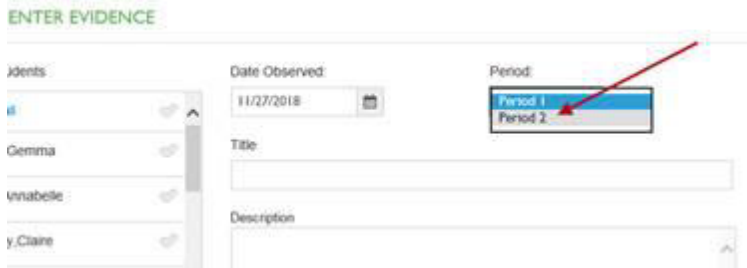


*This email contains important information for lead teachers in Georgia's Pre-K Program. If you are receiving this email and you are no longer a Pre-K lead teacher, click here to unsubscribe.*

Dear Pre-K Teacher,

Below are some important WSO reminders as we begin the second half of the school year:

- 1) Remember to change the Period setting on the 'Enter Evidence' screen from Collection Period 1 to Collection Period 2. This will not happen automatically because Pre-K calendars vary from program to program. Once you save a note under a new Collection Period, it will default all subsequent notes to that same Period until you change it again.



The screenshot shows the 'ENTER EVIDENCE' form. On the left, there is a list of students: Jdents, Gemma, vnnabelle, and y.Claine. The main form area includes a 'Date Observed' field with the value '11/27/2018', a 'Period' dropdown menu, and fields for 'Title' and 'Description'. A red arrow points to the 'Period' dropdown menu, which is currently set to 'Period 1' and has 'Period 2' selected below it.

- 2) If your Period 1 Checklists are not yet finalized, please do so immediately or any Outcomes Reports that your Pre-K director requests will not contain accurate information for your students. Currently, we have 20,150 Period 1 checklists that have not yet been finalized.
- 3) Remember to 'archive' any students that disenroll from your Pre-K Program.
- 4) Whenever you need assistance with WSO, submit a WSO Online Help Ticket at: <http://www.decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx>. We will respond to your request within 24 hours. The WSO Training Manual, recorded webinars, WSO 'How To' files and a WSO FAQ sheet are all available to you on this same webpage.

Thank you,

Pre-K Assessment Team