



Managing Teachers in GAPREK

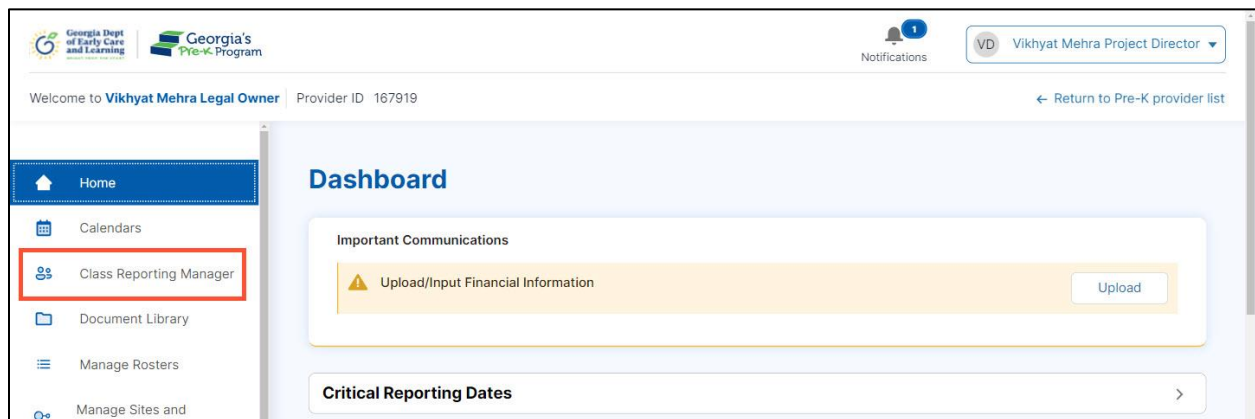
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Managing Teachers

The Class Reporting Manager is designed for providers to enter teacher and student data at the beginning of the school year with the ability to maintain it in real time. The system will utilize the data entered from the CRM and approved calendar to calculate monthly payments for teacher salary. ***The Primary Authorized User, Project Director, Site Director, and Data Management Users are the only roles who can enter, edit, and/or view teacher data.***

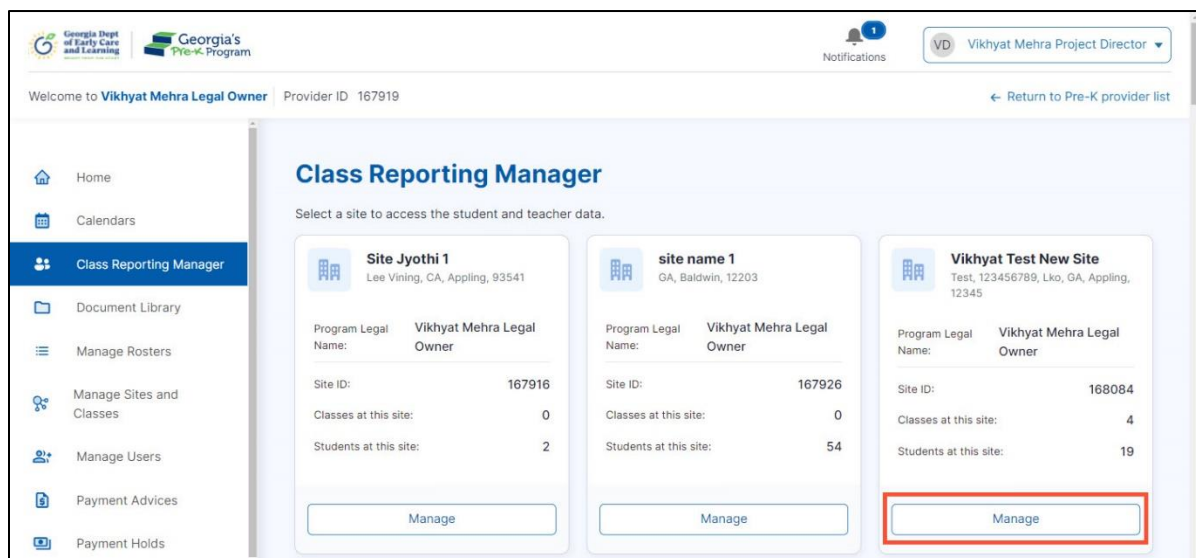
To manage the Teachers, perform the following steps:

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.



