



# Georgia's Pre-K Program

*PANDA Roster System: Teacher Data Entry*



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

# Training Overview

Adding new teachers to the roster

Editing current teacher information

Deleting a teacher who did not return to the program

Moving a teacher from one class to another

Replacing a teacher during the school year

Reporting credentials and Creditable Years of Experience (CYE)

# Log in to PANDA



search decal.ga.gov

- Agency
- Programs
- Families
- Teachers
- Providers
- POWER/STABLE
- Contact

**Let's prevent Pediatric Vehicular Heatstroke!**

**LOOK AGAIN**  
GA • USA  
NEVER LEAVE A CHILD ALONE IN A VEHICLE  
WWW.DECAL.GA.GOV

**Learn More**

- Find Child Care
- Find Georgia's Pre-K
- Find a Meal Site
- Career Opportunities
- Criminal Records Check
- License Fee Payments
- FAQ



**News**

**Jul 01, 2022**  
Happy Helpings, Georgia's Summer Food Service Program, Provides Free Nutritious Meals for All Children during the Summer

**Jun 08, 2022**  
Georgia's Pre-K 2022 Summer Transition Program is Underway

**Jun 16, 2022**  
Nutrition Newsletter June 2022- Happy Helpings

**Facebook**

Georgia Department of Early Care and Learning

**Twitter**

Bright from the Start @GADeptEarlyCare

Thank you again to our friends at @GeorgiasOwn for helping us to continue raising awareness of the dangers of leaving children alone in vehicles and to prevent heatstroke deaths of children year round. Please always remember to LOOK AGAIN!

- Quick Links**
- CAPS
  - CACDS
  - DECAL Foundation
  - DECAL KOALA
  - DECAL Scholars
  - GAATLAS
  - GaPDS
  - GELDS
  - GSU Best Practices
  - OLLI
  - PANDA



# Log in to PANDA

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

 **PANDA**  
Pre-K Application and Database Access System

**Georgia's Pre-K System**

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**Login**

Login ID

Password

**Log In**

 **Forgot your password?**

Click here for easy access to the PANDA Resources page on our website. Here you will find helpful documents including the Roster Data Entry Training Documents, Roster/WaitList Upload templates, Calendar instructions, Recon instructions, Frequently Asked Questions, and more.

Support for Panda is available from 8 AM - 5 PM Monday through Friday. All emails to  **PANDA Support** will be answered during business hours.

**Go to Bright from the Start website**

Under the leadership and personal involvement of Governor Zell Miller the Georgia's Pre-K Program began as a pilot program serving 750 at-risk four-year-old children and their families at 20 sites in 1992. A major milestone was reached during the 2009-2010 school year when Georgia became the first state in the nation to serve more than one million Pre-K children in a voluntary, universal, lottery-funded program. Today 84,000 children are being served across all the counties in the state, with more than 1.6 million children served since the program's inception.

# NEWLY AWARDED CLASSES AND EXPANSION CLASSES



**Georgia Dept  
of Early Care  
and Learning**

**BRIGHT FROM THE START**

# Entering New Teacher Information

The screenshot shows the PANDA system dashboard. At the top left is the Georgia Dept of Early Care and Learning logo. In the center is the PANDA logo with a panda icon. On the right, it says 'Today is: 7/23/2022' and has buttons for 'Contact Us' and 'Help'. Below this is a navigation bar with 'System Admin' and 'Dashboard'. A left sidebar menu contains various options, with red arrows pointing to 'Pre-K', 'Rosters', and 'View/Edit Roster'. The main content area displays a 'Welcome to PANDA' message and a list of instructions for using the system.

Georgia Dept of Early Care and Learning  
BRIGHT FROM THE START

PANDA

Today is: 7/23/2022

Contact Us Help

Welcome, Angie

System Admin > Dashboard

Pre-K

Enter Application

Aff. Lawful Presence Pre-K

Edit Company Profile

Rosters

- View/Edit Roster
- View Roster Upload Status
- Search Child

Waiting List >

Payments >

Recon Form

CLASS Observation

View/Edit Calendar

RK-STP >

RPK-STP >

## Welcome to PANDA

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system.

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

If you need assistance, detailed manuals are available for download on the [PANDA Resources](#) page. You may also e-mail your questions to [panda.support@decals.ga.gov](mailto:panda.support@decals.ga.gov). Emails to PANDA Support will be answered during normal business hours.

There are currently no notices to display.

< July 2022 >

# Click the site name



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## View/Edit Roster

Reports

Home > Pre-K > Rosters > View/Edit Roster

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.

School Year:

2023

Roster Cycle:

Roster 1

Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

A Pre-K Provider can work online and transmit Roster files within a transmission window as notified by BFTS. If you are unable to either edit your roster or transmit your files you are outside of the transmission window. Please also note that once a Roster file has been submitted by you to BFTS (after the count date), you will not be able to make any edits to the file. You will however be able to view your Roster file at any time.

