PANDA

STUDENT DATA TRAINING DOCUMENT

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Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

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Table of Contents

When to Submit Rosters to DECAL

E-mail Notification

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) will send an e-mail notification when rosters are open for student data entry. The e-mail will provide the roster count date and due date. Providers may begin entering student data when the roster opens but cannot submit the roster until the count date.

Teacher data updates may be made at any time. For questions regarding teacher data entry, refer to the PANDA Teacher Data Training Document located on the PANDA Resources webpage at https://www.decal.ga.gov/Prek/PANDAResources.aspx

## PANDA Critical Reporting Dates

There are several ways to view the roster count and due dates.

1. The roster dates are included in the **PANDA Critical Reporting Dates** document providers read and acknowledged during the application process. To view the Panda Critical Dates document, complete the following steps:

    a. In the left-side navigation menu, select **Pre-K**.
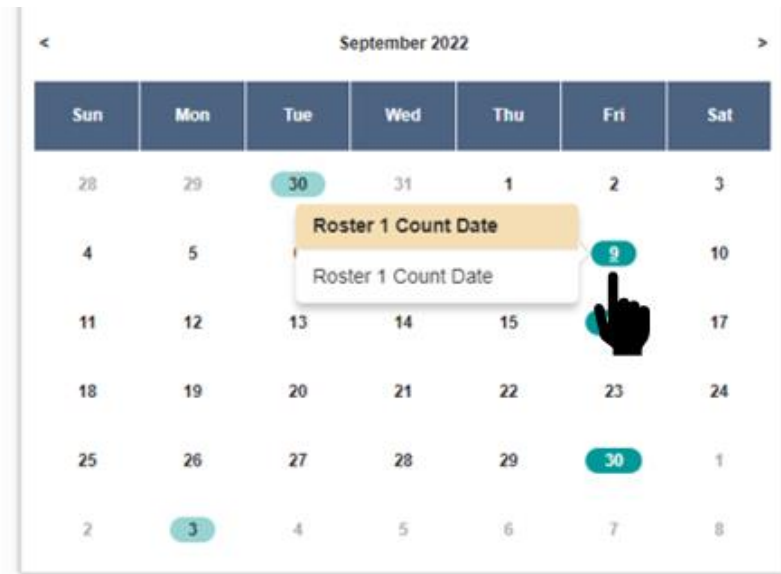
    b. Click **Enter Application**.
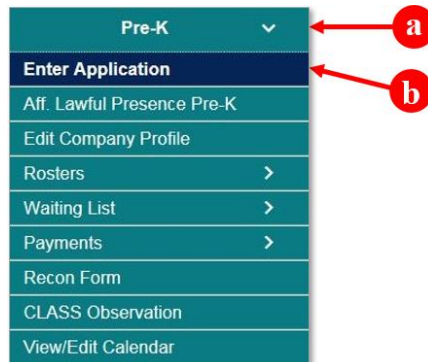
    The application opens on the **Read Me Files** tab.

    c. Click the **PANDA Critical Reporting Dates** link in the Pre-K Application Mandatory Documents section.
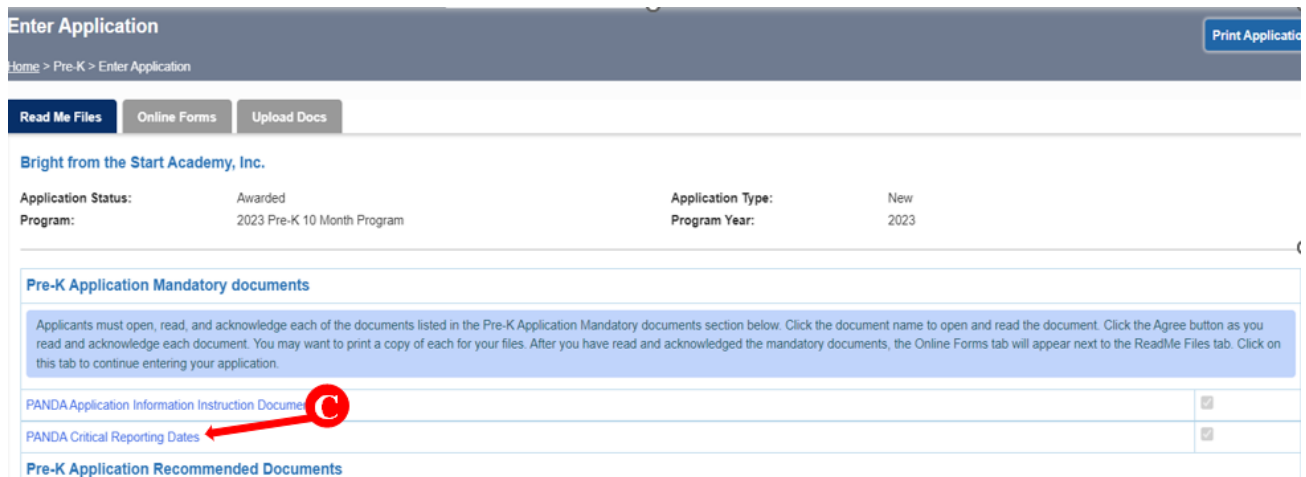
2. The calendar on the PANDA dashboard is preloaded with important Pre-K information, such as the roster count and due dates.

    a. In the lower right corner of the dashboard, hover the mouse over a highlighted day to display the details for that date.

			September 2022			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5				9	10
11	12	13	14	15		17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Roster 1 Count Date

Roster 1 Count Date

    b. To check future or past dates, click the left arrow (>) to scroll forward a month and the right arrow (<) to scroll back a month.

Reporting Students on the Roster

- Report students who have met all Georgia's Pre-K eligibility requirements and have physically attended the program at least 1 day.
- Children whose parents have submitted enrollment paperwork but have not attended a scheduled Pre-K instructional day should not be reported on the roster.
- Students who have physically attended the program but are absent on the count date should be reported on the roster.
- Student who withdrew from the class on or before the count date, the end date should be entered for the student. Any change occurring after the Count Date should be reported on the next roster due in November.

Entering Student Information

There are two ways to enter students on Roster 1:

Method 1: Manual data entry online via the **Add Student** screen. Instructions begin on page 6.

Method 2: Upload student information in bulk via the **PANDA Student Roster Template**. Instructions begin on page 12. The upload function is only available for Roster 1. Students who arrive after the upload has completed should be added manually into PANDA.

All public schools that are using Infinite Campus, PowerSchool, or Aspen should use the upload method to enter students on Roster 1.

Entering Students Manually

1. Launch PANDA and log in with your credentials.
   - For information about PANDA login accounts, refer to the PANDA Provider User Management document found on the PANDA Resources page located at http://decal.ga.gov/Prek/PANDAResources.aspx.

2. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then click on (c)**View/Edit Roster**.
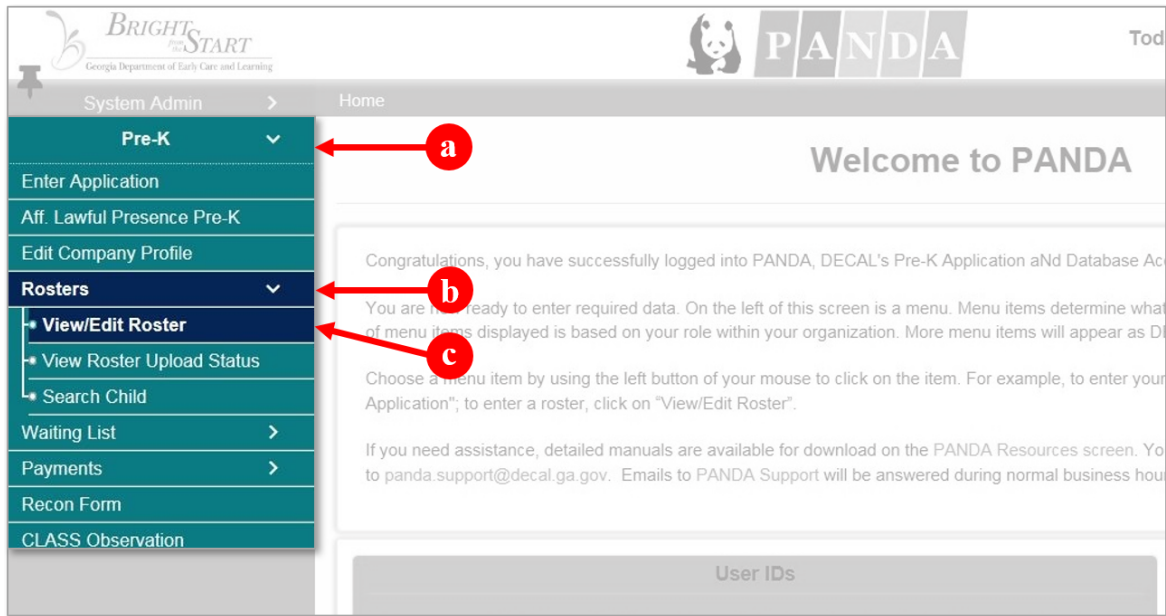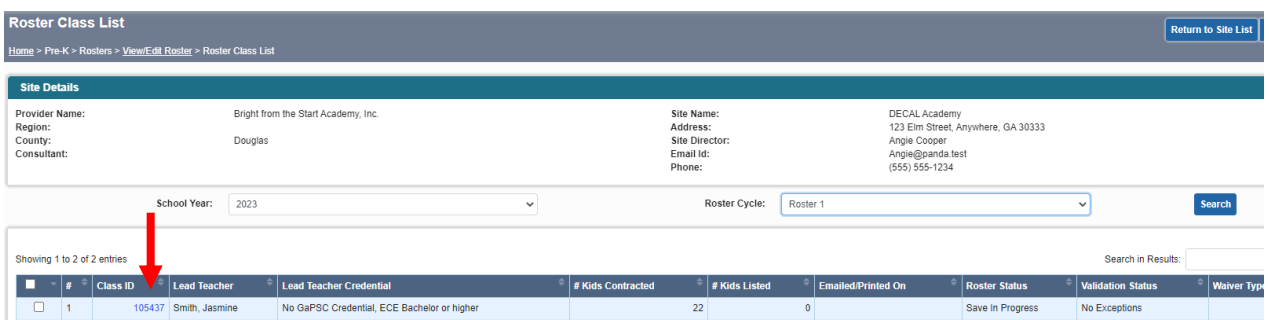
The Roster Provider Site List page opens. The Site Name column displays each Site Name as a hyperlink.

