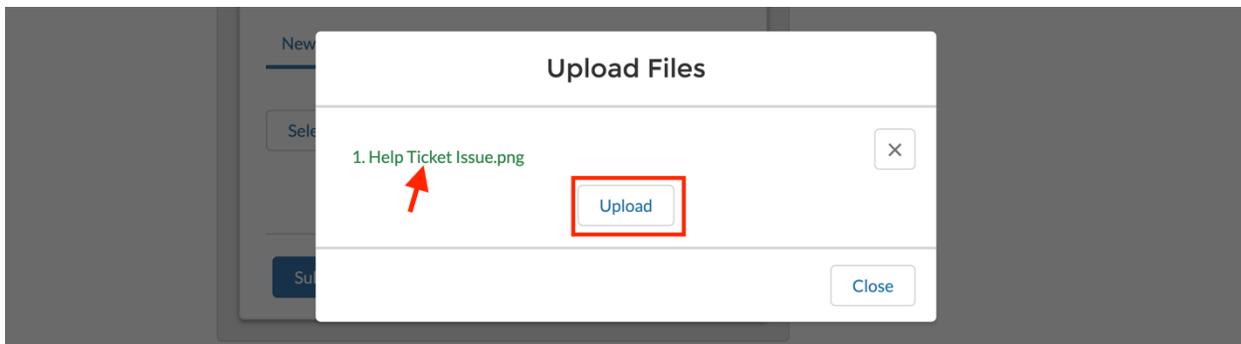
You will be directed to your local system to select a file.

7. Select the file, then click the **Open** button.



The uploaded file will be displayed in the Upload Files pop-up window.

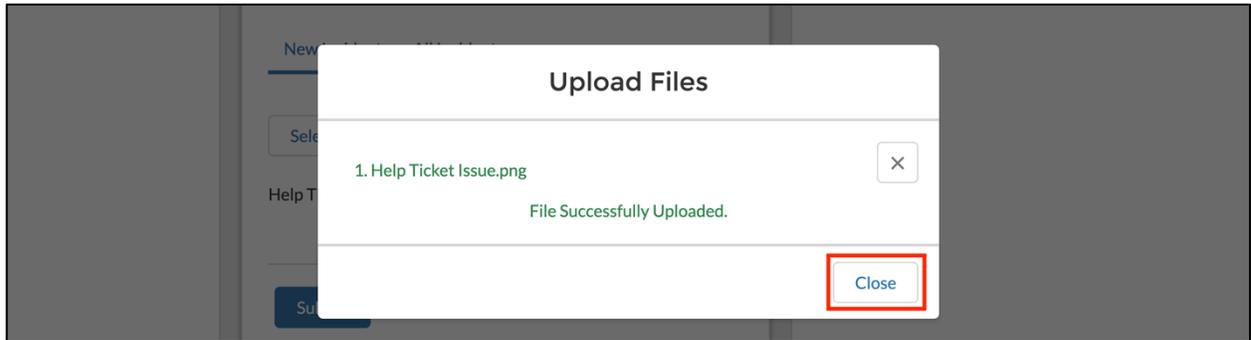
8. To finish uploading the file, click the **Upload** button.



A message stating File Successfully Uploaded will be displayed.