Showing 1 to 1 of 1 entries

Search in Results:

<input type="checkbox"/>	#	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
<input type="checkbox"/>	1	Douglas	12011	<a href="#">DECAL Academy</a>	123 Elm Street	Anywhere	30333	2	44	0		No Entry	No Exceptions	



# Click the class ID number



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Roster Class List

Return to Site List

Reports

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > Roster Class List

### Site Details

**Provider Name:** Bright from the Start Academy, Inc.  
**Region:**  
**County:** Douglas  
**Consultant:**

**Site Name:** DECAL Academy  
**Address:** 123 Elm Street, Anywhere, GA 30333  
**Site Director:** Angie Cooper  
**Email Id:** Angie@panda.test  
**Phone:** (555) 555-1234

School Year: 2023

Roster Cycle: Roster 1

Search

Showing 1 to 2 of 2 entries

Search in Results:

<input type="checkbox"/>	#	Class	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
<input type="checkbox"/>	1	105437			22	0		No Entry	No Exceptions	
<input type="checkbox"/>	2	105438			22	0		No Entry	No Exceptions	



# Click button

Site Details			
Year:	2022-2023	Phone:	(555) 555-1234
Site Name:	DECAL Academy	Email Id:	Angie@panda.test
Site Director:	Angie Cooper	Class Start Date:	8/1/2022
Class:	105437	#Active Kids Listed:	0
Count Date:	9/9/2022	#Category One Kids:	0
Due Date:	9/16/2022	#Cat 1 & Trans:	0
Submit Date:			

## Lead Teacher Information

Select Status:

Add

## Assistant Teacher Information

Select Status:

Add

## Student Information

Select Status:



# Entering Teacher Information

## Site Details

Year: 2023  
Site Name: DECAL Academy  
Class ID: 105437  
#Active Kids Listed: 0  
#Cat 1 & Trans: 0  
Awarded Credential: No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:

PDS #:

PD-BFTS

1234567

Last Name: \*

Smith

First Name: \*

Jasmine

SSN: \*

123-45-6789

Credential: \*

Please Select

ECE Degree:

Select

Training Level:

Select

Creditable Yrs. of Exp.: \*

- Enter the teacher's GaPDS profile number.
- Enter the teacher's last name exactly as it appears in the teacher's GaPDS profile.
- Enter the teacher's first name exactly as it appears in the teacher's GaPDS profile.
- Enter the teacher's Social Security Number exactly as it appears in the teacher's GaPDS profile.



# Entering Credential Information

[Login / Register](#) [Help](#)



Georgia Professional Development System  
for Early Childhood Educators

[Home](#) [Trainings](#) [Conferences](#) [Trainers](#)



## The GaPDS

- Gives all Georgia Early Care and Education Professionals a profile that keeps job history, diplomas and certificates on file forever
- Gives teachers and directors an easy way to update their credentials and degrees
- Has one place to search for and register you and your staff for training

GaPDS is an Innovative Resource Developed Especially for Early Care and Education Professionals



### About

GaPDS includes the professional registry and training registration for approved trainings.  
[Click here](#) to learn more.



### FAQ

Do you need help getting started? [Click here](#) for frequently asked questions.



# My Profile

**JASMINE SMITH**

Username: jsmith

PDS #: 1234567

Profile Status: Active

Career Level: 8

Qualifies for GA Pre-K Lead

## Reports [PDF]

↓ Profile ←

↓ Training History

SSN is optional for DECAL employees. However, if you are pulled from the PSC, you must provide your SSN.

Jasmine Smith

SSN:

N/A

## Education Information

- Teachers that have completed the GaPDS enrollment process will see a status of “Active” or “Pending” in the Account Information Summary section of their GaPDS profile.
- Teachers that are qualified to serve in the lead teacher role will see “Qualifies for GA Pre-K Lead”.
- Until the lead teacher is enrolled in the GaPDS, the eligibility to serve in the assistant teacher role has not been established.
- Direct the lead teacher to provide a copy of the Profile Report.



# Profile Report

## Jasmine Smith Professional Development System Profile

**PDS#** 1234567

**Qualifies for GA Pre-K Lead**

Status: Active

Username: jsmith

County:

Career Level: 8

Email: jazzy@email.com

### Education Information

#### Secondary Education :

High School Diploma/GED: Yes

#### Post-Secondary Education :

Degree Date	Verified Status	Level	Institution / City	Major Degree
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# John Doe

## Professional Development System Profile

PDS# 99999

Status: Active

Username: Jhnlanda 11

County:

Career Level: 5

Email: Johnborn11@gmail.com

### Education Information

#### Secondary Education :

High School Diploma/GED: Yes

#### Post-Secondary Education :

Degree Date	Verified Status	Level	Institution / City	Major Degree
-------------	-----------------	-------	--------------------	--------------

- Teachers that are qualified to serve in the assistant teacher role must have a career level of 4 or higher.
- Until the assistant teacher is enrolled in the GaPDS, the eligibility to serve in the assistant teacher role has not been established.
- Direct the assistant teacher to provide a copy of the Profile Report.



# Entering Lead Teacher Credential Information

- Providers should enter the VERIFIED credential reflected in the teacher's GaPDS profile.
- If a qualifying credential has not been verified, select *Insufficient* from the dropdown list. Update the teacher credential when a qualifying credential has been verified.
- If the credential entered in PANDA does not reflect the verified credential in the GaPDS, the roster will be automatically updated in PANDA to reflect the verified credential in the GaPDS.

