



## Table of Contents

|                                              |          |
|----------------------------------------------|----------|
| <b>WHAT IS THE VALIDATION MANAGER? .....</b> | <b>2</b> |
| <b>Validation Manager .....</b>              | <b>2</b> |
| <b>Filtering the Roster .....</b>            | <b>3</b> |
| <b>Roster Validation .....</b>               | <b>4</b> |
| <b>Validating Rosters .....</b>              | <b>5</b> |
| <b>Revalidation Required .....</b>           | <b>6</b> |
| <b>Student Enrollment Changes .....</b>      | <b>7</b> |

## WHAT IS THE VALIDATION MANAGER?

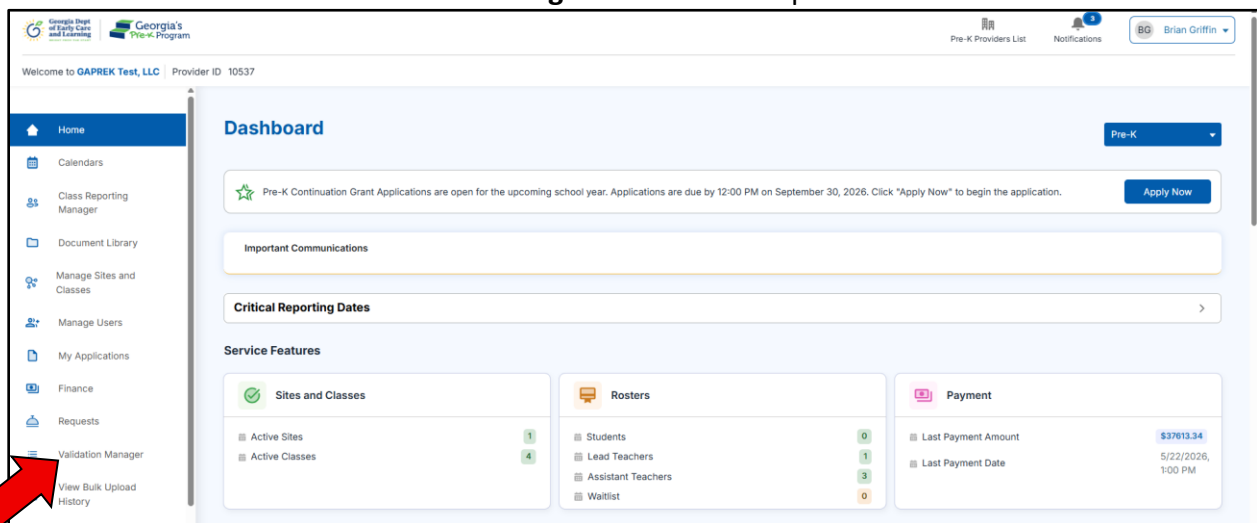
The Validation Manager replaced the Manage Rosters section in GAPREK. The purpose of the Validation Manager is to accurately maintain and update student enrollment information, ensuring that all records are current and complete. Proper roster management ensures compliance with state guidelines, supports accurate attendance tracking, and facilitates funding allocation.

NOTE: Rosters will become available to validate on the Validation Begin Date for each cycle. Student and teacher information is visible in the Class Reporting Manager; however, teacher and student data will only be visible in the Validation Manager starting on the Validation Begin date for each validation cycle.