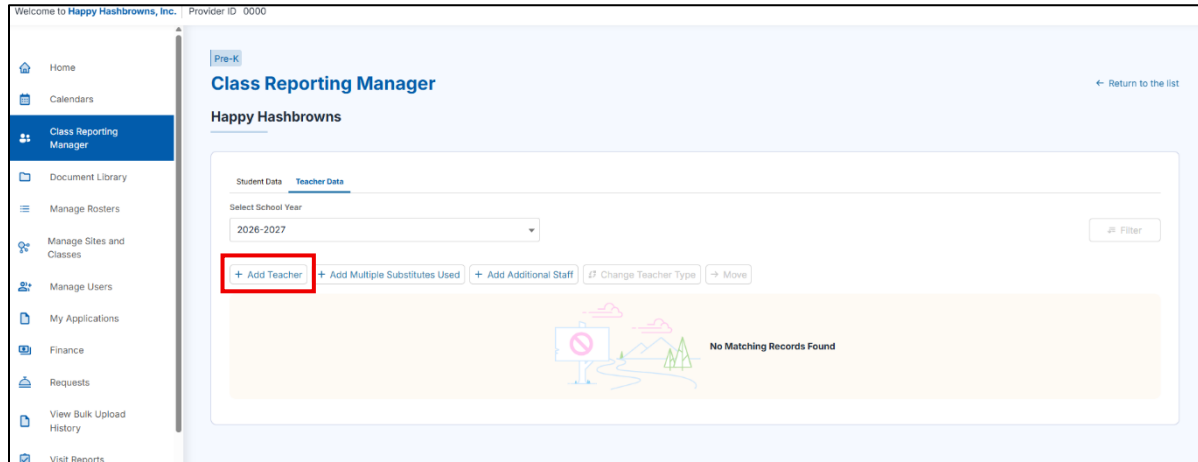
You will be directed to the Site details page.

3. Click the **Teacher Data** tab to access the Teacher Data page.

Adding a Teacher

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

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



You will be directed to the Add Teacher page.

2. On the **Teacher Information** section, go to the **Search Teacher** section and enter the below information:
 - a. Enter the *First Name* in the **First Name** textbox.
 - b. Enter the *Last Name* in the **Last Name** textbox.
 - c. Enter the *value* in the **PDS Number** field.
 - d. Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
 - e. Select the value in the **Teacher Type** drop-down list
 - f. Click the **Search** button.

The screenshot shows the 'Class Reporting Manager' interface. On the left is a sidebar with navigation links: Home, Calendars, Class Reporting Manager (selected), Document Library, Manage Rosters, Manage Sites and Classes, Manage Users, My Applications, Finance, Requests, View Bulk Upload History, Visit Reports, and Waiting Lists. The main content area is titled 'Add Teacher' and contains a 'Teacher Information' section. Below this is a 'Search Teacher' form with the following fields: 'First Name' (text input), 'Last Name' (text input), 'PDS Number' (text input), 'Last 4 digits of SSN' (text input), and 'Teacher Type' (a dropdown menu with 'Select Teacher Type' as the placeholder). A 'Search' button is at the bottom right of the form. Above the form, there are instructions: 'Instructions: • Ensure you enter your teacher's name, SSN, and GaPDS number exactly as reported on the teacher's GaPDS profile. If the search does not return the teacher, please confirm the information with your teacher. If the teacher is not enrolled in the GaPDS, share this tutorial. Click here on how to create an account and direct the teacher to enroll in the GaPDS. • If you continue to experience an error, log a help desk ticket, include a screenshot of the error message and the information of the teacher you are trying to enter.' A 'Return to the List' link is in the top right corner.

3. 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.