**Professional Development System Profile**

**PDS# 0123456**  
**Qualifies for GA Pre-K Lead**

Status: Active      Username: jsmith      County:  
Career Level: 8      Email: jazzy@email.com

**Education Information**

**Secondary Education :**  
High School Diploma/GED: Yes

**Post-Secondary Education :**

Degree Date	Verified Status	Level	Institution / City	Major Degree
1 06/16/2008	Verified by PSC	Bachelor Degree	U.G.L.C.S University Lansana Conte Conakry	Early Childhood Education

**Credentials :**

Credential Type	CDA Certificate #	Verified Status	Earned	Expiration
Technical College Certificate of Credit (TCC)		Verified by PSC	04/28/2018	

**Employment Information**



# Entering Lead Teacher Credential Information

Site Name: DECAL Academy  
Class ID: 105437  
#Active Kids Listed: 0  
#Cat 1 & Trans: 0  
Awarded Credential: No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:

PDS #: PD-BFTS 1234567

Last Name: \* Smith

First Name: \* Jasmine

SSN: \* 123-45-6789

Credential: \* No GaPSC Credential, ECE Bachelor or higher

ECE Degree: Early Childhood Education

Training Level: Select

Creditable Yrs. of Exp.: \*

Begin Date: \* mm/dd/yyyy

End Date: mm/dd/yyyy

- Select the teachers **VERIFIED** credential from the drop-down list.
- Select the teacher's degree major. The degree major should match the major in the teacher's GaPDS profile.
- Select the appropriate Training Level if the credential selected is T5 or higher.



# Entering Creditable Years of Experience (CYE)

Site Name: DECAL Academy  
Class ID: 105437  
#Active Kids Listed: 0  
#Cat 1 & Trans: 0  
Awarded Credential: No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:

PDS #: PD-BFTS 1234567

Last Name: \* Smith

First Name: \* Jasmine

SSN: \* 123-45-6789

Credential: \* No GaPSC Credential, ECE Bachelor or higher

ECE Degree: Early Childhood Education

Training Level: Select

Creditable Yrs. of Exp.: \*

Begin Date: \* mm/dd/yyyy

End Date: mm/dd/yyyy

- Creditable Years of Experience is defined as all years taught as a full-time lead teacher in a **Georgia's Pre-K Program** with an approved credential and/or all years taught as a certified teacher in a **K-12 public school**.
- When counting CYE, do not include the 2022-2023 school year. Prior to the start of the 2023-2024 school year, PANDA will add 1 year of experience for 2022-2023.
- Only VERIFIED qualifying experience should be counted.



# Verifying Creditable Years of Experience

**Certified Professional Experience Verification Form**

Employee's Name	Jasmine Smith	Street Address	229 Perkins Road
Social Security Number		City, State	Acworth, GA
Date of Birth	05/18/1980	Zip Code	30101

AUTHORIZATION IS GRANTED TO RELEASE ALL INFORMATION REQUESTED BELOW TO THE COBB COUNTY SCHOOL DISTRICT.

Signature: Jasmine Smith Date: 10/6/2021

Employee: Please complete the above information ONLY and send this form to your previous employer to verify the information requested below.

**PLEASE FILL IN ALL INFORMATION REQUESTED BELOW**

1. All college experience must include/specify academic rank held. Employee must have held a Master's degree at the time of the experience, and only full time experience will be considered.

2. Use one line for each academic year or change in status – do not include leave of absence periods.

School District or Institution	State	Dates of Service		Number of Days in Full Contract Year	Number of Contract Days Employed	STATUS		Hours per Day	Position	Grades & Subjects Taught Major Portion of Time	Professional Certification			Ratings on Performance Reviews
		FROM mm/dd/yy	TO mm/dd/yy			Full Time	Part Time				Yes	No	Type	
Bartow County School System	GA	9/2/2004	6/30/2005	190	190	X		8	Teacher	K-5	X		T4	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Bartow County School System	GA	7/1/2005	6/30/2006	190	189	X		8	Teacher	K-5	X		T4	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
														<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
														<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

This District/Institution is: Private  Public  and was fully accredited during the dates of service by the GA Department of Education and/or SACS State Name of Regional Accrediting Agency

*For Georgia Only:* The following is an accurate record of unused accumulated sick leave accrued after July 1, 1978, and credited to the former employee named above in accordance with S.B. 553(1978). As of \_\_\_/\_\_\_/\_\_\_, the above named employee has \_\_\_ days of unused accumulated state sick leave are herewith transferred for inclusion in the permanent personnel record.

I certify that the above-listed verification of professional experience omits leave of absence periods. I further certify that all information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

Marcy Tattnell  
Signature of Authorized Official

69 Old School Road. Anwwhere. GA 99999  
Chief HR Officer  
Title

770-555-5555  
Date

10/11/2021  
Date

- Pre-K Providers are responsible for verifying a teacher's CYE prior to reporting it in PANDA.
- Appropriate verification documentation:
  - Teacher Contracts
  - Letters from human resources or former employers
  - Experience/Employment verification forms
- The following should not be used:
  - Employment applications/resumes
  - Data from the GaPDS
  - Teaching certificates
  - Training certificates
  - Data from the Teacher Retirement System



# Entering Begin Date

Site Name: DECAL Academy  
Class ID: 105437  
#Active Kids Listed: 0  
#Cat 1 & Trans: 0  
Awarded Credential: No GaPSC Credential, ECE Bachelor or higher

Phone: 555-555-1234  
Start Date: **08/01/2022**  
#Category One Kids: 0  
Approved # of Kids: 22

Multiple Substitutes Used:

PDS #: PD-BFTS 1234567

Last Name: \* Smith

First Name: \* Jasmine

SSN: \* 123-45-6789

Credential: \* No GaPSC Credential, ECE Bachelor or higher

ECE Degree: Early Childhood Education

Training Level: Select

Creditable Yrs. of Exp.: \* 0

Begin Date: \* **08/01/2022**

End Date: mm/dd/yyyy

- **Enter 08/01/2022 for the begin date** even if the teacher may have worked earlier (e.g., teacher preparation in July) or started later.
- This begin date is critical to payment processing and must match the Start Date value displayed in the Site Details section.
- Failure to indicate that a class was staffed with both a lead and assistant teacher on **08/01/2022** will result in a gap in teacher service. **The August Pre-K payment cannot be processed when there is a gap.**



# Teacher Record Review

Site Name: DECAL Academy  
Class ID: 105437  
#Active Kids Listed: 0  
#Cat 1 & Trans: 0  
Awarded Credential: No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:

PDS #: PD-BFTS 1234567

Last Name: \* Smith

First Name: \* Jasmine

SSN: \* 123-45-6789

Credential: \* No GaPSC Credential, ECE Bachelor or higher

ECE Degree: Early Childhood Education

Training Level: Select

Creditable Yrs. of Exp.: \* 0

Begin Date: \* 08/01/2022

End Date: mm/dd/yyyy

- Changes cannot be made to:
  - Name
  - Social Security Number (SSN)
  - Creditable Years of Experience (CYE)
- Email requests to correct Name and SSN to [panda.teachers@dec.al.ga.gov](mailto:panda.teachers@dec.al.ga.gov)
- To request a CYE change, submit the *Creditable Years of Experience Change Request Form* to [panda.teachers@dec.al.ga.gov](mailto:panda.teachers@dec.al.ga.gov).



# Save Teacher Information

Multiple Substitutes Used:

PDS #:

PD-BFTS

1234567

Last Name: \*

Smith

First Name: \*

Jasmine

SSN: \*

123-45-6789

Credential: \*

No GaPSC Credential, ECE Bachelor or higher



ECE Degree:

Early Childhood Education



Training Level:

Select



Creditable Yrs. of Exp.: \*

0

Begin Date: \*

08/01/2022



End Date:

mm/dd/yyyy



Save

Cancel



# Save Teacher Information



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Teacher Information

Back

Change Credentials

Move Teacher

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > [Roster Details](#) > Teacher Information

### Site Details

Year:	2023	Phone:	555-555-1234
Site Name:	DECAL Academy	Start Date:	08/01/2022
Class ID:	105437	#Category One Kids:	0
#Active Kids Listed:	0	Approved # of Kids:	22
#Cat 1 & Trans:	0		
Awarded Credential:	No GaPSC Credential, ECE Bachelor or higher		

Save Cancel Delete

Teacher record saved successfully.

Multiple Substitutes Used:

PDS #: PD-BFTS 99999999

Last Name: \* Smith

First Name: \* Jasmine

SSN: \* 555-12-3456



# Click button

**Site Details**

Year:	2022-2023	Phone:	(555) 555-1234
Site Name:	DECAL Academy	Email Id:	Angie@panda.test
Site Director:	Angie Cooper	Class Start Date:	8/1/2022
Class:	105437	#Active Kids Listed:	0
Count Date:	9/9/2022	#Category One Kids:	0
Due Date:	9/16/2022	#Cat 1 & Trans:	0
Submit Date:			

**Lead Teacher Information**

Select Status:

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Smith	Jasmine	123-45-6789	No GaPSC Credential, ECE Bachelor or higher	Early Childhood Education	0.00	8/1/2022		7/23/2022		Angie Cooper	7/23/2022

**Assistant Teacher Information**

Select Status:





# IF A TEACHER HAS NOT BEEN HIRED

Site Details	
Year:	2023
Site Name:	DECAL Academy
Class ID:	105437
#Active Kids Listed:	0
#Cat 1 & Trans:	0
Awarded Credential:	No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:	<input checked="" type="checkbox"/> 
PDS #:	PD-BFTS      99999999
Last Name: *	Teacher-105437
First Name: *	Substitute
SSN: *	999-99-9999
Credential: *	Insufficient
ECE Degree:	Select
Training Level:	Select
Creditable Yrs. of Exp.: *	0
Begin Date: *	mm/dd/yyyy 
End Date:	mm/dd/yyyy 

- If a lead and/or assistant teacher has not been hired and multiple adults will staff the class, check the Multiple Substitutes Used box.
- Update the roster when a teacher has been hired and is working in the class.



# CONTINUATION CLASSES



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

# Entering New Teacher Information

The screenshot shows the PANDA system dashboard. At the top left is the Georgia Dept of Early Care and Learning logo. In the center is the PANDA logo with a panda icon. On the right, it says 'Today is: 7/23/2022' and has buttons for 'Contact Us', 'Help', and 'Welcome, Angie'. A left sidebar menu is highlighted in red, with arrows pointing to 'Pre-K', 'Rosters', and 'View/Edit Roster'. The main content area displays a 'Welcome to PANDA' message with instructions on how to use the system.

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

**PANDA**

Today is: 7/23/2022

Contact Us Help Welcome, Angie

System Admin > Dashboard

Pre-K

Enter Application

Aff. Lawful Presence Pre-K

Edit Company Profile

Rosters

- View/Edit Roster
- View Roster Upload Status
- Search Child

Waiting List >

Payments >

Recon Form

CLASS Observation

View/Edit Calendar

RK-STP >

RPK-STP >

## Welcome to PANDA

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system.

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

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There are currently no notices to display.

< July 2022 >

# Click the site name



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## View/Edit Roster

Reports

Home > Pre-K > Rosters > View/Edit Roster

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.