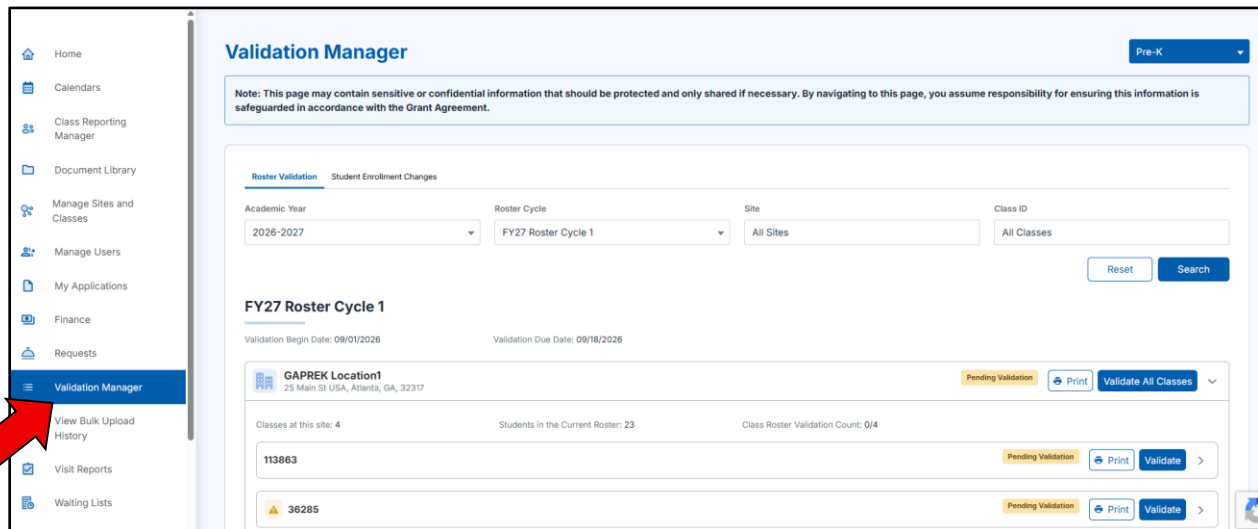
## Validation Manager

To manage the rosters, perform the following steps:

1. Go to the **Validation Manager** tab on the left panel.



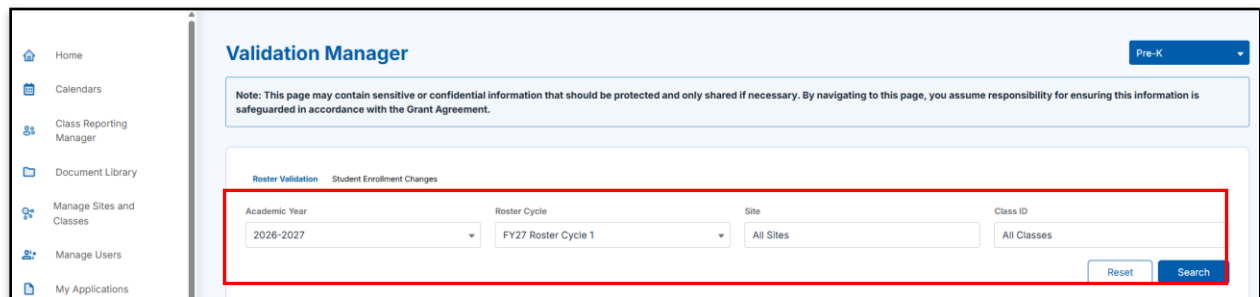
You will be directed to the Validation Manager page.



The screenshot shows the 'Validation Manager' page. On the left sidebar, the 'Validation Manager' link is highlighted with a red arrow. The main content area has a header 'Validation Manager' and a 'Pre-K' dropdown. Below this is a disclaimer: 'Note: This page may contain sensitive or confidential information that should be protected and only shared if necessary. By navigating to this page, you assume responsibility for ensuring this information is safeguarded in accordance with the Grant Agreement.' The main section is titled 'Roster Validation' and 'Student Enrollment Changes'. It contains filters for 'Academic Year' (2026-2027), 'Roster Cycle' (FY27 Roster Cycle 1), 'Site' (All Sites), and 'Class ID' (All Classes). There are 'Reset' and 'Search' buttons. Below the filters, it shows 'FY27 Roster Cycle 1' with 'Validation Begin Date: 09/01/2026' and 'Validation Due Date: 09/18/2026'. A table lists classes for 'GAPREK Location1' (25 Main St USA, Atlanta, GA, 32317). The table has columns for 'Classes at this site: 4', 'Students in the Current Roster: 23', and 'Class Roster Validation Count: 0/4'. The table lists two classes: '113863' and '36285', both with 'Pending Validation' status and 'Print' and 'Validate' buttons.

## Filtering the Roster

From the Validation Manager screen, you can filter by school year, roster cycle, sites, and classes. If there are multiple sites under one legal owner, you can search for each site individually to review class data before validation. To clear the search history, click the reset button.



This screenshot shows the same 'Validation Manager' page, but with a red box highlighting the filter section. The filter section includes 'Academic Year' (2026-2027), 'Roster Cycle' (FY27 Roster Cycle 1), 'Site' (All Sites), and 'Class ID' (All Classes). There are 'Reset' and 'Search' buttons.

## Roster Validation

On the Roster Validation tab, the Roster details will be displayed for each site and class.

**Note:** Rosters for each cycle are generated and available on the Validation Begin Date under the Validation Manager.

The screenshot displays the 'Roster Validation' tab within a 'Student Enrollment Changes' section. At the top, there are four filter dropdowns: 'Academic Year' (set to 2026-2027), 'Roster Cycle' (set to FY27 Roster Cycle 1), 'Site' (set to All Sites), and 'Class ID' (set to All Classes). Below these filters are 'Reset' and 'Search' buttons. The main heading is 'FY27 Roster Cycle 1', followed by 'Validation Begin Date: 09/01/2026' and 'Validation Due Date: 09/18/2026'. The primary site listed is 'GAPREK Location1' with address '25 Main St USA, Atlanta, GA, 32317'. It shows 'Classes at this site: 4', 'Students in the Current Roster: 23', and 'Class Roster Validation Count: 0/4'. A 'Pending Validation' status is shown with 'Print' and 'Validate All Classes' buttons. Below this, a table lists four classes: 113863, 36285, 36286, and 36287. Each class row includes a 'Pending Validation' status, a 'Print' button, a 'Validate' button, and a chevron icon.