The screenshot shows the 'Assign Teacher to a Class' form within the 'Class Reporting Manager'. The sidebar is the same as in the previous screenshot. The main content area is titled 'Assign Teacher to a Class'. It contains the following fields: 'Provider Legal Name' (text input with 'Vikhyat Mehra Legal Owner'), 'Site Name' (text input with 'Vikhyat Test New Site'), 'Class ID' (a dropdown menu with 'Select Class ID' as the placeholder), 'Begin Date' (a date picker with a calendar icon), and 'End Date' (a date picker with a calendar icon). There are 'Cancel' and 'Save' buttons at the bottom. Red arrows point to the 'Class ID' dropdown and the 'Begin Date' field. A red box highlights the 'Assign Teacher to a Class' title, and another red box highlights the 'Save' button.

4. After updating all the details, click the **Save** button.

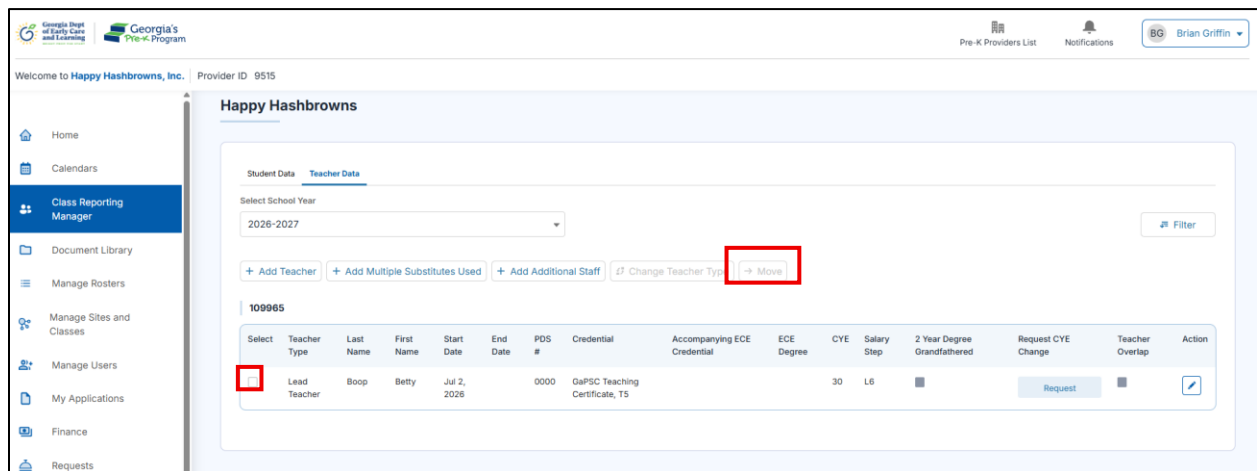
**After saving, a success message will be displayed on the page.*

Moving a Teacher

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

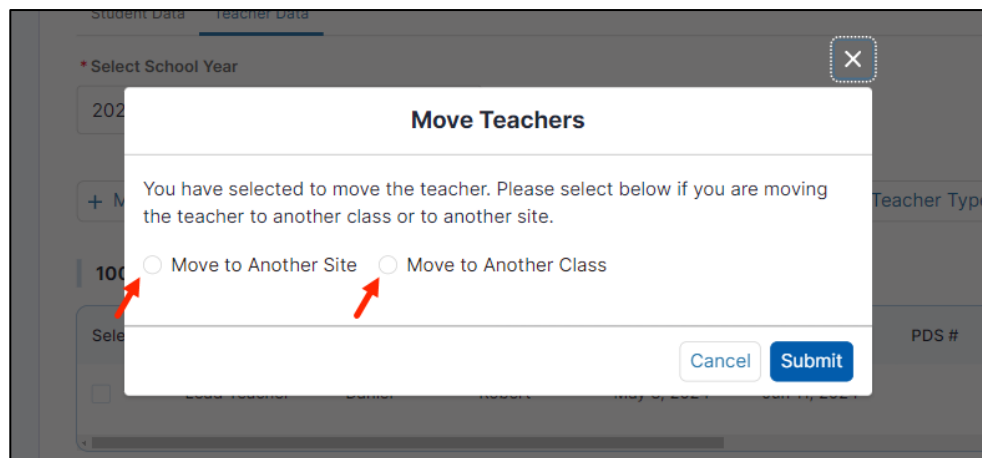
To move a teacher, perform the following steps:

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



The Move Teachers pop-up window will be displayed.

