ROSTER TIPS

Tips for Updating Roster 1 Teacher Data

- Lead Teacher and Assistant Teacher data from Roster 4 of the previous school year will roll over to Roster 1 of the current school year. Substitute teacher records and teachers whose credential setting is "Insufficient" will not roll over.

- If a teacher will not return to your program, you must use the **DELETE** button to remove the teacher from your roster. The DELETE button is only available until the first payment is processed in August.

- Project Directors should confirm that Lead and Assistant Teachers have registered in the Georgia Professional Development System (GaPDS), submitted required documentation to the GaPDS, and the GaPDS has verified the credential. Individuals enrolled in the GaPDS can review their profile to see if they meet the credential requirements for a Pre-K Lead Teacher. Teachers that are qualified to serve in the lead teacher role will see "Qualifies for GA Pre-K Lead" in the Account Information Summary section. Teachers that are qualified to serve in the assistant teacher role must have a PDR career level of 4 or higher. If the teacher's credential has not been verified by the GaPDS, then the Project Director should select "Insufficient" for the teacher's credential level in PANDA. The roster should be updated when an approved 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 to reflect the verified credential in the GaPDS. If no qualifying credential has been verified, the teacher credential will be updated to Insufficient.

- The Teacher Information Screen is open throughout the school year. Teacher data, with the exception of Creditable Years of Experiences (CYE) may be changed at **ANYTIME** regardless of the roster cycle. Because payment calculations are based, in part, on the verified lead teacher credentials, it is important that you update lead teacher changes in the Teacher Information Screen in a timely manner. Once a payment is made, only DECAL can make changes to prior month's teacher information. A change in teacher information will be accepted for one past month only.

- Providers cannot edit Creditable Years of Experience (CYE) data. To request a change in CYE, submit the *Creditable Years of Experience Verification Response Form* and verifying documents to panda.teachers@decal.ga.gov. The *Creditable Years of Experience Verification Response Form* is located under the Project Director Resource List at http://www.decal.ga.gov/PreK/ProjectDirectors.aspx

- The teacher's Begin Date should be 08/01/2020, the start of the current school year, even if the teacher may have worked earlier (e.g., teacher preparation in July). The first Lead Teacher and Assistant Teacher reported on the roster must have a Begin Date that matches the Class Start Date. The Class Start Date is located at the top of the roster in the Site Details section.