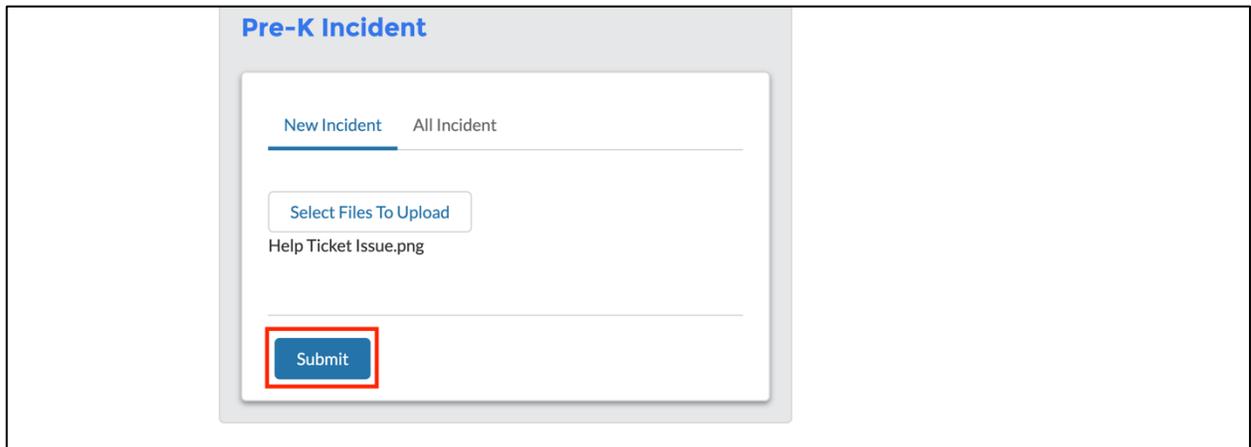
9. To close the Upload Files pop-up window, click the **Close** button.

Name Of Document



You will be directed to the Pre-K Incident > New Incident tab.

