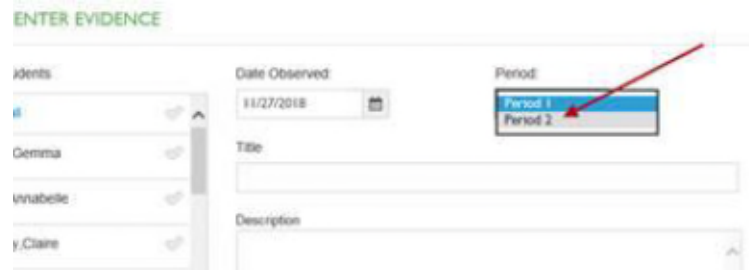


*This email contains important information for lead teachers in Georgia's Pre-K Program. If you are receiving this email and you are no longer a Pre-K lead teacher, click [here](#) to unsubscribe.*

Dear Pre-K Teacher,

See below for important WSO information and reminders.

- 1) If you have not already done so, 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.



The screenshot shows the 'ENTER EVIDENCE' form. On the left, there is a list of students: 'il', 'Gemma', 'Unnabelle', and 'y, Claire'. In the center, the 'Date Observed' is set to '11/27/2018'. On the right, the 'Period' dropdown menu is open, showing 'Period 1' and 'Period 2'. A red arrow points to 'Period 2', indicating the instruction to change the setting.

- 2) If your Period 1 Checklists are not yet finalized, please do so immediately.
- 3) Remember to 'archive' any students that disenroll from your Pre-K Program.
- 4) If 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 webpage.

Thank you,

Pre-K Assessment Team