3. To choose a site, click the **Site Name**.
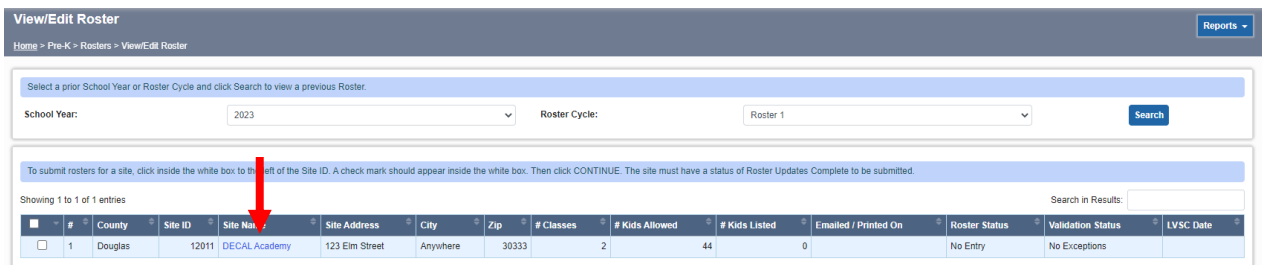
The Roster Class List displays. The Class ID column displays each Class ID as a hyperlink.

4. To choose a class, click on the desired Class ID.

5. On the roster details screen, scroll down to the **Student Information** section and click the **Add** button.

6. The **Student Information** screen displays as shown below.

7. Complete the following fields for each student who has physically attended for at least 1 day.

   NOTE: If the site offered a Rising Pre-K Summer Transition Pre-K (STP) class, the [Copy From RPK] button will display (only during Roster 1) allowing you to select a student from your STP roster. The student's data will automatically populate for you. Review/update any fields that need to be corrected and populate all remaining fields.

Field	Action Required
Ⓐ **Student Last Name**	Enter the student's Last Name **exactly** as it appears on the student's age documentation. The student's last name must have two or more letters and may include hyphens, apostrophes, and periods. Do **not** include a suffix as part of the last name.
Ⓑ **Student First Name**	Enter the student's First Name **exactly** as it appears on the student's age documentation. The first name must have at least two letters and can include two names separated by hyphens, apostrophes, spaces, or periods (e.g., Jean-Paul, Da'Shandra, or T.J.).
Ⓒ **Student Middle Name**	Enter the student's full middle name **exactly** as it appears on the student's age documentation. Hyphens, apostrophes, and periods may be included. If the student does not have a Middle Name, enter *NMN* to represent **N**o **M**iddle **N**ame. This indicates you have verified there is not a middle name listed on the student's age documentation.
Ⓓ **Suffix**	If applicable, select either Jr, II, III, IV, etc. from the drop-down.
Ⓔ **Date of Birth**	Enter the student's birthday **exactly** as it appears on the student's age documentation using the format "MM/DD/YYYY".

Field	Action Required
F **SSN**	Enter the student's Social Security number (SSN) **exactly** as it appears on a copy of the student's Social Security Card. Providers should not enter the Social Security number reported on enrollment documents. Social Security numbers are encrypted in the system to ensure data security. • Verify that each student's SSN was entered correctly. • If a parent chooses not to submit the Social Security card, providers should ask the parent to complete the *Student Social Security Number Information Form* (Appendix B).

Note (1): If the SSN is omitted, after clicking **Save**, an error message displays. Using information from the *Student Social Security Number Information Form,* select the appropriate box in the SSN Waiver Reason section.

Note (2): Providers should follow up in a timely manner with parents who selected any of the first four reasons to track their progress in obtaining a Social Security number for their child.

Note (3): To add an SSN after the student information has been saved, return to the Roster Detail screen and click on the **POPULATE SSN** link next to the desired student's name. Then enter the SSN and click **Save**. It is not necessary to close/re-enter the student in order to populate the SSN.

> ### *Important*
>
> **CORRECTING NAME, DATE OF BIRTH, AND SSN AFTER STUDENT RECORD HAS BEEN SAVED**
>
> Providers cannot change the 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 and flag the student as a duplicate. To request a correction to name, date of birth or Social Security number, submit the Pre-K Roster Correction Request Form located under the Project Director Resource List at http://www.decal.ga.gov/PreK/ProjectDirectors.aspx

Field	Action Required
Ⓖ Gender	Select the student's gender: ☐ Male ☐ Female
Ⓗ Multiple Birth	From the Multiple Birth drop-down list, select whether the student is from a single birth, twins, or a higher-order multiples (triplets or more) birth. For example, if John and Sally are twins, "2" should be selected for each of them. **Select** / **Description** **1** — If the child was born from a single birth **2** — If the child was born from a twin birth **3** — If the child was born from a triplet birth **4** — If the child was born from a quadruplet birth **5** — If the child was born from a quintuplet birth
Ⓘ Transportation	Select the student's Transportation indicator from the drop-down list. If the Center transports the child to and from Pre-K, select **Yes**. ☐ Yes ☐ No
Ⓙ Socio/Economic	Select the appropriate Socio-Economic indicator from the drop-down. ☐ Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. ☐ Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.

Important

CORRECTING TRANSPORTATION AND SOCIO/ECONOMIC
To edit these fields, click on the student's name to display the Student Information screen. Click on the **Chg Trans/Socio** button. Enter the correct values and the system will prompt you for an effective date for each field changed. **DO NOT** close and re-enter the student.
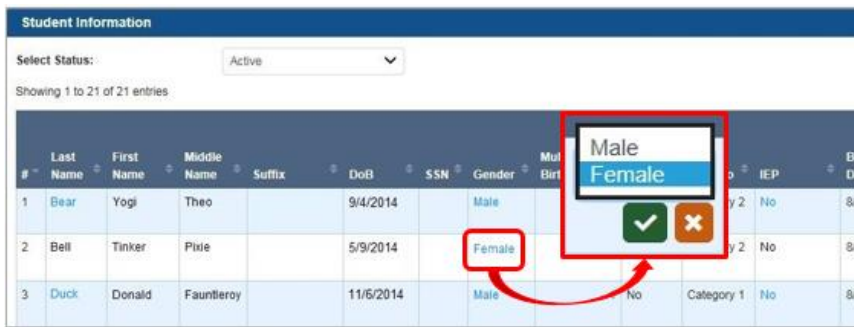
Field	Action Required
Ⓚ DLL	Select the appropriate option for the DLL (Dual Language Learner) indicator from the drop-down list: **Select** / **Description** **Yes** — If the student speaks multiple languages **No** — If the student speaks only one language
Ⓛ IEP	Select the appropriate option for the IEP (Individual Education Plan) from the drop-down list: **Select** / **Description** **Yes** — If an IEP is in place for the student **No** — If the student does not have an IEP

Field	Action Required
M **Funding**	Select the Class Funding Source from the drop-down list:

Select	Description
Blended	If the class receives both Head Start and Pre-K funding
Lottery	If the class only receives Pre-K funding

Field	Action Required
N **Ethnicity**	Select the student's ethnicity from the drop-down list: ☐ Hispanic/Latino ☐ Not Hispanic/Latino ☐ Information not provided
O **Race**	From the Race choices displayed, select all values that apply to this student: ☐ American Indian/Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ Information not provided

Important

CORRECTING GENDER, MULTIPLE BIRTHS, AND IEP

To change Gender, Multiple Birth, or IEP, click on the hyperlinked value. The field menu opens.

Select the correct value and click ✔ to save the change.

Field	Action Required
P **Parent/Guardian Last Name**	Enter the last name of the student's parent or guardian (mother preferred if available).
Q **Parent/Guardian First Name**	Enter the first name of the student's parent or guardian (mother preferred if available).
R **Relationship**	From the drop-down list, select the appropriate relationship of the parent or guardian to the student: ☐ Mother ☐ Father ☐ Grandparent ☐ Guardian
S **Begin Date in Class**	Enter the first day the student is **present** in the class using the format "MM/DD/YYYY". • The Begin Date cannot be on or prior to the count date of the previous roster.

Field	Action Required
	• For Roster 1, the Begin Date cannot be prior to August 1ˢᵗ. • The Begin Date cannot be after the count date of the current roster.
T **End Date in Class**	If applicable, enter the student's last day in the class using the format "MM/DD/YYYY". • <u>This date should only be entered if the student has un-enrolled from the class.</u> • The End Date cannot be after the count date of the current roster. • The End Date cannot be a future date.

8. Click **Save**.

9. Click the **Back** button to return to the Roster Class List or click **Add** to enter another student onto the roster.

‖

If you entered students via the online process, proceed to <u>Submitting Your Completed Roster to DECAL</u> (page 39) for instructions on how to submit your roster.

Entering Students via the Upload Process

Typically, the upload process is used by Providers with multiple sites/classes, but it can also be a time-saver for those who have only one site/class. Using the upload process has a key advantage because the files can be created outside of PANDA prior to the date Roster Cycle 1 opens for entry. DECAL recommends that (1) a separate file be created for each site within your program and (2) the separate file should include all students for all classes at that site. If you have a large number of classes at one site, consider creating a separate file for each class.

The upload process is only applicable to the <u>first</u> roster cycle of the school year. If a new student arrives after you have successfully completed the upload and on/before the count date, add the student manually using the online process described earlier in this document. It is not necessary to rerun the entire upload process again to add additional students.