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

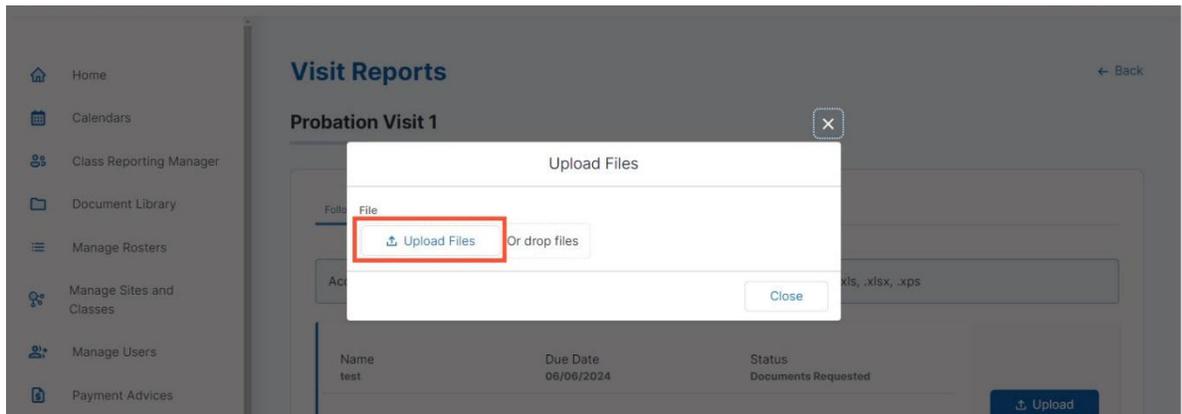


Name Of Document

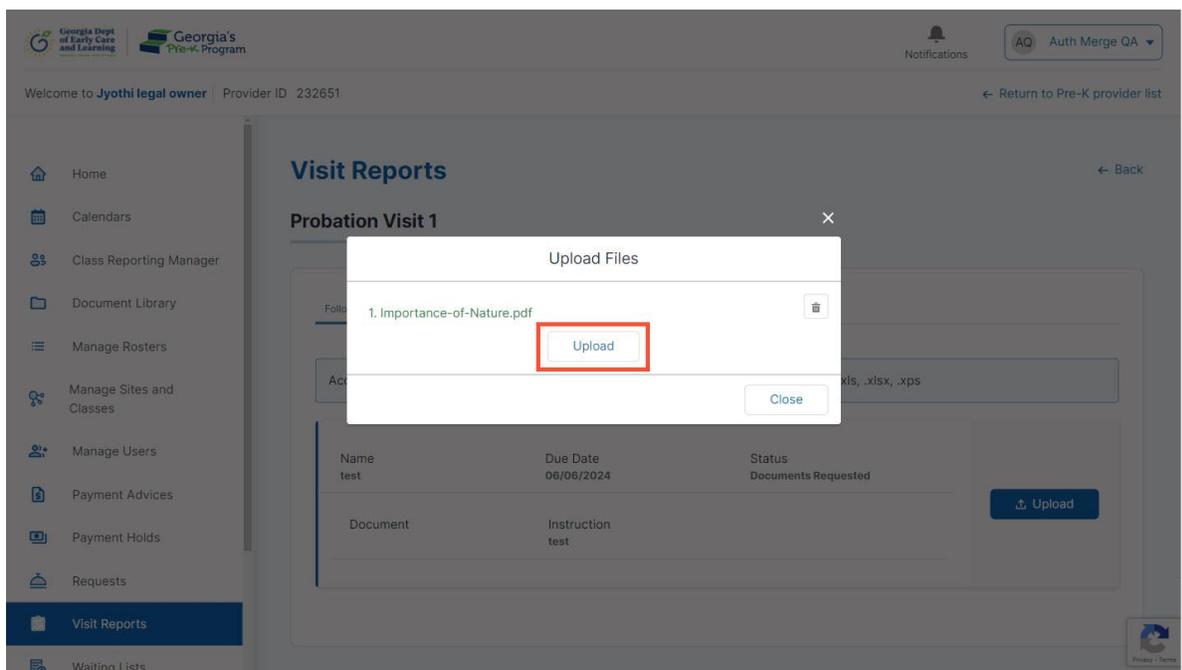
## UPLOADING FILES

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

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



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



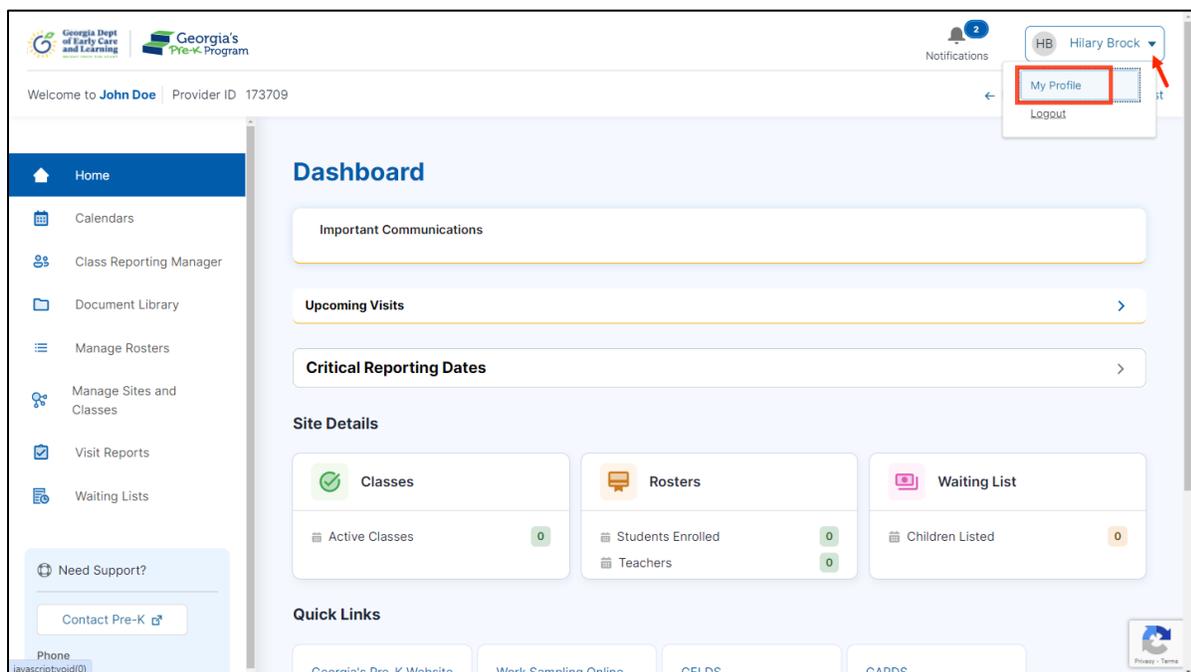
*\*After saving, a success message will display on the page.*