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



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

The screenshot shows a 'Move Teachers' modal window. The title is 'Move Teachers'. The text inside says: 'You have selected to move the teacher. Please select below if you are moving the teacher to another class or to another site.' There are two radio buttons: 'Move to Another Site' (which is selected) and 'Move to Another Class'. Below the radio buttons is a label '* Select the site to which the teacher(s) will be moving' and a dropdown menu with the text 'Select site'. At the bottom right of the modal are two buttons: 'Cancel' and 'Submit'. A red arrow points to the dropdown menu, and a red box highlights the 'Submit' button.

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

- b. If you Select the *Move to Another Class*, then;
 - i. Select the *class* from the **Select the class to which the teacher will be moving** drop-down list.
 - ii. Select the *teacher* from the **Teacher Type** drop-down list.
 - iii. Select the *date* in the **Teacher Begin Date in New Class** field.
 - iv. Select the *date* in the **Teacher End Date in Current Class** field.

Note: Teacher End Date in Current Class should be on or after the Teacher Begin Date in the New Class.

v. Click the **Submit** button.

Move Teachers

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

☐ Move to Another Site ☒ Move to Another Class

* Select the class to which the teacher will be moving

Select class

* Teacher Type

Select Teacher Type

* Teacher Begin Date in New Class

Jun 17, 2024

* Teacher End Date in Current Class

Jun 17, 2024

Cancel Submit

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

Changing a Teacher Type

The change Teacher type feature allows you to switch a role between teachers such as Assistant Teacher and Lead Teacher, as needed.

To change a teacher, perform the following steps:

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

The screenshot shows the 'Teacher Data' tab for 'Happy Hashbrowns, Inc.' (Provider ID: 9515). The 'Select School Year' dropdown is set to '2026-2027'. Below the dropdown are buttons for '+ Add Teacher', '+ Add Multiple Substitutes Used', '+ Add Additional Staff', and a highlighted '+ Change Teacher Type' button. A table lists teachers, with the first row selected. The table columns are: Select, Teacher Type, Last Name, First Name, Start Date, End Date, PDS #, Credential, Accompanying ECE Credential, ECE Degree, CYE, Salary Step, 2 Year Degree Grandfathered, Request CYE Change, Teacher Overlap, and Action.

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	Accompanying ECE Credential	ECE Degree	CYE	Salary Step	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
☒	Lead Teacher	Boop	Betty	Jul 2, 2026		0000	GaPSC Teaching Certificate, TS			30	L6		Request	☐	Edit

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.

Change Teacher Type

* indicates required field

* Teacher Type
Assistant Teacher

* Effective Date
Jun 27, 2024

Comments

Cancel Save

**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. For example, inclusion classes require an additional staff to be added to the class.

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

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

Welcome to Happy Hashbrowns, Inc. Provider ID: 9515

Happy Hashbrowns

Student Data Teacher Data

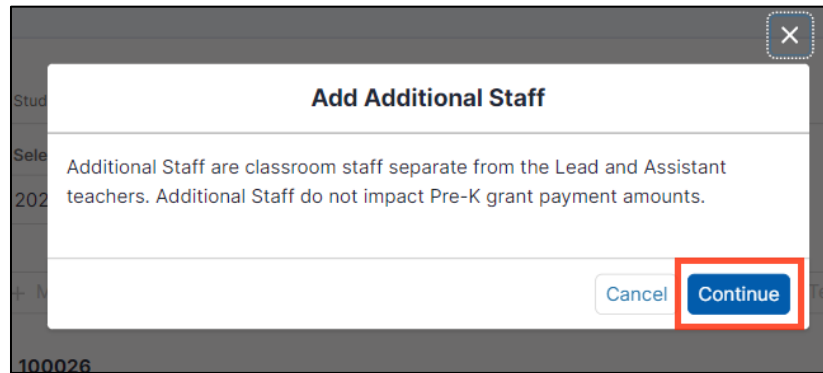
Select School Year
2026-2027

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

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	Accompanying ECE Credential	ECE Degree	CYE	Salary Step	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
☒	Lead Teacher	Boop	Betty	Jul 2, 2026		0000	GoPSC Teaching Certificate, TS			30	L6		Request		

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

2. Click the **Continue** button.



You will be directed to the Additional Staff page.