School Year:

2023

Roster Cycle:

Roster 1

Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

A Pre-K Provider can work online and transmit Roster files within a transmission window as notified by BFTS. If you are unable to either edit your roster or transmit your files you are outside of the transmission window. Please also note that once a Roster file has been submitted by you to BFTS (after the count date), you will not be able to make any edits to the file. You will however be able to view your Roster file at any time.

Showing 1 to 1 of 1 entries

Search in Results:

<input type="checkbox"/>	#	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
<input type="checkbox"/>	1	Douglas	12011	<a href="#">DECAL Academy</a>	123 Elm Street	Anywhere	30333	2	44	0		No Entry	No Exceptions	



# CLICK CLASS ID



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Site Details

**Provider Name:** Bright from the Start Academy, Inc.  
**Region:**  
**County:** Douglas  
**Consultant:**

**Site Name:** DECAL Academy  
**Address:** 123 Elm Street, Anywhere, GA 30333  
**Site Director:** Angie Cooper  
**Email Id:** Angie@panda.test  
**Phone:** (555) 555-1234

**School Year:** 2023

**Roster Cycle:** Roster 1

Search

Showing 1 to 2 of 2 entries

Search in Results:

<input type="checkbox"/>	#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
<input type="checkbox"/>	1	105437	Smith, Jasmine	No GaPSC Credential, ECE Bachelor or higher	22	0		Save In Progress	No Exceptions	
<input type="checkbox"/>	2	105438			22	0		No Entry	No Exceptions	



# Deleting a Teacher Record

**Teacher Information**

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > [Roster Details](#) > Teacher Information

[Back](#) [Change Credentials](#) [Move Teacher](#)

---

**Site Details**

Year:	2023	Phone:	555-555-123
Site Name:	DECAL Academy	Start Date:	08/01/2022
Class ID:	105437	#Category One Kids:	0
#Active Kids Listed:	0	Approved # of Kids:	22
#Cat 1 & Trans:	0		
Awarded Credential:	No GaPSC Credential, ECE Bachelor or higher		

---

Multiple Substitutes Used:

PDS #:

Last Name: \*

First Name: \*

SSN: \*

Credential: \*

ECE Degree:

Training Level:

Creditable Yrs. of Exp.: \*

Begin Date: \*

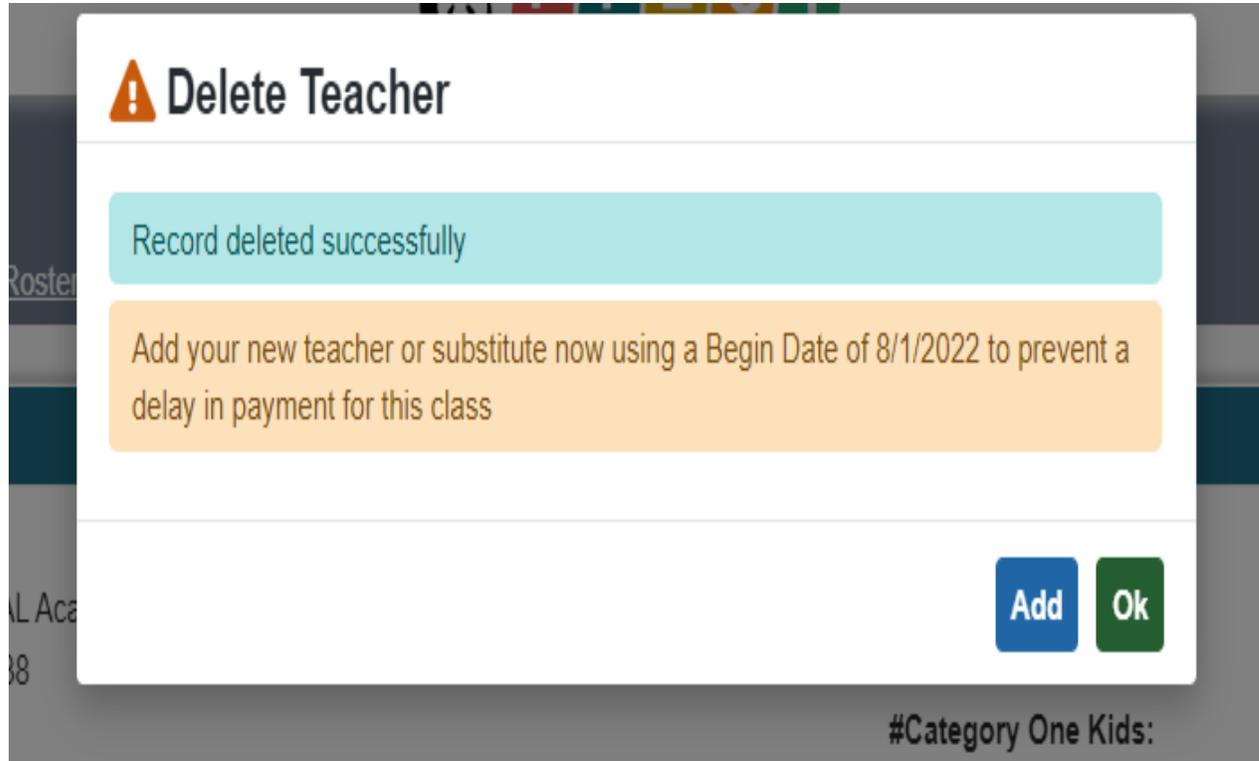
End Date:

[Save](#) [Cancel](#) [Delete](#)

- If the teacher will not be returning to your program, use the Delete button to remove the teacher from your roster.
- The Delete button is only available prior to receiving a payment for the teacher.