> ### *Important*
>
> **All Public schools using Infinite Campus, PowerSchool, or ASPEN are expected to obtain and upload the pre-populated files available to them**. Public schools should **NOT** use the DECAL template. These pre-populated files should be obtained **prior to the Roster 1 Count Date**. If any students have left or were a no-show, be sure to close the student in Infinite Campus, PowerSchool or ASPEN **before** generating the student upload file.

The upload process consists of two steps:
1. Create student upload file(s) for each Site by using **one** of the following templates:
   * DECAL template from the agency's website (http://www.decal.ga.gov/documents/attachments/Student_Roster_Template.xls)
   * Pre-populated template from Infinite Campus
   * Pre-populated template from PowerSchool
   * Pre-populated template from ASPEN
   * Pre-populated template from ChildPlus
2. Upload the completed student roster file(s) and resolve any errors.

Regardless of which upload template is used, you will need to **verify your Site ID and Class ID values each year** because the Class ID values change each school year. This can easily be done by pulling the **Provider Site-Class List Report** using the steps listed below:

1. After selecting the View/Edit Roster menu option, click on the Reports button and select the Provider Site-Class List option from the dropdown menu.
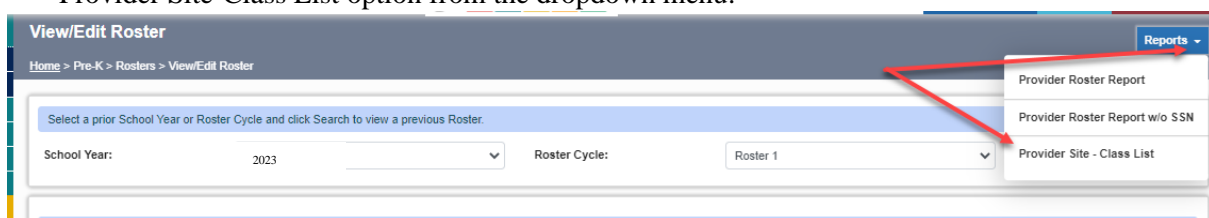
2. The report will open in a separate browser window where you can choose to 'print' the report or you can 'save' the report to a pdf file.

Separate instructions are given below based on whether you are manually populating the DECAL template or whether you are using a pre-populated template from your data vendor. The instructions are different for each method, so be sure to follow the section below that is appropriate for your specific program.

- If using the **DECAL template**, please proceed to page 14.

- If your school system uses **Infinite Campus**, please proceed to page 20.

- If your school system uses **PowerSchool**, please proceed to page 23.

- If your school system uses **ASPEN**, please proceed to page 27.

- If your program uses **ChildPlus**, please proceed to page 31.

The pre-populated templates are currently only applicable to public schools who use Infinite Campus, PowerSchool, or ASPEN as their data vendor, and to programs that use ChildPlus.

Creating an Upload File Using the DECAL Template

1. On the Panda home page, scroll down to the **Panda Resources** section and click on **Click here**.

2. Select the **PANDA Student Roster Template** option from the Document List.

   (a) Save the .xls file to a folder on your computer.

   (b) **You will need to download the current template at the beginning of each school year**.

3. Double-click on the .xls file you just saved, which will launch Microsoft Excel.

4. Follow the instructions shown in the header rows highlighted in red and begin entering your data on line 8 of the excel worksheet.
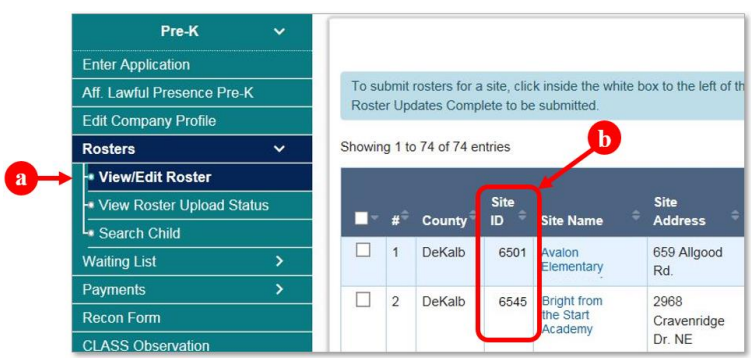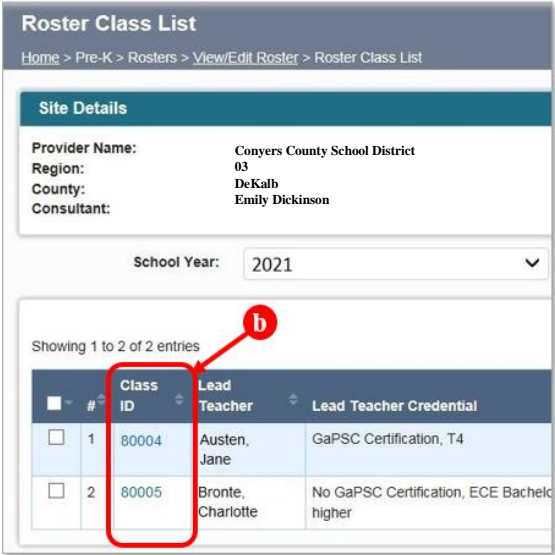
> *Important*
>
> If you are populating the template in advance of the school year with students chosen in the lottery, remember you **must** remove any students who were no-shows prior to uploading your file to PANDA. When uploaded, the file should **only** include students who were physically in attendance for 1 day or more.

As you tab through each column, a popup will be displayed clarifying what each column represents. Where applicable, a dropdown has been added for a column if there is a restricted list of valid values allowed.

The columns included in the template are listed below:

Column – Field	Action Required
A – Site ID	Enter the Site ID for the class you are uploading. (a) To verify your Site ID, go to Panda and click on **Pre-K**, **Rosters**, and then **View/Edit Roster.** (b) On the Provider Site List page displayed, scroll to your County/Site Name to locate the Site ID.

Column – Field	Action Required
B – Class #	Enter the Class ID. (a) To determine your Class ID, click on your Site Name. (b) The Class List page displays the Class IDs for each class at that Site.
C – Student Last name	Enter the student's Last Name **exactly** <u>as it appears on the student's age documentation</u>. The student's last name must have two or more letters and may include hyphens, apostrophes, and periods. Do not include a suffix as part of the last name (e.g., D'Angelo, Smith-Kline, or St. Claire).
D – Student First name	Enter the student's First Name **exactly** <u>as it appears on the student's age documentation</u>. The student's first name must have at least two letters. The first name can include two names separated by hyphens, apostrophes, spaces, or periods (e.g., Jean-Paul, Da'Shandra, or T.J.).
E – Student SSN	Enter the student's SSN (Social Security Number) using the format "123456789" without dashes. It will be encrypted in the system to ensure data security. • **If the SSN has a leading zero, you will need to precede the value entered with an apostrophe (i.e., '012345678). Otherwise, Excel will drop the leading zero(es) and the record will be flagged as an error in the upload for being less than 9 digits.** • Please verify that each student's SSN was entered correctly. • If a parent chooses not to submit the Social Security card, providers should ask the parent to complete the *Student Social Security Number Information Form* (Appendix B). **Note**: If you are a public school district and have already assigned a '999' pseudo-social, leave this field blank and be sure to populate the waiver information into Columns S and T.
F – Student Gender	Select the student's gender from the dropdown: ☐ M = Male ☐ F = Female
G – Student DOB	Enter the student's Date of Birth **exactly** <u>as it appears on the student's age documentation</u> using the format "MM/DD/YYYY".

Column – Field	Action Required
H – Birth Indicator	From the Multiple Birth drop-down list, select whether the student is from a single birth, twins, or a higher-order multiples (triplets or more) birth. For example, if John and Sally are twins, both would have "*2*" selected for Multiple Birth. **Select** / **Description** **1** — If the child was born from a single birth **2** — If the child was born from a twin birth **3** — If the child was born from a triplet birth **4** — If the child was born from a quadruplet birth **5** — If the child was born from a quintuplet birth
I – Socio/Economic	Select the appropriate Socio-Economic indicator from the drop-down. ☐ Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. ☐ Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.
J – Transportation	Select the student's Transportation indicator from the drop-down list. If the Center transports the child to and from Pre-K, select **Yes**. ☐ Yes ☐ No
K – Ethnicity	Select the student's ethnicity from the drop-down: ☐ Hispanic/Latino ☐ Not Hispanic/Latino
L – Dual Language Learner Indicator	Select the appropriate option from the DLL (Dual Language Learner) indicator from the drop-down list: **Select** / **Description** **Yes** — If the student speaks multiple languages **No** — If the student speaks only one language
M – IEP	Select the appropriate option for the IEP (Individual Education Plan) from the drop-down list: **Select** / **Description** **Yes** — If an IEP is in place for the student **No** — If the student does not have an IEP
N – Funding	Select the Class Funding Source from the drop-down list: **Select** / **Description** **Blended** — If the class receives both Head Start and Pre-K funding **Lottery** — If the class only receives Pre-K funding
O – Begin Date	Enter the student's first day in the Pre-K class using the format "MM/DD/YYYY".