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

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

Note: Select the **Teacher does not have a GaPDS Number** checkbox if you do not have a PDS number.

- d. Enter the *last four digits of SSN* in the **Last 4 digits of SSN** field.
- e. Select the value in the Teacher Type drop-down list
- f. Click the **Search** button.

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

- a. Select the class in the **Class ID** drop-down list.
- b. Select the *date* in the **Begin Data** field.

5. Click the **Save** button.

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

Georgia Professional Development System Number (GaPDS#) 4568336

Email Address

Additional Comments

Assign Teacher to a Class

Provider Legal Name Vikhyat Mehra Project Director

Site Name Clock Tower

* Class ID Select Class ID

* Begin Date

End Date

Cancel Save

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

Adding a Substitute Teacher

This feature allows you to add/assign a substitute lead or assistant teacher when a teacher has not been hired for the position.

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.

Welcome to **Happy Hashbrowns, Inc.** Provider ID 9515

Happy Hashbrowns

Student Data **Teacher Data**

Select School Year 2026-2027

+ Add Teacher + **Add Multiple Substitutes Used** + Add Additional Staff Change Teacher Type Move

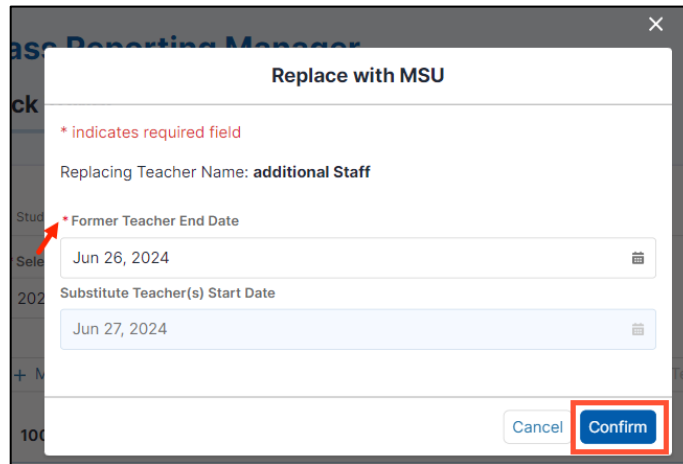
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Select	Teacher Type	Last Name	First Name	Start Date	End Date	POS #	Credential	Accompanying ECE Credential	ECE Degree	CYE	Salary Step	2 Year Degree Grandfathered	Request CYE Change	Teacher Overlap	Action
☒	Lead Teacher	Boop	Betty	Jul 2, 2026		0000	GaPSC Teaching Certificate, TS			30	L6		Request		