# Deleting a Teacher Record



- Use the Delete button to remove teachers who will not return to your program.



# CLICK Teacher's Last Name

## Site Details

Year: 2022-2023  
Site Name: DECAL Academy  
Site Director: Angie Cooper  
Class: 105437  
Count Date: 9/9/2022  
Due Date: 9/16/2022  
Submit Date:

Phone: (555) 555-1234  
Email Id: Angie@panda.test  
Class Start Date: 8/1/2022  
#Active Kids Listed: 0  
#Category One Kids: 0  
#Cat 1 & Trans: 0

## Lead Teacher Information

Select Status:

Active

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Smith	Jasmine	123-45-6789	No GaPSC Credential, ECE Bachelor or higher	Early Childhood Education	0.00	8/1/2022		7/23/2022		Angie Cooper	7/23/2022



# Teacher Record Review

Site Name: DECAL Academy  
Class ID: 105437  
#Active Kids Listed: 0  
#Cat 1 & Trans: 0  
Awarded Credential: No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:

PDS #: PD-BFTS 1234567

Last Name: \* Smith

First Name: \* Jasmine

SSN: \* 123-45-6789

Credential: \* No GaPSC Credential, ECE Bachelor or higher

ECE Degree: Early Childhood Education

Training Level: Select

Creditable Yrs. of Exp.: \* 0

Begin Date: \* 08/01/2022

End Date: mm/dd/yyyy

- Review the data for all your teachers. If the information is accurate, no action is required on your part. Exit the record.
- Email requests to change name and Social Security number (SSN) to [panda.teachers@dec.al.ga.gov](mailto:panda.teachers@dec.al.ga.gov)
- To request a CYE change, submit the *Creditable Years of Experience Change Request Form* to [panda.teachers@dec.al.ga.gov](mailto:panda.teachers@dec.al.ga.gov).



# Changing Credential Information



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Teacher Information

Back

Change Credentials

Move Teacher

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > [Roster Details](#) > Teacher Information

## Site Details

Year:	2023	Phone:	555-555-1234
Site Name:	DECAL Academy	Start Date:	08/01/2022
Class ID:	105437	#Category One Kids:	0
#Active Kids Listed:	0	Approved # of Kids:	22
#Cat 1 & Trans:	0		
Awarded Credential:	No GaPSC Credential, ECE Bachelor or higher		

Save

Cancel

Delete

Multiple Substitutes  
Used:

PDS #:

Last Name: \*

First Name: \*



# Changing Teacher Credentials

The screenshot shows a 'Change Credential' modal form. The form contains the following fields:

- Credential:** A dropdown menu currently showing 'GaPSC Credential, T4'. A red arrow points to this dropdown.
- Effective Date of Change: \*** A date input field containing '10/14/2022', which is highlighted with a red border. A red arrow points to this field.
- ECE Degree:** A dropdown menu currently showing 'Early Childhood Education'.
- Training Level:** A dropdown menu currently showing 'T-4'.

At the bottom of the form, there are two buttons: a green 'Save' button and an orange 'Cancel' button. A red arrow points to the 'Save' button.

- Click on the Credential drop-down
- Select the **VERIFIED** credential reflected in the teacher's GaPDS profile.
- Enter the effective date of change.
- Credential information can be updated at any time during the school year.



# CLICK CLASS ID



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Site Details

**Provider Name:** Bright from the Start Academy, Inc.  
**Region:**  
**County:** Douglas  
**Consultant:**

**Site Name:** DECAL Academy  
**Address:** 123 Elm Street, Anywhere, GA 30333  
**Site Director:** Angie Cooper  
**Email Id:** Angie@panda.test  
**Phone:** (555) 555-1234

**School Year:** 2023

**Roster Cycle:** Roster 1

Search

Showing 1 to 2 of 2 entries

Search in Results:

<input type="checkbox"/>	#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
<input type="checkbox"/>	1	105437	Smith, Jasmine	No GaPSC Credential, ECE Bachelor or higher	22	0		Save In Progress	No Exceptions	
<input type="checkbox"/>	2	105438			22	0		No Entry	No Exceptions	



# Click button

Site Details 			
Year:	2022-2023	Phone:	(555) 555-1234
Site Name:	DECAL Academy	Email Id:	Angie@panda.test
Site Director:	Angie Cooper	Class Start Date:	8/1/2022
Class:	105437	#Active Kids Listed:	0
Count Date:	9/9/2022	#Category One Kids:	0
Due Date:	9/16/2022	#Cat 1 & Trans:	0
Submit Date:			

Lead Teacher Information 	
Select Status:	<input type="text" value="Active"/> 





# IF A TEACHER HAS NOT BEEN HIRED

Site Details	
Year:	2023
Site Name:	DECAL Academy
Class ID:	105437
#Active Kids Listed:	0
#Cat 1 & Trans:	0
Awarded Credential:	No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:	<input checked="" type="checkbox"/> 
PDS #:	PD-BFTS      99999999
Last Name: *	Teacher-105437
First Name: *	Substitute
SSN: *	999-99-9999
Credential: *	Insufficient
ECE Degree:	Select
Training Level:	Select
Creditable Yrs. of Exp.: *	0
Begin Date: *	mm/dd/yyyy 
End Date:	mm/dd/yyyy 

- If a lead and/or assistant teacher has not been hired and multiple adults will staff the class, check the Multiple Substitutes Used box.
- Update the roster when a teacher has been hired and is working in the class.