Column – Field	Action Required
	• The Begin Date cannot be on or prior to the count date of the previous Roster. • For Roster 1, the Begin Date cannot be prior to August 1st. • The Begin Date cannot be after the Count Date of the current roster.
P – End Date	If applicable, enter the student's last day in the Pre-K class using the format "MM/DD/YYYY". • This date should only be entered if the student has un-enrolled from the class. • The End Date cannot be after the count date of the current roster. • The End Date cannot be a future date.
Q – Middle Name	Enter the student's full middle name **exactly** as it appears on the student's age documentation. Hyphens, apostrophes, and periods may be included. If the student does not have a Middle Name, enter *NMN* to represent **N**o **M**iddle **N**ame. This indicates you have verified there is not a middle name listed on the student's age documentation.
R – Name Suffix	If applicable, select the appropriate Jr, II, III, IV, etc. value from the drop-down list.
S – Waiver Reason Code	If the Student's SSN was not provided, enter the Waiver Reason Code (e.g., 1, 2, 3 …) that corresponds with the reason selected by the Parent on the *Student Social Security Number Information Form*. <table><tr><th>Select</th><th>Description</th></tr><tr><td>1</td><td>I need help in obtaining an SSN.</td></tr><tr><td>2</td><td>I need help replacing a lost SSN.</td></tr><tr><td>3</td><td>I am awaiting a replacement SSN and will provide when it arrives.</td></tr><tr><td>4</td><td>I forgot to bring the SSN and will provide within 30 days.</td></tr><tr><td>5</td><td>I choose not to provide the SSN because ….</td></tr></table>
T – Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the written reason provided by the Parent on the *Student Social Security Number Information Form*. **Note**: Do not enter any commas into this field.
U – American Indian or Alaskan Native	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of American Indian/Alaskan Native is applicable to this student.
V – Asian	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Asian is applicable to this student.
W – Black or African American	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Black or African American is applicable to this student.
X – Native Hawaiian or Other Pacific Islander	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Native Hawaiian or Other Pacific Islander is applicable to this student.
Y – White	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of White is applicable to this student.

> **Important**
>
> For each student entered, select **Y** for at least one of the race values located in columns U-Y. Should it be necessary, you may indicate **Y** for as many races as are applicable for the student.

Column – Field	Action Required
Z – GTID	Leave Column Z blank. **Do not** manually enter the student's 10 digit GTID. This field is only included in the template so that the file format will match the pre-populated files generated by Infinite Campus, Pearson PowerSchool, or ASPEN.
AA – Parent/ Guardian First Name	Enter the first name of the student's parent or guardian (mother preferred if available).
AB – Parent/ Guardian Last Name	Enter the last name of the student's parent or guardian (mother preferred if available).
AC – Relationship	From the drop-down list, select the appropriate relationship of the parent or guardian to the student: ☐ Mother ☐ Father ☐ Grandparent ☐ Guardian

5. Repeat step 4 for each student until all students for the respective Site have been entered.

   Note: You can edit your .xls file as many times as needed.

6. Once your entry of the student data is complete/accurate, follow the instructions included at the top of the DECAL template to delete the red and yellow highlighted rows so that your first student becomes the first row in the file.

7. Follow the steps below to save your file in both the XLS and CSV (Comma delimited) format.

Step	Action Required
(a)	Click **File**> **Save As**> **Save as Type**> **Excel 97-2003 Workbook (*.xls)** or **Excel Workbook (*.xlsx)**.
(b)	In the **File name** field, enter the roster file name using the suggested naming convention <*schoolname*>_StudentRoster_<*mmddyyyy*>.xls. Example: *Idlewood_StudentRoster_08142015.xls* as the file name.
(c)	Click **Save**.
(d)	Click **File**> **Save As**> **Save as Type**> **CSV (Comma Delimited) (*.csv)**.
(e)	In the **File name** field, enter the roster file name using the suggested naming convention <*schoolname*>_StudentRoster_<*mmddyyyy*>.csv. Example: *Idlewood_StudentRoster_08142015.csv* as the file name.
(f)	Click **Save**.
(g)	If you receive a message indicating the file may contain features that are not compatible with the CSV format, click **Yes**.

Important

Each time you modify the .xls file, you need to repeat Step **7** and resave the file to BOTH the .xls and the .csv formats to keep them in sync. Use the .xls version for editing and the .csv version for uploading. If you edit the .csv file, it will drop the column attributes defined in the .xls template (e.g., the leading zeroes will be dropped from the SSN). This will result in formatting errors the next time you try to upload the .csv file.

If you used the DECAL template, you can now skip to section – – for instructions on how to upload your .csv file.

Creating an Upload File Using the Pre-Populated LSS File from Infinite Campus

1. In Infinite Campus, navigate to **System Administration > Resources > School.** Select the appropriate School and enter the Site ID.

To verify your Site ID, go to Panda and do the following:

    (a) Click on **Pre-K**, **Rosters**, and then **View/Edit Roster.**

    (b) On the Provider Site List displayed, scroll to your County/Site Name to locate your Site ID.

2. Enter the Panda Class ID on the Section of the Course you will be reporting. Navigate to **Search** > C**ourse/Section** > **Enter course name or number** > **Select the section**. *Bright from the Start Panda Class # is on the Section tab.*

To determine your Class ID, do the following on the View/Edit Roster page:

- Click on your **Site Name**.

- The Class List page displays the Class IDs for each class at that Site.

Note: You will need to verify your Class ID values each year, as the Class ID values change each school year.

3. Populate the specific Pre-K fields listed below into Infinite Campus for each student by navigating to **Student Info** > **General** > **BFTS Data**:

> *Important*
>
> **Enter this data directly into Infinite Campus instead of attempting to edit the extracted csv file.**

Column – Field	Action Required
Birth Indicator	If the child is from a single birth, twin, or higher-order multiple birth, enter the total number of children from the pregnancy as the Multiple Birth value. | Select	Description | |---|---| | 1 | If the child was born from a single birth | | 2 | If the child was born from a twin birth | | 3 | If the child was born from a triplet birth | | 4 | If the child was born from a quadruplet birth |
Socio/Economic	Select the appropriate Socio-Economic indicator from the drop-down. ☐ Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. ☐ Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.
Transportation	If the center transports the student to and from Pre-K, select **Yes** from the Transportation drop-down list. If the student is not transported by the Center, select **No**.
Funding	Verify that the Class Funding Source displayed is correct and edit this field if needed. | Select	Description | |---|---| | **Blended** | If the class receives both Head Start and Pre-K funding | | **Lottery** | If the class only receives Pre-K funding |
Waiver Reason Code	If the Student's SSN was not provided, indicated in Infinite Campus by a '999' social, enter the Waiver Reason Code (e.g., 1, 2, 3 …) that corresponds with the reason selected by the parent on the *Student Social Security Number Information Form*. | Select	Description | |---|---| | 1 | I need help in obtaining an SSN. | | 2 | I need help replacing a lost SSN. | | 3 | I am awaiting a replacement SSN and will provide when it arrives. | | 4 | I forgot to bring the SSN and will provide within 30 days. | | 5 | I choose not to provide the SSN because …. |
Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the written reason provided by the parent on the *Student Social Security Number Information Form*.

4. Repeat step 3 for each Pre-K student in attendance.

5. Once you have completed populating the Pre-K fields for each student, proceed to download the Bright from the Start extract for each of your Pre-K sites.

   • Navigate to **GA State Reporting** > **Bright from the Start Extract**.

   • Select the desired school(s) and click **Download**.

6. Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.**csv***

   DO NOT open the file in Excel prior to saving it to your computer.

7. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID. Then exit Excel **without** saving.

   • **ONLY VIEW THE FILE IN EXCEL**.

   • **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.

Important

If the Pre-K specific data fields outlined above were NOT entered into Infinite Campus, you will need to go back and complete steps **1-4**. It is preferred that the Pre-K data be entered into Infinite Campus rather than manually entering it into the extracted files.

X **DO NOT edit the saved .csv files.**

✓ **If any mistakes are found in the .csv files, do the following:**
   ❶ **Go back to Infinite Campus and correct the data entry(s) (steps 3 and 4)**
   ❷ **Generate a new extract file (steps 5 and 6)**

---

8. Once your data is accurate and complete, you are ready to upload the file(s) to PANDA. Proceed to the section – .

   Note: Because the prepopulated files from LSS are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File Using the Pre-Populated LSS File from PowerSchool

1. Provide the PowerSchool Administrator for your district with the PANDA Site IDs for your District. They will need to setup the sites on the District page in PowerSchool before the Early Care and Learning Pre-K Extract Report (i.e., your pre-populated roster files) can be generated.

    a) To verify your Site ID, go to Panda and click on **Pre-K**, **Rosters**, and then **View/Edit Roster.**
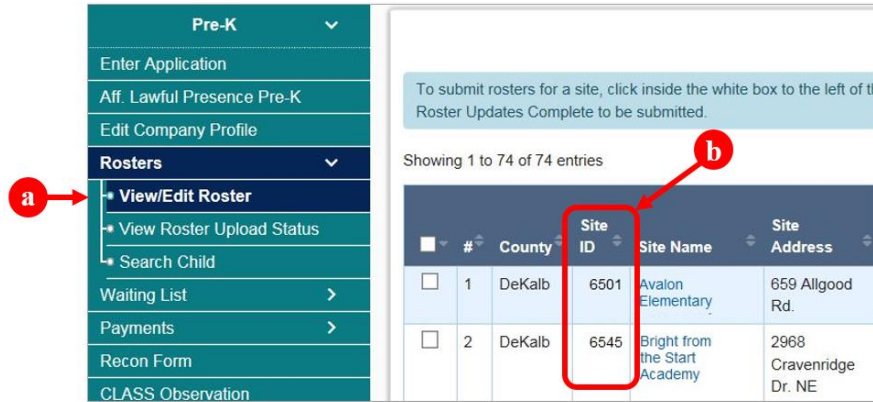
    b) On the Provider Site List displayed, scroll to your County/Site Name to locate your Site ID.

2. Ask the PowerSchool Administrator to ensure that your PowerSchool login has 'edit' access, enabling you to enter the Pre-K specific fields detailed below for each of your Pre-K students. This data should be entered into PowerSchool **BEFORE** the pre-populated files are generated.

> *Important*
>
> If a Data Entry Clerk will be responsible for entering the Pre-K student data into PowerSchool, provide them the *Roster Information Form* (Appendix D) for each student. **Enter this data directly into PowerSchool rather than attempting to edit the csv files**.

> ⚠️
>
> A parent may provide the student's Social Security Number (SSN) on the *Roster Information Form* even though they may not have previously provided it on any other school forms. If the SSN is present on the Pre-K form, verify that it has been entered into PowerSchool.