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

2. Select the *date* in the **Effective Date** field.

3. Click the **Confirm** button.



Replace with MSU

* indicates required field

Replacing Teacher Name: additional Staff

* Former Teacher End Date
Jun 26, 2024

Substitute Teacher(s) Start Date
Jun 27, 2024

Cancel Confirm

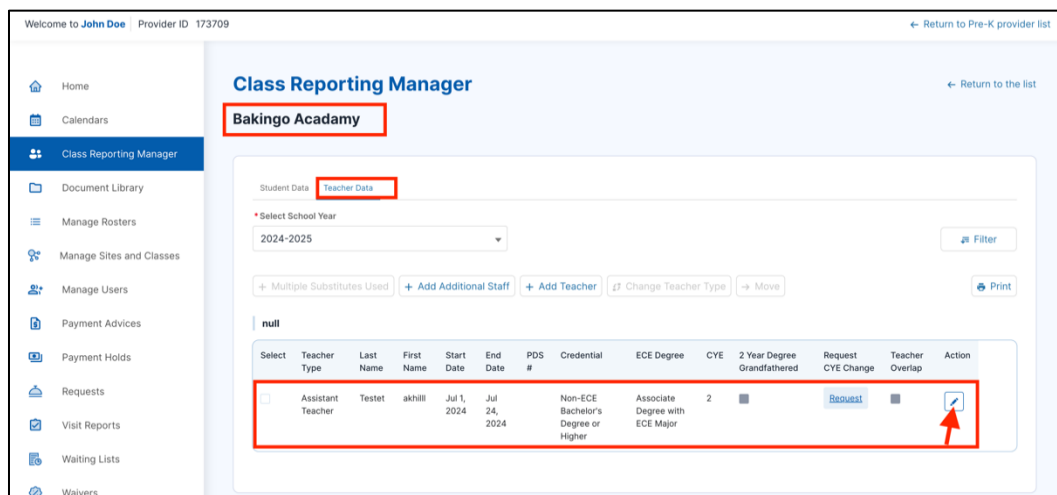
**A success message will be displayed on the page.*

Closing a Teacher

Users can manually close a teacher record by adding an end date, which is the last day the teacher worked in the classroom. Additionally, the system automatically closes all teachers at the end of the school year, setting the end date to the last teacher workday from the approved calendar.

To close a teacher manually, perform the following steps:

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



Welcome to John Doe | Provider ID 173709

Class Reporting Manager

Bakingo Academy

Student Data Teacher Data

*Select School Year
2024-2025

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

Filter Print

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

The **Edit Teacher page will be displayed.*

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

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

Associate Degree with ECE Major

* Email Address: trsexdgrf@msadas.comm

Creditable Years of Experience: 2

Fluent in Secondary Language: ☐ Yes ☒ No

Assign Teacher to a Class

Provider Legal Name: John Doe

Site Name: Baking Academy

Class ID: Select Class ID

* Begin Date: Jul 1, 2024

End Date: Jul 24, 2024

Comments:

Cancel Save

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

Filtering a Teacher

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

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

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

Class Reporting Manager

Clock Tower

Student Data: **Teacher Data**

* Select School Year: 2023-2024

Filter

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

100026

Select	Teacher Type	Last Name	First Name	Start Date	End Date	PDS #	Credential	ECE Degree	CYE	2 Year Degree Grandfathered	Request CYE Change	Teacher On
☐	Additional Staff	Staff	additional	Apr 18, 2024	May 10, 2024						Request	

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

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

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

The screenshot displays the 'Class Reporting Manager' interface. On the left is a sidebar with navigation links: 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 area shows two tables of class data. The first table, for Class ID 112234, has columns for Select, Teacher Type, Last Name, First Name, and Start Date. It contains two rows: a Lead Teacher named 'Teacher Test' starting on May 29, 2024, and an Assistant Teacher named 'Waiver Teacher' starting on Jun 4, 2024. The second table, for Class ID 112235, has columns for Select, Teacher Type, Last Name, First Name, Start Date, and End Date. It contains three rows: a Lead Teacher named 'Teacher Two Test' starting on May 30, 2024 and ending on Jun 6, 2024; another Lead Teacher named 'Dsf fdsf' starting on Jun 14, 2024; and an Assistant Teacher named 'Xcv cx' starting on Jun 14, 2024. On the right is a filter panel with fields for Class ID (a dropdown), First Name, Last Name, SSN, Teacher Type (a dropdown), and PDS#. Red arrows point from the filter fields to the corresponding data in the tables. At the bottom of the filter panel are 'Show Results' and 'Reset' buttons. The 'Show Results' button is highlighted with a red rectangle.