# Moving a Teacher from One Class to Another



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Teacher Information

Back

Change Credentials

Move Teacher

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > [Roster Details](#) > Teacher Information

## Site Details

Year:	2023	Phone:	555-555-1234
Site Name:	DECAL Academy	Start Date:	08/01/2022
Class ID:	105437	#Category One Kids:	0
#Active Kids Listed:	0	Approved # of Kids:	22
#Cat 1 & Trans:	0		
Awarded Credential:	No GaPSC Credential, ECE Bachelor or higher		

Save

Cancel

Delete

Multiple Substitutes

Used:

PDS #:

PD-BFTS

99999999

Last Name: \*

Smith

First Name: \*

Jasmine



# Moving a Teacher from One Class to Another

**Transfer Teacher from One Class to Another** ✕

Select Site: DECAL Academy ▾

Select Class: \* Select Class ▾ **Select Class**

Select Teacher Type: \* 105437  
105438

Credential: No GaPSC Credential, ECE Bachelor or high ▾

ECE Degree: Early Childhood Education ▾

Training Level: Select ▾

Begin Date in New Class: \* mm/dd/yyyy 📅

**Save** **Cancel**

- Select the site the teacher is moving to from the drop-down list.
- Select the class the teacher is moving to.



# Moving a Teacher from One Class to Another

**Transfer Teacher from One Class to Another** [X]

Select Site: DECAL Academy [v]

Select Class: \* 105438 [v]

Select Teacher Type: \*  
Lead Teacher [v] **Teacher Type**  
Lead Teacher [v]  
Teacher Assistant [v]

Credential:

ECE Degree: Early Childhood Education [v]

Training Level: Select [v]

Begin Date in New Class: \* 08/02/2022 [calendar icon]

**Save** **Cancel**

PD-BFTS 99999999

- Select teacher type from the drop-down list.
- Change credential if applicable.
- Enter the begin date in the new class.
- Click Save.



# Moving a Teacher from One Class to Another

---

 **Transfer Teacher from One Class to Another**

Record moved successfully

Add your new teacher or substitute now using a Begin Date of 8/2/2022 to prevent a delay in payment for this class



# Replacing a Teacher During the School Year

Teacher Information

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details > Teacher Info

Back Change Credentials Move Teacher

Teacher record saved successfully.

Multiple Substitutes Used:   Save Cancel

PDS #:

Last Name: \*

First Name: \*

SSN: \*

Credential: \*

ECE Degree: Early Childhood Education

Training Level: Select

Creditable Yrs. of Exp.: \* 0

Begin Date: \* 08/01/2022

End Date: 10/10/2022

**Close Teacher**

Add your new teacher or substitute now using a Begin Date of 10/11/2022 to prevent a delay in payment for this class.

Add Ok

- Enter the teacher's end date (last day physically working in the class).
- Follow instructions in confirmation message.
- Select Multiple Substitutes Used if a new teacher has not been started.



# Add New Teacher's Information

## Site Details

Year: 2023  
Site Name: DECAL Academy  
Class ID: 105437  
#Active Kids Listed: 0  
#Cat 1 & Trans: 0  
Awarded Credential: No GaPSC Credential, ECE Bachelor or higher

Multiple Substitutes Used:

PDS #: PD-BFTS 12345678

Last Name: \* Bethany

First Name: \* Petterson

SSN: \* 123-45-6789

Credential: \* GaPSC Credential, T4

ECE Degree: Early Childhood Education

Training Level: T-4

Creditable Yrs. of Exp.: \* 2

Begin Date: \* 10/11/2022

End Date: mm/dd/yyyy

- Enter the new teacher's information.
- The new teacher's begin date should immediately follow the former teacher's end date even if the begin date falls on a day Pre-K was not in session (weekend or holiday).
- Failure to enter a start date that follows the former teacher's end date will result in a gap in teacher reporting. When there is a gap in teacher reporting, a payment cannot be processed for the class.



# CLICK CLASS ID



Today is: 7/23/2022

[Contact Us](#)

[Help](#)

Welcome, Angie

## Site Details

**Provider Name:** Bright from the Start Academy, Inc.  
**Region:**  
**County:** Douglas  
**Consultant:**

**Site Name:** DECAL Academy  
**Address:** 123 Elm Street, Anywhere, GA 30333  
**Site Director:** Angie Cooper  
**Email Id:** Angie@panda.test  
**Phone:** (555) 555-1234

**School Year:** 2023

**Roster Cycle:** Roster 1

[Search](#)

Showing 1 to 2 of 2 entries

Search in Results:

<input type="checkbox"/>	#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
<input type="checkbox"/>	1	105437	Smith, Jasmine	No GaPSC Credential, ECE Bachelor or higher	22	0		Save In Progress	No Exceptions	
<input type="checkbox"/>	2	105438	Petterson Bethany	GaPSC Credential, T4	22	0		Save In Progress	No Exceptions	



# Closing Reminders

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- Always review teacher data to ensure accurate reporting.
- Data entry will be used to calculate the August Payment.
- Enter the VERIFIED credential reflected in the teacher's GaPDS profile.
- If a qualifying credential has not been verified, select *Insufficient* from the dropdown list. Update the teacher credential when a qualifying credential has been verified.
- If the credential entered in PANDA does not reflect the verified credential in the GaPDS, the roster will be automatically updated in PANDA to reflect the verified credential in the GaPDS