3. Populate the specific Pre-K fields listed below into PowerSchool for each student:

Field	Action Required
Panda Class ID	Enter the PANDA Class ID. (a) Go to Panda and click on **Pre-K**, **Rosters**, and then **View/Edit Roster.** (b) To determine your Class ID, click on your Site Name. (c) The Class List Page displays the Class IDs for each class at that Site. Showing 1 to 2 of 2 entries <table><tr><th>■▾</th><th>#</th><th>Class ID</th><th>Lead Teacher</th><th>Lead Teacher Credential</th></tr><tr><td>☐</td><td>1</td><td>80004</td><td>Austen, Jane</td><td>GaPSC Certification, T4</td></tr><tr><td>☐</td><td>2</td><td>80005</td><td>Bronte, Charlotte</td><td>No GaPSC Certification, ECE Bachelor or higher</td></tr></table> **Note:** You will need to verify your Class ID values each year, as **the Class ID values change each school year**.
Pre-K Program Code	Select the appropriate Pre-K Program Code from the dropdown. This represents what is known as the Class Funding **Source** in PANDA. <table><tr><th>Select</th><th>Description</th></tr><tr><td>**Blended**</td><td>If the class receives both Head Start and Pre-K funding</td></tr><tr><td>**Lottery**</td><td>If the class only receives Pre-K funding</td></tr></table>
Multiple Birth Value	If the child is from a single birth, twin, or higher-order multiple birth, select the number of children from the Multiple Birth drop-down list. <table><tr><th>Select</th><th>Description</th></tr><tr><td>1</td><td>If the child was born from a single birth</td></tr><tr><td>2</td><td>If the child was born from a twin birth</td></tr><tr><td>3</td><td>If the child was born from a triplet birth</td></tr><tr><td>4</td><td>If the child was born from a quadruplet birth</td></tr></table>
Dual Language Learner	Check the Dual Language Learner checkbox if English is not the student's primary language; otherwise, leave the checkbox 'blank'.
Socio Economic Indicator	Select the appropriate Socio-Economic indicator from the drop-down. ☐ Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. ☐ Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.
Transportation will be provided	Check the Transportation checkbox if the program transports the student to and from Pre-K. If transportation is not provided, leave the checkbox 'blank'.

Field	Action Required
Waiver Reason Code	If the Student's SSN was not provided, indicated in PowerSchool by a '999' social, select the Waiver Reason Code (e.g., 1, 2, 3 …) that corresponds with the reason selected by the parent on the *Student Social Security Number Information Form*:
Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten reason given by the parent on the *Student Social Security Number Information Form*.

Select	Description
1	I need help in obtaining an SSN.
2	I need help replacing a lost SSN.
3	I am awaiting a replacement SSN and will provide when it arrives.
4	I forgot to bring the SSN and will provide within 30 days.
5	I choose not to provide the SSN because ….

4. Repeat step **3** for each Pre-K student in attendance.

5. From the report's menu available in PowerSchool, request the Early Care and Learning PK Extract Report for each of your Pre-K sites.

    a) Contact your PowerSchool Administrator if you need assistance.

    b) Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.**csv*** as the file name.

    DO NOT open the file in Excel prior to saving it to your computer.

6. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID. Then exit Excel **without** saving.

    a) **ONLY VIEW THE FILE IN EXCEL**.

    b) **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.

Important

If the Pre-K specific data fields outlined above were NOT entered into PowerSchool, you will need to go back and complete steps **2-4**. All Pre-K data must be entered into PowerSchool rather than manually entering the data into the extracted files.

X **DO NOT** edit the saved .csv files.

✔ **If any mistakes are found in the .csv files, do the following:**
   ❶ **Go back to PowerSchool and correct the data entry(s) (steps 3 and 4)**
   ❷ **Generate a new extract file (steps 5 and 6)**

---

7. Once your files are accurate and complete, you are ready to upload them to PANDA. Proceed to the next section – <u>Upload Your Completed Student Roster Files</u> (page 35).

   Note: Because the prepopulated files from LSS are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File Using the Pre-Populated LSS File from ASPEN

1. Work with your ASPEN district coordinator to ensure the State Codes have been updated in the Person Relationship Codes Table. The only acceptable values that can be reported in the PANDA Export are: Mother, Father, Grandparent, and Guardian. Assign these state codes to the appropriate values in the State Code column in the below reference table.
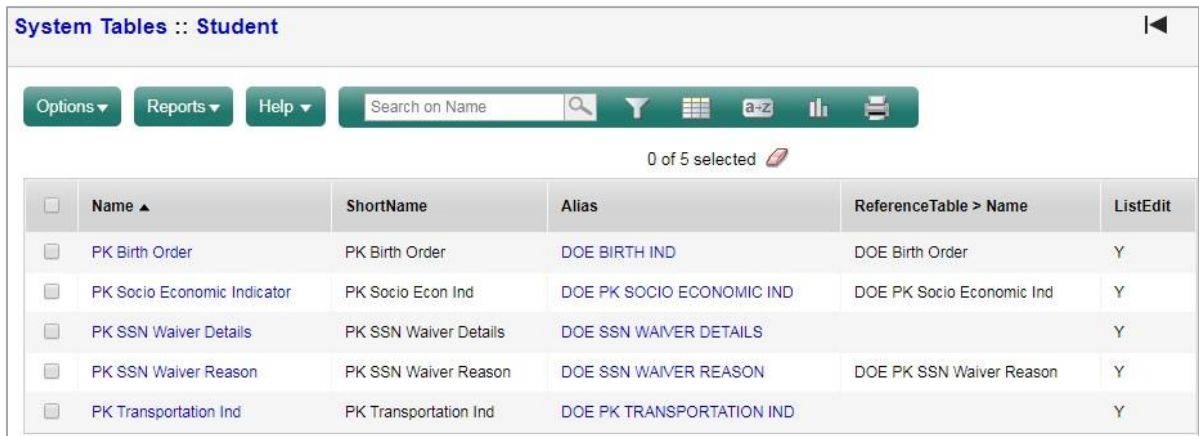
2. Have your ASPEN district coordinator ensure that the School table has the correct PANDA Site Id values and that the Schedule Master table has the correct PANDA Class ID values for our location. The Site IDs remain the same each year. **Please note that new Class IDs are assigned each year.**

The Site ID and Class ID values can be found in PANDA on the View/Edit Roster screens as shown below:

Value	Action Required in PANDA
Site ID	(a) Click on **Pre-K**, **Rosters**, and then **View/Edit Roster.** (b) On the Provider Site List page displayed, scroll to your County/Site Name to locate the Site ID.

Value	Action Required in PANDA
Class ID	(a) On the View/Edit Roster page, click on your Site Name. (b) The Class List page displays the Class IDs for each class at that Site.

3. Populate the specific Pre-K fields listed below into ASPEN for each student.

All of the data fields have been created with List Edit ability, so users can easily update the student data using list view if desired.

Column – Field	Action Required
Birth Indicator	If the child is from a single birth, twin, or higher-order multiple birth, enter the total number of children from the pregnancy as the Multiple Birth value. <table><tr><th>Select</th><th>Description</th></tr><tr><td>1</td><td>If the child was born from a single birth</td></tr><tr><td>2</td><td>If the child was born from a twin birth</td></tr><tr><td>3</td><td>If the child was born from a triplet birth</td></tr><tr><td>4</td><td>If the child was born from a quadruplet birth</td></tr></table>
Socio/Economic	Select the appropriate Socio-Economic indicator from the drop-down. ☐ Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy

Column – Field	Action Required
	Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. ☐ Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.
Transportation	If the center transports the student to and from Pre-K, select **Yes** from the Transportation drop-down list. If the student is not transported by the Center, select **No**.
Funding	Verify that the Class Funding Source displayed is correct and edit this field if needed. | Select	Description
Blended	If the class receives both Head Start and Pre-K funding
Lottery	If the class only receives Pre-K funding	
Waiver Reason Code	If the Student's SSN was not provided, indicated in ASPEN by a '999' social, enter the Waiver Reason Code (e.g., 1, 2, 3 …) that corresponds with the reason selected by the Parent on the Social Security Number Information Form. | Select	Description
1	I need help in obtaining an SSN.
2	I need help replacing a lost SSN.
3	I am awaiting a replacement SSN and will provide when it arrives.
4	I forgot to bring the SSN and will provide within 30 days.
5	I choose not to provide the SSN because ….	
Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten reason given by the Parent on the Social Security Number Information Form.

4. Repeat step 3 for each Pre-K student in attendance.

⚠️

Be sure to flag only the homeroom class in the Student Schedule table in ASPEN for each child. Otherwise this will cause duplicates in the csv file and we need to ensure each child has only 1 record in the file.

5. Once you have completed populating the Pre-K fields for each student, proceed to download the GA PANDA Roster Export. We recommend pulling a separate export for each Site within your district.

6. Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.**csv***

    DO NOT open the file in Excel prior to saving it to your computer.

7. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID. Then exit Excel **without** saving.

- **ONLY VIEW THE FILE IN EXCEL**.

- **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.

Important

If the Pre-K specific data fields outlined above were NOT entered into ASPEN, you will need to go back and complete steps 3 and 4. It is preferred that the Pre-K data be entered into ASPEN directly rather than manually entering the data into the extracted files.

X **DO NOT** edit the saved .csv files.

✓ **If any mistakes are found in the .csv files, do the following:**
  ❶ **Go back to ASPEN and correct the data entry(s) (steps 3 and 4)**
  ❷ **Generate a new extract file (steps 5 and 6)**

8. Once your data is accurate and complete, you are ready to upload the file(s) to PANDA. Proceed to the section – Uploading Your Completed Student Roster Files (page 35).