Select	Teacher Type	Last Name	First Name	Start Date
☐	Lead Teacher	Teacher	Test	May 29, 2024
☐	Assistant Teacher	Waiver	Teacher	Jun 4, 2024

Select	Teacher Type	Last Name	First Name	Start Date	End Date
☐	Lead Teacher	Teacher Two	Test	May 30, 2024	Jun 6, 2024
☐	Lead Teacher	Dsf	fdsf	Jun 14, 2024	
☐	Assistant Teacher	Xcv	cx	Jun 14, 2024	

Filter Panel:

- Class ID: Select Class ID
- First Name: Enter First Name
- Last Name: Enter Last Name
- SSN: Enter SSN
- Teacher Type: Select Teacher Type
- PDS#: Enter PDS#
- Show Results (highlighted)
- Reset

Resolving Duplicate Teacher

If the First Name, Last Name, PDS Number, Start Date, and End Date overlap with Teacher Data already submitted by another Provider, the entry will be flagged as a Teacher Overlap. In such cases, the Provider must update the Teacher Data using the **Edit** button in the Actions column. If the update is not completed within five days, then both the Providers will be notified to upload documentation verifying the teacher's employment and start date.

The screenshot shows the Georgia's Pre-K Program interface. A notification box titled "Teacher Documents Required" is displayed, stating: "Jamiya Butler has been reported as currently teaching at different programs. Upload documentation indicating their employment and start date at Benedict Butler." Another notification below it states: "Teacher Documents Required Deborah Owens has been reported as currently teaching at different programs. Upload documentation indicating their employment and start date at site 123." The main table lists teachers with columns: Teacher Type, Last Name, First Name, Start Date, End Date, PDS #, Credential, Level of Certification, ECE Degree, CYE, Salary Step, 2 Year Degree Grandfathered, Request CYE Change, Teacher Overlap, and Action. The row for Deborah Owens is highlighted with a red box, showing a "Request" button and an "upload" icon in the Action column. A red arrow points to the "upload" icon.

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

To upload the required documents, perform the following steps:

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

This screenshot is similar to the previous one, but with a red box highlighting the "upload" icon in the Action column for the Deborah Owens row. A red arrow points to the "upload" icon. The "upload" button is also visible in the top right corner of the interface.

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

You will be directed to the Edit Teacher page.

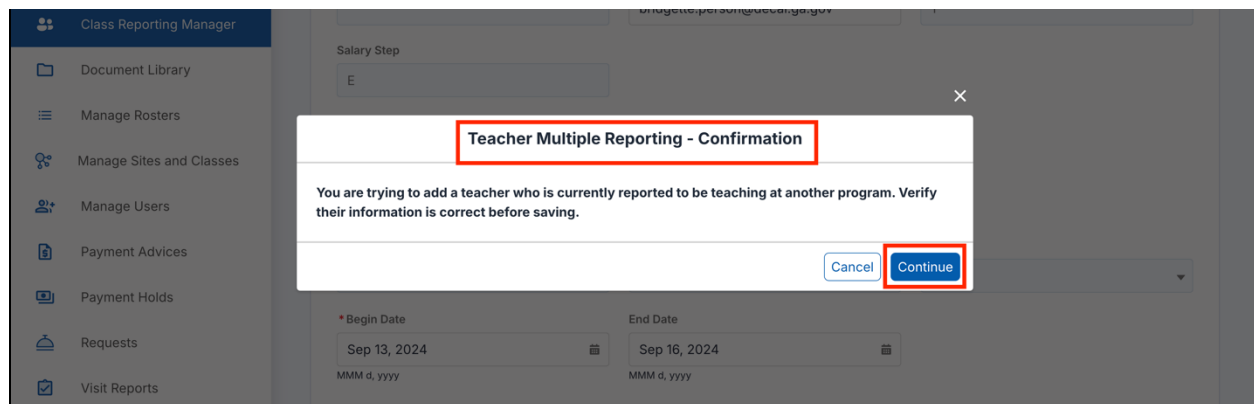
2. On the **Upload Documents** section, to upload the documents, click the **Upload** button.

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

3. Now, scroll to the **Assign Teacher to a Class** section.
4. Update the **Begin Date**, **End Date**, and enter **Comments**, then click the **Save** button.

The **Teacher Multiple Reporting – Confirmation** pop-up window will be displayed.

5. Read the information on this pop-up window, then click the **Continue** button.



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