# Important Reminders

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- Providers are responsible for verifying a teacher's CYE prior to reporting it in PANDA. If CYE has not been verified, enter "0". When the teacher's experience has been verified, submit the *Creditable Years of Experience Change Request Form* to [panda.teachers@dec.al.ga.gov](mailto:panda.teachers@dec.al.ga.gov).
- DECAL will conduct audits to verify program reported CYE and may request verification documentation used by the program. If verification documentation is not available to support the reported CYE, the roster will be updated to reflect the CYE verified by DECAL. The change could impact future Pre-K payments.
- **Enter 08/01/2022 for each teacher's begin date.** Failure to indicate that a class was staffed with both a lead and assistant teacher on **08/01/2022** will result in a gap in teacher service. **The August payment for the class cannot be processed when there is a gap.**
- If a teacher will not be returning to your program, use the **DELETE** button to remove the teacher from your roster.



# PANDA Roster Support



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Dashboard

Home

## Welcome to PANDA

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application aNd Database Access system. ✕

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

If you need assistance, detailed manuals are available for download on the [PANDA Resources](#) page. You may also e-mail your questions to [panda.support@dec.al.ga.gov](mailto:panda.support@dec.al.ga.gov). Emails to PANDA Support will be answered during normal business hours.

There are currently no notices to display.

< July 2022 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2



# PANDA Roster Support

FAQ	<a href="#">PANDA Teacher Data Entry Training Document</a>
GA's Pre-K At Home	<a href="#">Race &amp; Ethnicity Instructions</a>
Georgia Early Learning and Development Standards	<a href="#">PANDA Student Roster Template 2023</a>
Infant and Early Childhood Mental Health	<a href="#">Teacher Roster Tips- Tips for Updating Roster 1 Teacher Data</a>
Operating Guidelines	<a href="#">Roster Tips- Entering Roster 1 Student Data</a>
<a href="#">Pre-K Forms</a>	<a href="#">PANDA Waiting List Instructions</a>
<a href="#">Pre-K Supports</a>	<a href="#">PANDA Waiting List Template 2023</a>
Professional Learning	<a href="#">PANDA Pre-K Application Manual</a>
<a href="#">Project Directors</a>	<a href="#">Reconciliation Form Instructions 2019-2020</a>
Basic Materials List	<a href="#">PANDA Summer Transition Program Application Manual</a>
Pre-K CAPS	<a href="#">PANDA Provider User Management</a>
Child Registration Forms	<a href="#">PANDA Reconciliation Training Document</a>
Curriculum	<a href="#">PANDA Site Update Instructions</a>
Director Grant Requirement Checklist	<a href="#">PANDA: Uploading Student Documents</a>
Ownership Change Request	<a href="#">Roster Tips: Moving Students to Another Class</a>
<a href="#">PANDA Resources</a>	<a href="#">Roster Tips: Moving Teachers to Another Class</a>
Payments	





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- + About Pre-K
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- Classroom A  
System (CLAS
- + Creating a Quality Learning  
Environment
- Curriculum
- Enrolling in Pre-K
- Families
- FAQ
- GA's Pre-K At Home
- Georgia Early Learning and  
Development Standards
- Infant and Early Childhood  
Mental Health
- Operating Guidelines
- + Pre-K Forms
- + Pre-K Supports
- Professional Learning
- + **Project Directors**



## PROJECT DIRECTORS

Project directors are responsible for appropriately implementing Georgia's Pre-K Program. Many resources are available on this website to assist directors in effectively managing their program and in making quality improvements to the Pre-K classroom.

The following is a list of items and/or documents to support you in implementing Georgia's Pre-K Program.

### Project Director Resource List:

- + Pre-K Providers Operating Guidelines
- + Georgia's Pre-K Rate / Per Child Estimate Chart
- Resources**
- + PANDA Roster: Change Request Forms, Tips Sheets, Webinars, and Other Resources
- + 2021 – 2022 Georgia's Pre-K Updates and FAQ
- + Child Registration and Waiting List Information Forms
- + Georgia's Pre-K Credential Information
- + Georgia's Pre-K Training
- + Pre-K Bank Account Change Request
- Sample Pre-K Teacher Work Agreement

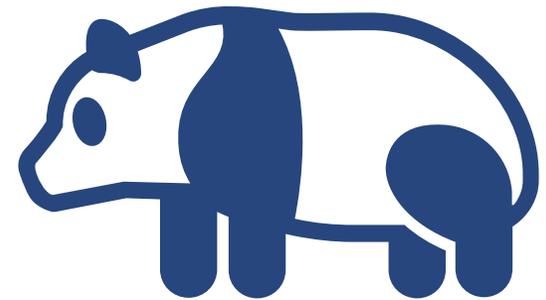
# Additional Support

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- [Panda.Rosters@dec.al.ga.gov](mailto:Panda.Rosters@dec.al.ga.gov)
  - Student data entry questions
- [Panda.Teachers@dec.al.ga.gov](mailto:Panda.Teachers@dec.al.ga.gov)
  - Credential requirements, CYE, teacher data entry
- [Panda.Support@dec.al.ga.gov](mailto:Panda.Support@dec.al.ga.gov)
  - Panda login credentials

Pre-K Roster Analyst of the Day

- 404-656-5957



# Questions



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



# Georgia's Pre-K Program

*PANDA Roster System: Teacher Data Entry*



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