Note: Because the prepopulated files from ASPEN are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File from ChildPlus

1. In ChildPlus, navigate to **Reports > Enrollment.** Scroll down and select the DECAL Custom Enrollment Report, which is Report #2101Z.
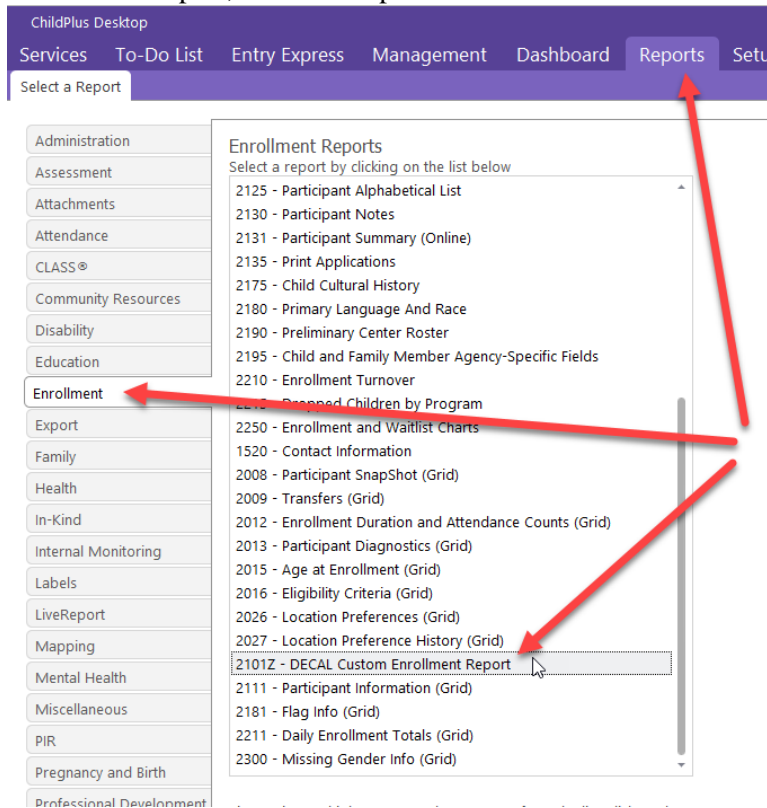
2. Using the dropdown arrows, select the Program Term value of 'Georgia Pre-K' for the current school year, then select the appropriate Agency/Site/Classroom combination for the file(s) you wish to create.
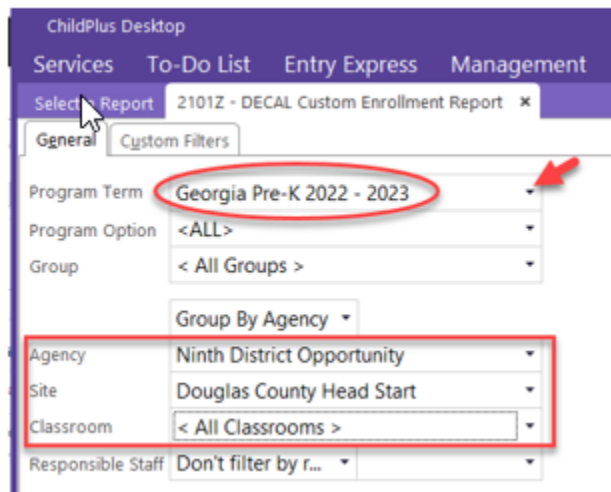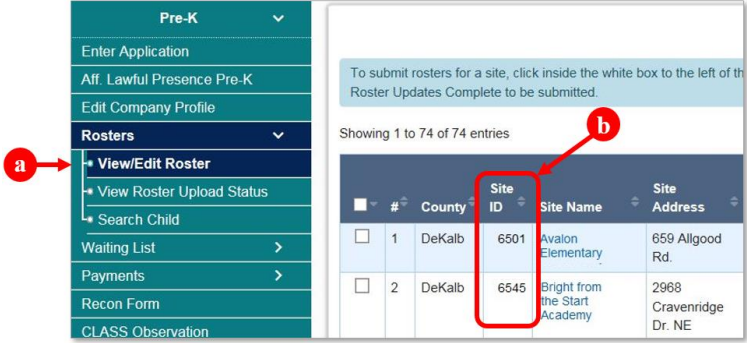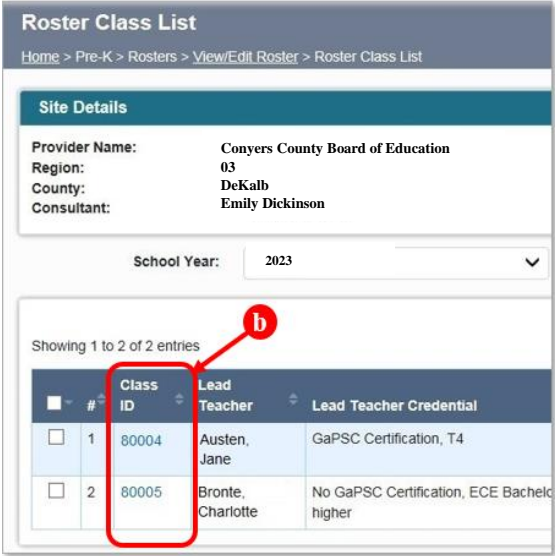

3. Click on 'Export' and save the file to your computer, being sure to save as type 'Excel Spreadsheet – Data Only(*.xlsx)'. We recommend that you include the Site Name in the filename
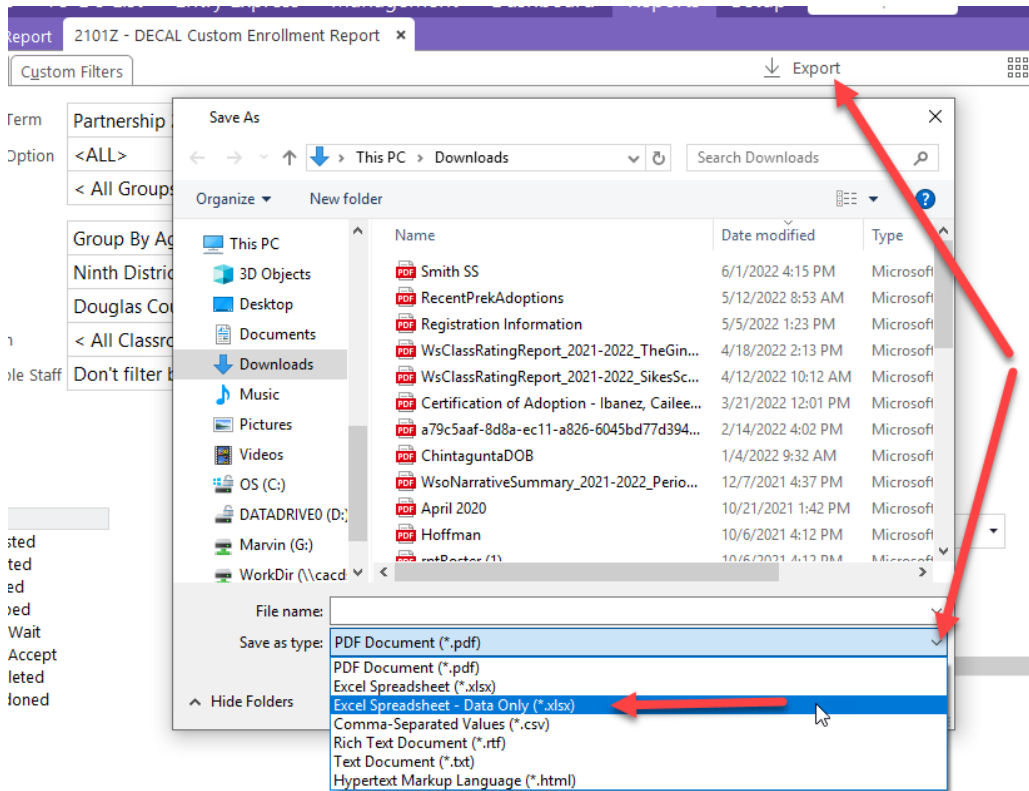
4. Once the Export has completed, select the 'Open the File' option, as you will need to edit the file in Excel to populate the Pre-K specific fields listed below for each student, since these fields are not stored in ChildPlus.

Column – Field	Action Required
A – Site ID	Enter the Site ID for the class you are uploading. (c) To verify your Site ID, go to Panda and click on **Pre-K**, **Rosters**, and then **View/Edit Roster.** (d) On the Provider Site List page displayed, scroll to your County/Site Name to locate the Site ID.

Column – Field	Action Required
B – Class #	Enter the Class ID. (c) To determine your Class ID, click on your Site Name. (d) The Class List page displays the Class IDs for each class at that Site.

Birth Indicator	If the child is from a single birth, twin, or higher-order multiple birth, enter the total number of children from the pregnancy as the Multiple Birth value. {table below}

Select	Description
1	If the child was born from a single birth
2	If the child was born from a twin birth
3	If the child was born from a triplet birth
4	If the child was born from a quadruplet birth

Socio/Economic	☐ Enter 'Category 1' if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. ☐ Enter 'Category 2' if the child does not meet the requirements for Category 1 eligibility.

Dual Language Learner Indicator	Enter 'Yes' or 'Y' if English is not the student's primary language; otherwise, enter 'No' or 'N'.
Funding	☐ Enter 'Blended' if the class receives both Head Start and Georgia's Pre-K funding. ☐ Enter 'Lottery' if the class only receives Pre-K funding.
Waiver Reason Code	If the Student's SSN was not provided, enter the Waiver Reason Code (e.g., 1, 2, 3 …) that corresponds with the reason selected by the parent on the *Student Social Security Number Information Form*. <table><tr><th>Select</th><th>Description</th></tr><tr><td>1</td><td>I need help in obtaining an SSN.</td></tr><tr><td>2</td><td>I need help replacing a lost SSN.</td></tr><tr><td>3</td><td>I am awaiting a replacement SSN and will provide when it arrives.</td></tr><tr><td>4</td><td>I forgot to bring the SSN and will provide within 30 days.</td></tr><tr><td>5</td><td>I choose not to provide the SSN because ….</td></tr></table>
Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten reason given by the parent on the *Student Social Security Number Information Form*.