Under the Roster Validation tab, the Validation Begin Date and Validation Due Date are displayed along with the site name, site address, number of classes at the site, number of students in the current roster, and the number of rosters that have been validated. Providers can validate all classes by clicking the “Validate All Classes” button or validate each class at the class level.

If any class is missing a lead or assistant teacher, or does not have any students entered, the system will display the below error message when using the “Validate All Classes” or the “Validate” button under each individual class.



Classes not ready for validation are identified by a yellow caution triangle before the class id number. If any changes need to be made by adding teachers or students, navigate to the Class Reporting Manager, make the updates in the system, and then navigate back to the Validation Manager to review and confirm the changes.

FY27 Roster Cycle 1

Validation Begin Date: 09/01/2026

Validation Due Date: 09/18/2026

GAPREK Location1

25 Main St USA, Atlanta, GA, 32317

Pending Validation

Print

Validate All Classes

Classes at this site: 4

Students in the Current Roster: 23

Class Roster Validation Count: 0/4

113863

Pending Validation

Print

Validate

⚠ 36285

Pending Validation

Print

Validate

⚠ 36286

Pending Validation

Print

Validate

⚠ 36287

Pending Validation

Print

Validate

## Validating Rosters

To validate the roster, perform the following steps:

**Note:** You can also validate all the Rosters of the Site at once by clicking on the **Validate All Rosters** button.

1. To validate a class, click on the class tile under the Roster Validation tab then click the arrow next to the **Validate Roster** button to expand the class and see all the class details.

**Note:** You can view the list of students including the first name, middle name, last name, student ID number, gender, begin date, and end date. The lead teacher and assistant teachers are also displayed. Other class details include, the total number of students in the class, the number of students being transported, the number of Category One students, the number of Category Two students, and the number of students with special education services.

GAPREK Location1

25 Main St USA, Atlanta, GA, 32317

Pending Validation

Print

Validate All Classes

Classes at this site: 4

Students in the Current Roster: 23

Class Roster Validation Count: 0/4

113863

Pending Validation

Print

Validate

Lead Teacher: LTThree LTLThree

Assistant Teacher: ATThree ATLThree

Total Students: 8

Transportation: 3

Category 1: 6

Category 2: 2

Special Education Services: 5

| Last Name   | First Name | Middle Name | Student ID | Gender | Begin Date | End Date   |
|-------------|------------|-------------|------------|--------|------------|------------|
| Alexandrine | Soledad    | Cruickshank | 2446134    | Female | 08/03/2026 | 08/28/2026 |

2. If all the data is correct and accurate, click the “Validate” button.
3. Check each certifying checkbox and click the **Accept & Submit** button.

### Validate Student and Teacher Data

\* indicates required field

You are validating Roster Cycle 1 for the school year FY27.

\* ☒ By checking this box, I certify that all student data for the selected class at this site has been verified and is accurate, complete, and current to the best of my knowledge.

\* ☒ By checking this box, I certify that all teacher data for the selected class at this site has been verified and is accurate, complete, and current to the best of my knowledge.

\* ☒ By clicking Accept & Submit below, I certify that the statements I have made to the Department are true and accurate to the best of my knowledge. I understand that any false, fraudulent, or fictitious statement or representation made to the Department is punishable by law and could result in a felony charge and/or civil penalties up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. 16-10-20 and 23-3-121.

CancelAccept & Submit

*\*After saving, a success message will be displayed on the page and the status will be updated from “Pending Validation” to “Validated” and you will be able to print the validated roster.*

**GAPREK Location1**  
25 Main St USA, Atlanta, GA, 32317

Pending Validation

Print

Validate All Classes

Classes at this site: 4

Students in the Current Roster: 23

Class Roster Validation Count: 1/4

113863

Validated

Print

>

## Revalidation Required

After a class has been validated, if any changes are made to the class data between the Validation Begin Date and Validation Due Date, the Project Director will be notified that the information has been updated, and the class roster will need to be validated again. To revalidate the class, navigate to the “Validation Manager” and scroll to the class with a status of “Revalidation Required.” Review the class data and then click the “Validate” button.