## 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.

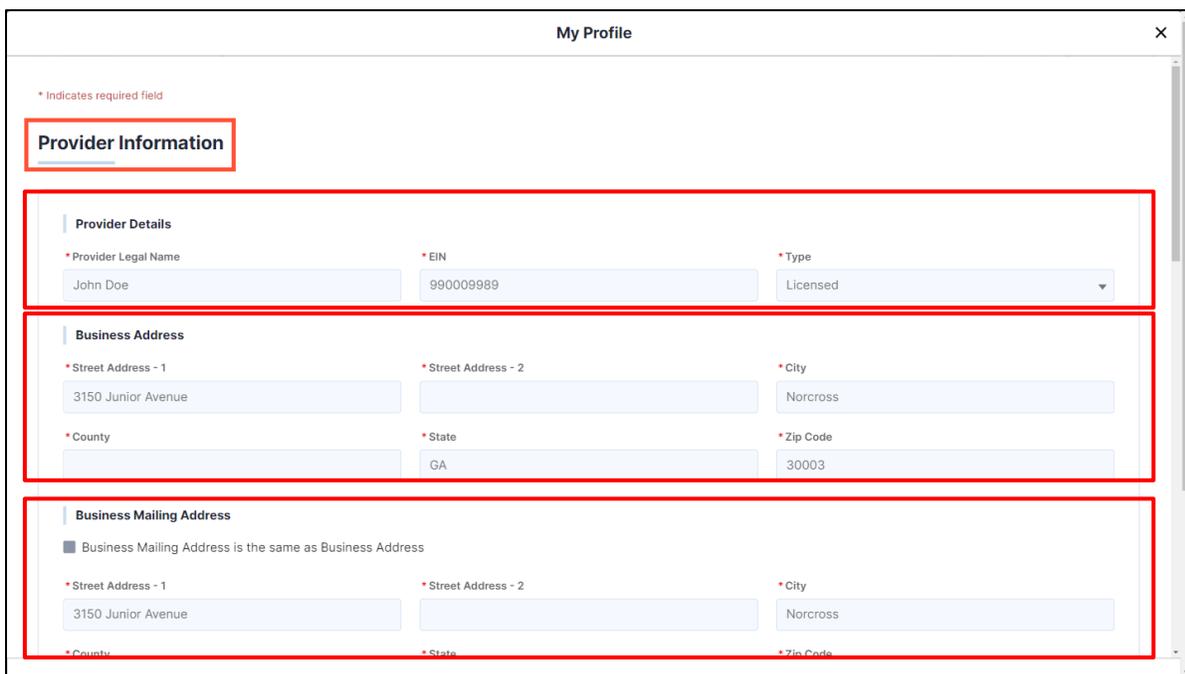


You will be directed to the My Profile page.

## Viewing Provider Information

On My Profile page, this section helps you view 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**

\* Indicates required field

**Provider Information**

**Provider Details**

* Provider Legal Name	* EIN	* Type
John Doe	990009989	Licensed

**Business Address**

* Street Address - 1	* Street Address - 2	* City
3150 Junior Avenue		Norcross
* County	* State	* Zip Code
	GA	30003

**Business Mailing Address**

Business Mailing Address is the same as Business Address

* Street Address - 1	* Street Address - 2	* City
3150 Junior Avenue		Norcross
* County	* State	* Zip Code

Name Of Document

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## Viewing Grant Contract Signatory Information

1. On 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**.

**Grant Contract Signatory Information**

**Provider Details**

<small>* Full Name</small> Tasha Holland	<small>* Title</small> Chief Executive Officer (CEO)	<small>* Phone</small> 6,204,576,023
<small>* Extension</small> +1009	<small>* Email</small> amrita.dhakad+th@mtxb2b.com	

**Business Address**

<small>* Street Address - 1</small> Lewis Taylor	<small>* Street Address - 2</small> test	<small>* City</small> Dean Owens
<small>* County</small> McKenzie Garnett	<small>* State</small> AL	<small>* Zip Code</small> 69457