5. Repeat Step 4 for each student until all students for the respective Site/Class(es) have been populated.

6. Follow the steps below to save your file in both the XLS and CSV (Comma delimited) format.

Step	Action Required
(h)	Click **File**> **Save As**> **Save as Type**> **Excel 97-2003 Workbook (*.xls)** or **Excel Workbook (*.xlsx)**.
(i)	In the **File name** field, enter the roster file name using the suggested naming convention *<schoolname>*_StudentRoster_*<mmddyyyy>*.xls. Example: *Idlewood_StudentRoster_08142015.xls* as the file name.
(j)	Click **Save**.
(k)	Click **File**> **Save As**> **Save as Type**> **CSV (Comma Delimited) (*.csv)**.
(l)	In the **File name** field, enter the roster file name using the suggested naming convention *<schoolname>*_StudentRoster_*<mmddyyyy>*.csv. Example: *Idlewood_StudentRoster_08142015.csv* as the file name.
(m)	Click **Save**.
(n)	If you receive a message indicating the file may contain features that are not compatible with the CSV format, click **Yes**.

Important

Each time you modify the .xls file, you need to repeat Step 6 and resave the file to BOTH the .xls and the .csv formats to keep them in sync. Use the .xls version for editing and the .csv version for uploading. If you edit the .csv file, it will drop the column attributes defined in the .xls template (e.g., the leading zeroes will be dropped from the SSN). This will result in formatting errors the next time you try to upload the .csv file.

Uploading Your Completed Student Roster Files

When your upload file(s) are ready, complete the following steps to upload your student roster data.

1. On PANDA's main menu, click Pre-K, Rosters, and then the **View Roster Upload Status**. The View Upload Status window displays.

2. Click **Upload**.

3. On the **Upload File** window, click on **Choose File** or enter the full path to the desired roster .csv file.

4. Click **Upload**.
   - If the specified file was successfully retrieved, PANDA displays a message on the screen that the uploaded file was accepted for processing.
   - If the file was not found or was not a .csv file, an error message will display.

5. Click **Back** to return to the **View Upload Status** screen where you can monitor the progress of the upload by clicking **Search / Refresh**. You will receive e-mails from PANDA confirming when a file is received, if an error occurred, or if records were successfully loaded to the roster.

Please note that if the number of students loaded to the roster is less than the number of students in the upload file, then it means one or more students were flagged to the Student Exceptions screen. Refer to the next section of this document regarding how to resolve exception so that all students will pass on through the process and load to your roster.

View Roster Upload Status and Resolve Upload Exceptions

> **Important**
>
> After you upload your roster files to DECAL, you must check the upload status and resolve any data errors. **Failure to resolve the student exceptions will prevent all students from loading to the roster. DO NOT ignore errors or attempt to manually add the missing students.**

To check the status of your upload and resolve potential errors, complete the following steps:

1. On the View Roster Upload Status page, click the **Search / Refresh** button to view the student file upload status.

The status for all files loaded thus far during Roster 1 of the current school year will display.

2. Continue to click on the **Search/Refresh** button to refresh the information displayed until the file being loaded has completed the validation/upload process.

3. The following table describes the possible status values that may be received during the upload process:

Upload Status	Description
File Received For Validation	This indicates the file was successfully located and the validation process has started.
Total No. of Fields in one or all rows in incorrect	This indicates there is a problem with the file layout itself on one or more rows in the file. Typical reasons a file layout error occurs include: • An empty file was uploaded. • Records in the file have too many columns or not enough columns. Each row should only contain 26 columns.
Invalid Site/Class Combination	This indicates that one or more records in the file contains an invalid Site ID or Class ID. **Note:** *The upload process will stop if even just one invalid record is found. You will need to correct your file and upload again.*
Validation In Progress	The roster file that you uploaded has passed the file layout validations and the record is being validated against the data edits for each individual field on the record.

Upload Status	Description
Upload Exception	PANDA found invalid values on one or more student records. **Note:** *All valid records will load to the roster, but you will need to correct the records that have exceptions in order for them to load. The correction process is described starting on step 4.*
Validated	The roster validation of each individual field for each student is complete and no errors were found.
Save In Progress	After the roster has been successfully validated and the records have loaded to the database, its status changes to **Save In Progress**. The roster is ready to be reviewed and marked as 'Roster Updates Complete'.

4. If you received the **Upload Exception** error, click on the yellow **Select** box ■ next to the File ID to display the **Error Report** screen. Each student that was flagged with an error will be listed.

5. Select a student record by clicking the yellow **Select** box ■ next to the student's name.

6. The **Student Error Correction** screen displays showing the specific field (s) that contain invalid information.

Note: If you have a small number of students with errors, it will be easier to correct them on the Student Error Correction screen. However, if most of your records have errors, you may find it easier to update your file and perform the upload steps again.

7. Review the student's record and enter your corrections in the **Correct Information** column.

8. Click the [Save] button to save your changes for the student.

9. Click [Back] to return to the **Student Error** report. The corrected student record is no longer listed on the report and the Number of Error Records is reduced by one.

10. Repeat steps **5-8** for each student listed on the **Error Report** screen. When you are finished, return to the **View Upload Status** screen.

11. Click the [Search / Refresh] button. The upload file status should now show **Save In Progress**, and you are ready to review your roster to confirm all data shown is correct. Once all classes are complete and the Count Date has arrived, you are ready to click on **Roster Updates Complete** and submit your roster for each Site by following the instructions on the next page.

> *Important*

Once you have **successfully** uploaded your students, **DO NOT** upload the file again for the same class or it will wipe out the students already loaded.

NOTE 1: If a new student arrives **after** you have completed the roster upload process and **on/before** the Count Date, simply add this student to your roster manually.

NOTE 2: If your upload file contains multiple classes and all have loaded successfully except one class, we can assist you with splitting that one class to its own upload file so that you are not continually dropping/reprocessing all classes every time. For assistance with roster upload questions, email panda.rosters@decal.ga.gov.

Submitting Your Completed Roster to DECAL

1. When you have entered/verified all of the teacher and student data on your roster(s), click the **Roster Updates Complete** button located at the bottom of the Roster Details page.

   Note: If there are any errors, a message will appear at the top of the screen. The roster status will not change to **Roster Updates Complete** until the error(s) has been resolved. Note that in some browsers, you may not be able to scroll up to see the popup message. If that occurs, change your zoom level and ensure you have enabled popups.

2. Click the **Back** button. The **Roster Class List** screen displays. Notice the roster status field shows **Roster Updates Complete**.

3. Click the **Return to Site List** button to review the roster status for each site. After all classes are marked complete, the site status will display **Roster Updates Complete**. The site can then be submitted beginning on the count date for each roster cycle.

4. To submit the site: (a) read the statement below the site(s) information, (b) click the white checkbox to the left of the Site ID, and then (c) click **Continue**.

> **Important**
>
> **Only the Project Director or users with the Provider Management role will be able to see the Continue button and submit the roster.** The 'Continue button is not accessible to users who have not been assigned the Provider Management role or are trying to submit prior to the count date.

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5. The following Roster Submission popup screen will be displayed. Read the message very carefully before proceeding.
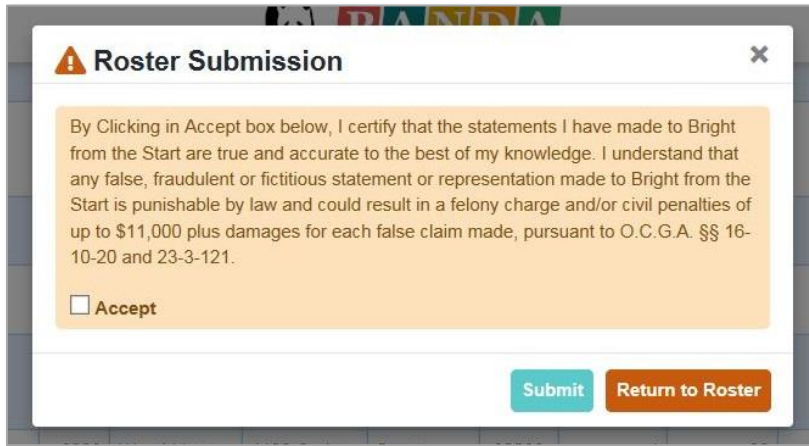
6. Choose one of the following options:

Select	Condition
Accept	If you concur that all of the data entered is true, complete and accurate to the best of your knowledge, and that you understand any false, fraudulent, or fictitious representation is punishable by law and could result in a felony charge.
Return to Roster	If you are unsure and need to go back and carefully review the data entered – **wait to submit until you have verified the data is correct.**

⚠️

If you fail to include a student on a roster submitted to DECAL, you can add the student to the next roster; however, you cannot back date the entry to correct the mistake. The begin date you enter must be greater than the count date of the previous roster. **Carefully review each roster for accuracy BEFORE submitting**. Providers that inadvertently report inaccurate roster data may be charged a fee. Refer to Section 18.6 of the *Pre-K Providers' Operating Guidelines* for details.

7. After selecting **Accept**, complete the submission process by clicking the **Submit** button. The site's **Roster Status** will change to **Submitted**.

You will receive a confirmation e-mail informing you that your roster has been successfully submitted to DECAL. The e-mail will include the number of classes that were submitted. If all classes were not submitted, go back to the roster to see which classes did not submit successfully.
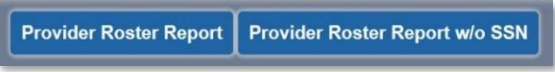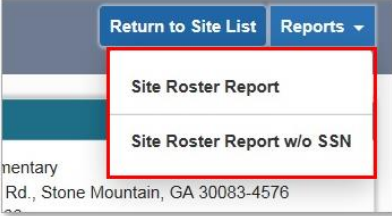
Important

By submitting the roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information.

Printing a PANDA Roster Report

After you finish entering your rosters, you can generate the **PANDA Roster Report**. This report lists the lead teacher, assistant teacher, and students enrolled in each class on the count day.

