



ROSTER TIPS
Tips for Entering Roster 1 Student Data

- September 9, 2022 is the count date for the first roster. The count date is the day providers verify students who are enrolled and attending class. Children whose parents have submitted enrollment paperwork but have not attended a scheduled Pre-K instructional day should not be reported on the roster.
- Enter all students enrolled in the program as of the count date. If a student withdrew from the class on or before the count date, the end date should be entered for the student.
- Any changes that occur AFTER September 9th should be reported on the next roster due in November.
- Refer to student attendance records to ensure that begin and end dates are accurate, and no students are left off the roster. This is critical because you will not be able to back date students beyond the previous roster’s count date.
- To ensure accurate data entry, use the following documentation when entering student information:

Verify student information before saving because these fields cannot be changed.

Student Information:	Documentation to use:
Last Name, First Name, Middle Name	Acceptable age documentation. Refer to section 2.1 of the <i>Pre-K Providers’ Operating Guidelines</i> for a list of acceptable age documentation.
Date of Birth	Acceptable age documentation. Refer to section 2.1 of the <i>Pre-K Providers’ Operating Guidelines</i> for a list of acceptable age documentation.
Social Security Number (SSN)	Social Security Card. If the parent chose not to submit the Social Security Card, use the <i>Student Social Security Number Information Form</i> , (Appendix B) and enter the waiver reason exactly as it appears on the form.

- Providers cannot change name, date of birth, or Social Security Number once the entry is saved. If incorrect data was entered, DO NOT delete the student and reenter the student to correct the data entry error. This will assign a second student ID number to a child with an existing number.
- To request a correction to name, date of birth or Social Security number, submit the *Pre-K Roster Correction Request Form* to panda.rosters@dec.al.ga.gov. The *Pre-K Roster Correction Request Form* is located under the Project Director Resource List at <http://www.dec.al.ga.gov/PreK/ProjectDirectors.aspx>.
- If you have questions or issues entering roster data or submitting your roster, email panda.rosters@dec.al.ga.gov. State your organization’s legal name in the body of the email.

Roster 1 must be submitted by September 16th