**GAPREK Location1**  
25 Main St USA, Atlanta, GA, 32317

Pending Validation

Print

Validate All Classes

Classes at this site: 4

Students in the Current Roster: 23

Class Roster Validation Count: 0/4

113863

Revalidation Required

Print

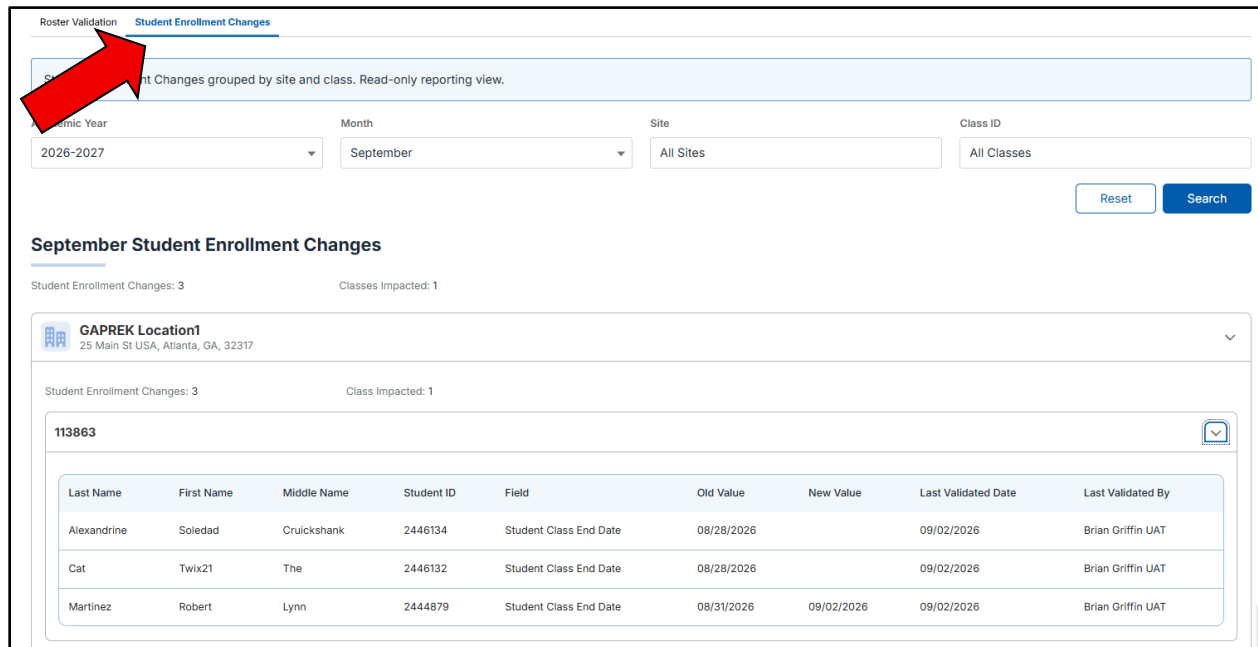
Validate

>

## Student Enrollment Changes

On the Student Enrollment Changes tab, any changes made to student data in the Class Reporting Manager **after** the “Validation Due Date” will be displayed for each site and class.

**Note:** After the Validation Due Date has passed and the rosters are in a validated status, any student changes will be captured in the “Student Enrollment Changes” tab, and the provider will be notified before the scheduled monthly CRM closure to ensure these changes were accurate.



Student Enrollment Changes grouped by site and class. Read-only reporting view.

Academic Year: 2026-2027 | Month: September | Site: All Sites | Class ID: All Classes

Reset Search

### September Student Enrollment Changes

Student Enrollment Changes: 3 | Classes Impacted: 1

**GAPREK Location1**  
25 Main St USA, Atlanta, GA, 32317

Student Enrollment Changes: 3 | Class Impacted: 1

**113863**

| Last Name   | First Name | Middle Name | Student ID | Field                  | Old Value  | New Value  | Last Validated Date | Last Validated By |
|-------------|------------|-------------|------------|------------------------|------------|------------|---------------------|-------------------|
| Alexandrine | Soledad    | Cruikshank  | 2446134    | Student Class End Date | 08/28/2026 |            | 09/02/2026          | Brian Griffin UAT |
| Cat         | Twix21     | The         | 2446132    | Student Class End Date | 08/28/2026 |            | 09/02/2026          | Brian Griffin UAT |
| Martinez    | Robert     | Lynn        | 2444879    | Student Class End Date | 08/31/2026 | 09/02/2026 | 09/02/2026          | Brian Griffin UAT |

On the “Student Enrollment Changes” tab, providers can see what changes have been made to student data that could impact payments.

- Click the arrow for each class to view the list of students who were changed after the validation, what fields were changed, and who made the change.
- If the changes are accurate, no further action is needed.
- If the changes are not correct, navigate to the Class Reporting Manager and make all needed corrections before the scheduled monthly CRM closure.

**Note:** If corrections are needed but the data is not updated before the scheduled monthly CRM closure, no additional changes can be made.