 Roster Correction Request Form

Legal Name:       Site Name:       Project Director:       Date:

This form should be submitted to panda.rosters@decal.ga.gov

**Name/Birth Date Correction Request**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class ID | Full name as it currently appears on the roster | Correct First Name  | Correct Middle Name | Correct Last Name | Correct Birth Date |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**Social Security Number Correction Request**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class ID | Student Name | Correct first set of digits000 | Correct second set of digits00 | Correct final set of digits0000 |
|       |       |        |        |        |
|       |       |       |       |       |
|       |       |       |       |       |

**Start/End Date Correction Request**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class ID | Student Name | Start date reported on roster  | If start date correction, indicate actual start date  | End date reported on roster | If end date correction, indicate last day attended  | Child did not attend the program |
|       |       |        |        |        |        | [ ]  |
|       |       |       |       |       |       | [ ]  |
|       |       |       |       |       |       | [ ]  |

By submitting this *Roster Correction Request Form*, you are confirming that you have reviewed the appropriate student documentation on file (birth documentation, Social Security Number card, attendance records) and the requested corrections are based on the information recorded on the documents.

 Programs will be notified via email when the correction(s) has been entered in PANDA.