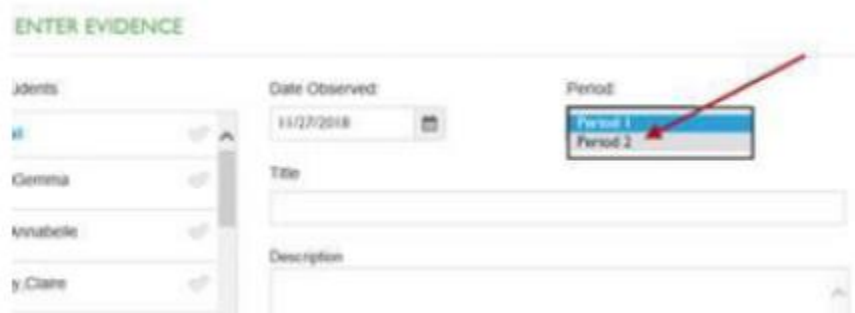


This email contains important information for lead teachers in Georgia's Pre-K Program. **If you are receiving this email and you are no longer a Pre-K lead teacher, [click here](#) to unsubscribe.**

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.

A screenshot of the 'ENTER EVIDENCE' form. The form has a header 'ENTER EVIDENCE' in green. Below the header, there are several fields: 'Idents' with a list of names (M, Gemma, Annabelle, y, Claire) and checkmarks; 'Date Observed' with a date picker showing 11/27/2018; 'Period' with a dropdown menu showing 'Period 1' and 'Period 2', with a red arrow pointing to 'Period 2'; 'Title' with a text input field; and 'Description' with a text area. The 'Period' dropdown is highlighted with a blue border.

- 2) If your Period 1 Checklists are not yet finalized, please do so immediately or your students will be omitted from any Outcomes Reports that your Pre-K director may request. Currently, we have 15,622 Period 1 checklists that have not yet been finalized.
- 3) Remember to timely '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 also all available to you on this webpage.

Thank you,

Pre-K Assessment Team