**Business Mailing Address**

Business Mailing Address is the same as Business Address

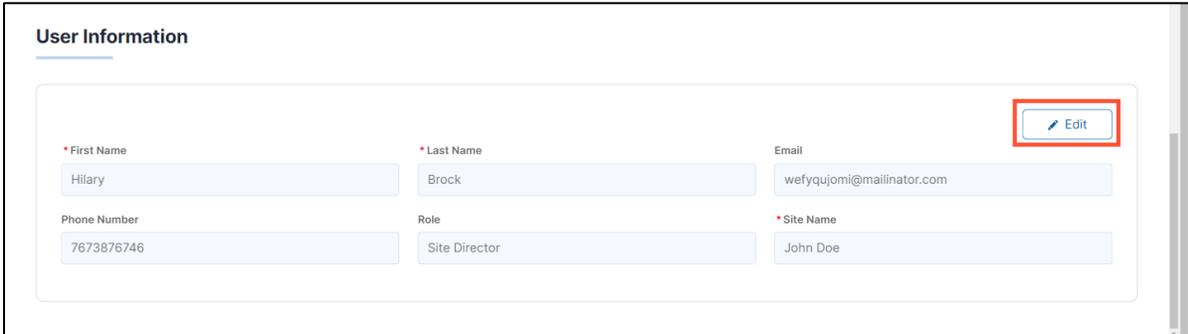
<small>* Street Address - 1</small> Halla Abbott	<small>* Street Address - 2</small> test	<small>* City</small> AL
<small>* County</small> Leroy Yang	<small>* State</small> AL	<small>* Zip Code</small> 76540

## Viewing and Editing User Information

The Viewing and Editing User Information feature allows you to view and update the user information.

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

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



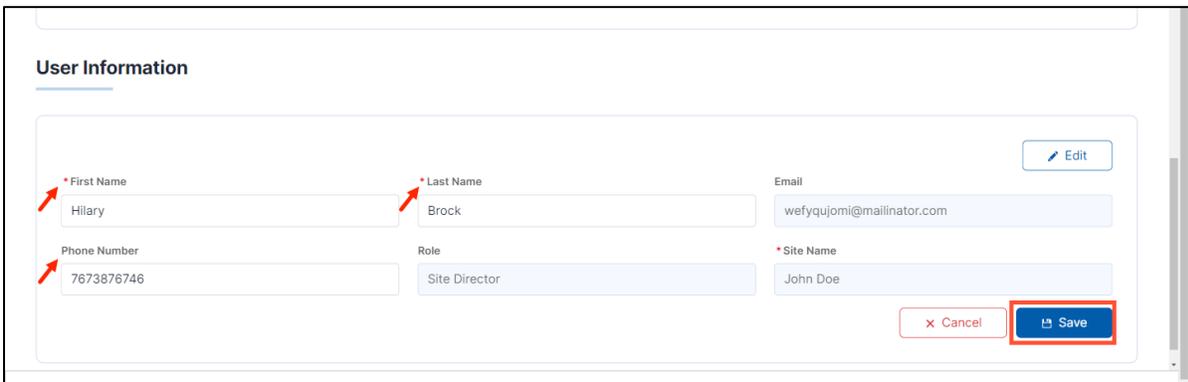
The screenshot shows the 'User Information' form with the following fields:

Field	Value
* First Name	Hilary
* Last Name	Brock
Email	wefyqujomi@mailinator.com
Phone Number	7673876746
Role	Site Director
* Site Name	John Doe

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

2. To edit the First Name, Last Name, and Phone Number, click the **Edit** button.

**Note:** As a Site Director, you cannot edit the **Email**, **Role**, and **Site** of the User.



The screenshot shows the 'User Information' form in edit mode. Red arrows point to the 'First Name', 'Last Name', and 'Phone Number' fields. The 'Save' button is highlighted with a red box.

Field	Value
* First Name	Hilary
* Last Name	Brock
Email	wefyqujomi@mailinator.com
Phone Number	7673876746
Role	Site Director
* Site Name	John Doe

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

**This Concludes the GAPREK Site Director User Guide.**