

Student Data Entry Webinar: Frequently Asked Questions (FAQ)

Below are answers to frequently asked questions related to student data entry. For student-specific inquiries such as accepted attendance, documentation, clarification of Category 1 criteria, and similar topics, please contact your assigned Georgia's Pre-K Specialist directly.

Click here to view the [Student Data Entry Webinar](#).

Q: If a student attended for only a few days but was withdrawn before being entered into CRM (Class Reporting Manager), should I still add the student to the system?

A: Yes, the student should still be added. Even if a student attends only briefly and is withdrawn before data entry, their attendance must be reported in the Class Reporting Manager. All attendance, regardless of duration, should be documented to ensure accurate and complete reporting.

Q: If a child attends for only a week or two and then leaves, should we still add them to the system with an end date?

A: Yes, the child should be added with both a start and end date. Even short-term attendance must be documented in the system to ensure accurate reporting and compliance with data requirements.

Q: If the names on a child's Social Security card and birth certificate are different, should we use the name listed on the birth certificate?

A: Yes, the name on the birth certificate should be used as the official name for enrollment and reporting purposes. The birth certificate is considered the primary legal document for verifying a child's identity. You should also work with the family to get the Social Security Card updated.

Q: How do I add students to the waiting list, and what is the process for moving them from the waiting list to the Class Reporting Manager?

A: Directions for adding students to the waiting list and then moving them to the CRM can be found on the [GAPREK PAU/PD User Guide](#).

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Q: If we don't have Category 1 verification documentation, can we select 'No' and update it later if the documentation becomes available?

A: Yes, you can select 'No' if Category 1 verification documentation is not available at the time of entry. The system allows updates later, so once the documentation is obtained, you can revise the record to ensure compliance and accuracy. To edit a student's record in real time, click the pencil icon next to the student's name in the Class Reporting Manager. Be sure to save any changes before exiting the screen.

Q: If a child does not have a middle name, should we enter 'NMN' (No Middle Name) in the system?

A: No, if a child does not have a middle name, you should select the checkbox labeled 'No Middle Name on Documentation.' Do not enter 'NMN' in the middle name field. This ensures the record accurately reflects the documentation and avoids unnecessary manual entries.

Q: Are we able to close a student's record immediately after they leave the program, or do we need to wait until the next roster submission?

A: The system is designed for real-time use; therefore, you do not need to wait until the next roster submission to close a student's record. You can enter the student's end date on the day they withdraw, ensuring accurate and timely reporting.

Q: What should we do if a child's name includes four to six names?

A: If a child's name includes multiple components (e.g., four to six names), enter the full legal name exactly as it appears on the official documentation. If the name exceeds the field limit, contact GAPREK.Support@decal.ga.gov for guidance.

Q: When can teachers begin entering students into WSO?

A: Teachers need to have Student ID numbers from GAPREK before they can enter children into WSO. Once the students are entered in the Class Reporting Manager, you can share the names and ID numbers with the teachers.

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Q: What is the due date for roster submission?

A: Roster count and due dates are located in the [Pre-K Providers Operating Guidelines](#) in [Appendix V](#).

Q: Are new teachers that are entered in the Class Reporting Manager automatically populated in WSO?

A: Teachers entered into the Class Reporting Manager do not automatically populate in WSO (Work Sampling Online). Teacher data must be manually entered in WSO. If a teacher moves or leaves a class, or if a new teacher needs to be added, updates must be made directly within the WSO system.

Q: Can we make corrections after the roster is submitted?

A: Yes, if the roster due date has not passed, you can request to reopen the roster by submitting a help desk ticket. Once the roster is reopened, navigate to the Class Reporting Manager. Click on the student data tab, and select the student you would like to edit by clicking the pencil icon next to the student's name in the Class Reporting Manager. Be sure to save any changes before exiting the screen.

What if I still need help?

If you have additional questions, please submit a help desk ticket, contact your Georgia's Pre-K Specialist, or GAPREK.support@dec.al.ga.gov.