1. In PANDA, select **View/Edit Roster** and pull up the desired Site or Class.

2. Whether pulling the report at the Provider level, Site level, or individual Class level, each roster screen will display two Print options:

Level	Action Required
Provider	Navigate to the View/Edit Roster window and click on either **Provider Roster Report** or **Provider Roster Reports w/o SSN** in the upper right corner. [Provider Roster Report] [Provider Roster Report w/o SSN]
Site	Navigate to the View/Edit Roster window and click on the **Site Name**. The Roster Class List window displays. In the upper right corner, click **Reports** and select either **Site Roster Report** or **Site Roster Reports w/o SSN.** [Return to Site List] [Reports ▾] Site Roster Report Site Roster Report w/o SSN nentary Rd., Stone Mountain, GA 30083-4576
Class	Navigate to the Roster Class List and click the **Class ID**. In the upper right corner on the Roster Class List window, click **Print** or **Print Without SSN**. [Back] [Print] [Print Without SSN]

3. Use the following criteria to determine which print option to select:

Select	Condition
❑ **Provider Roster Report** ❑ **Site Roster Report** ❑ **Print**	The report generated by selecting either the **Provider Roster Report**, **Site Roster Report**, or **Print** button should **ONLY be viewed by the Project Director** to confirm data accuracy (if you prefer not to view it online for accuracy), as this report contains SSN's. **Please take appropriate action to shred the report once you have finished verifying/correcting the roster data.**
❑ **Provider Roster Reports w/o SSN** ❑ **Site Roster Reports w/o SSN** ❑ **Print Without SSN**	The report generated does not contain the SSN's. This report should be printed and given to the Lead Teacher for each Pre-K class in your program. Teachers will need the PANDA Student ID from this report to accurately enter their students into the Work Sampling Online (WSO) System.

4. The PANDA Roster Report will display in a separate browser window. You can then select the **Print** icon (🖨), export to another file type (i.e., PDF, Excel, Word, etc.,), or you can save the **Without SSN** version to a file to e-mail to the teacher if she works at a different location from the Project Director.

Updating Student Information Roster

1. On the View/Edit Roster screen, click the **Site Name** hyperlink for the desired site. The Class List page displays.

2. Click the **Class ID** hyperlink next to the class that you want to update. The Class Roster page displays.

3. Follow the steps below to make your changes:
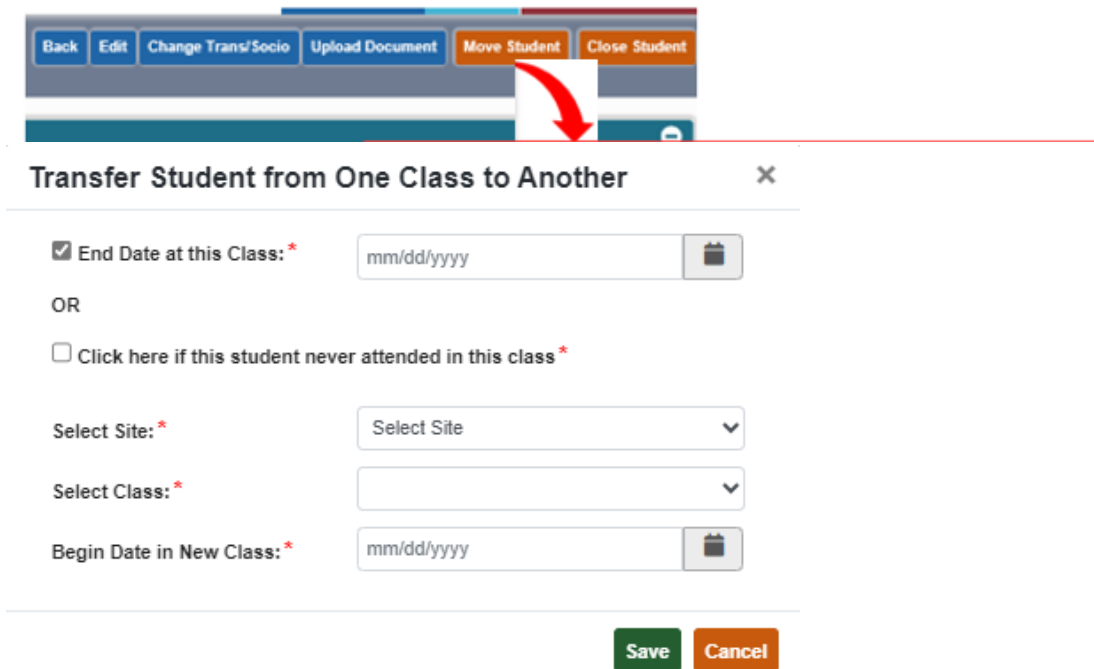
Fields	Impacts Funding	Action Required
Gender, **Multiple Birth**, and **IEP**	**No**	The fields are displayed as hyperlinks. (a) Locate the student's name on the roster and click the field that needs to be changed. (b) The field menu opens. (c) Select the correct value and then click ✅ to save the changes.
Gender, Multiple Birth, DLL, IEP, Funding, Ethnicity, Race, Parent Name, Relationship	**No**	(a) Click on the student's last name. (b) Click on **Edit** in the upper right corner of the Student Information window. (c) After you make the necessary change(s), click **Save** to update the record.
Transportation and **Socio/Economic**	**Yes**	Updates to these fields require the addition of an effective or start date as changes will impact the amount of your Pre-K funding: (a) Click on the student's last name. (b) Click on **Chg Trans/Socio** in the upper right corner of the Student Information window. Transportation and Socio/Economic are the only editable fields. (c) After you make the necessary change(s), the system will prompt you for an **Effective date of Change**. To determine the effective date: <table><tr><td>If</td><td>Then</td></tr><tr><td>Changing Transportation from NO to YES</td><td>Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student, then the effective date should be the next day after the BEGIN date in class.</td></tr></table>

The embedded "If/Then" table:

If	Then
Changing Transportation from NO to YES	Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student, then the effective date should be the **next day after the BEGIN date** in class.
Changing Transportation from YES to NO	Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the **next day after the BEGIN date** in class.
Changing from Category 1 to Category 2	Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the **next day after the begin date** in class.
Changing from Category 2 to Category 1	Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWLAYS eligible, then the effective date should be the **next day after the begin date** in class.

(d) Enter the effective date and click **Save** to update the record.

Fields	Impacts Funding	Action Required
		Example Roster View Before Transportation Change: **Example Roster View After Transportation Change:** **NOTE:** A Category or Transportation change **does not** change the student's original Begin Date. Both an 'open' record and a 'closed' record will appear for the student during the roster in which a change was made to the Transportation or Socio/Economic indicators. The closed record **WILL NOT** appear on subsequent rosters. The student **WILL** retain their original Begin Date. The Begin Date on the newly opened record merely reflects when the change in Transportation or Socio/Economic began. The original start date can be viewed on the Child Search screen or by selecting a prior Roster Cycle at the top of the View Roster Class List screen.
Name and/or **Date of Birth**	**Name - No** **Date of Birth may impact funding**	To **correct** names and/or birth dates, complete the Pre-K Roster Correction Request Form found on the Project Director page of our website and email it to panda.rosters@decal.ga.gov. **DO NOT** close and re-add the student. This will flag them as a duplicate which will result in you being contacted by DECAL to provide all this student's documentation.
SSN	**No**	- If SSN was initially left blank and you have now obtained the number, it can be entered by clicking on the 'Populate SSN' hyperlink. - To request a correction to an SSN previously entered, complete the Pre-K Roster Correction Request Form found on the Project Director page of our website and email it to panda.rosters@decal.ga.gov. **DO NOT** close and re-add the student as this will flag the student as a duplicate.

Moving a Student From One Class to Another

If the student has moved to another class within your program, complete the following steps that will close the students record in their current class and will create the students record in their new class:

1. On the current open roster, click on the student's Last Name to open the selected student's information window.

2. Click the **Move Student** button at the top of the screen. The Transfer Student pop up window displays.

3. Click on the calendar icon (📅) to select the End Date in the old class OR click in the box if the student never attended the class.

4. Click on the **Select Site** drop down and select the site the student is moving to.

5. Click on the **Select Class** drop down and select the class the student is moving to.

6. Click on the calendar icon (📅) to select the Begin Date in the new class.

7. Click **Save**.

8. If moving the student will not exceed the maximum allowance of enrolled students:
   (a) PANDA will close the student in their current class (with an End Date that is the day before the Begin Date in the new class) and will add them to the new class.
   (b) *Record moved successfully* will display.
   (c) Click **OK** to return to the roster.

9. If moving the student exceeds the maximum allowance of enrolled students:
   (a) PANDA will display the following error:

Please review the following errors:
- No. of students at the new class exceeds permissible number

(b) Review the roster of the new class and follow the steps given further below to Close any student(s) who have withdrawn from the class.

(c) Repeat the above steps to again try to move the desired student to the new class.

Moving a Student from RPK to PK

NOTE: If the site offered a Rising Pre-K Summer Transition Pre-K (STP) class, the [Copy From RPK] button will display (only during Roster 1) allowing you to select a student from your STP roster. The student's data will automatically populate for you. Review/update any fields that need to be corrected and populate all remaining fields.

RPK:

Last Name	First Name	Middle Name	Suffix	DoB	SSN	GTID	Gender	Provider Name	Site	Class ID	Student ID
Ronda	Ava	NMN		3/19/2018		2298803164	Female	Perpetual International Corporation	Kids R Kids #44	10395	4713

PreK:

Last Name	First Name	Suffix	Middle Name	DOB	SSN	GTID	Gender	Provider Name	Site Name	Class ID	Student ID
Ronda	Ava		NMN	03/30/2018			Female	Perpetual International Corporation	Kids R Kids #44	102885	1671463

Closing a Student

If a student has withdrawn, complete the following steps to close the students record:

1. On the current open roster, click on the student's last name to open the selected student's information window.

2. Click the **Close Student** button at the top of the screen. The Close Student pop up window displays.
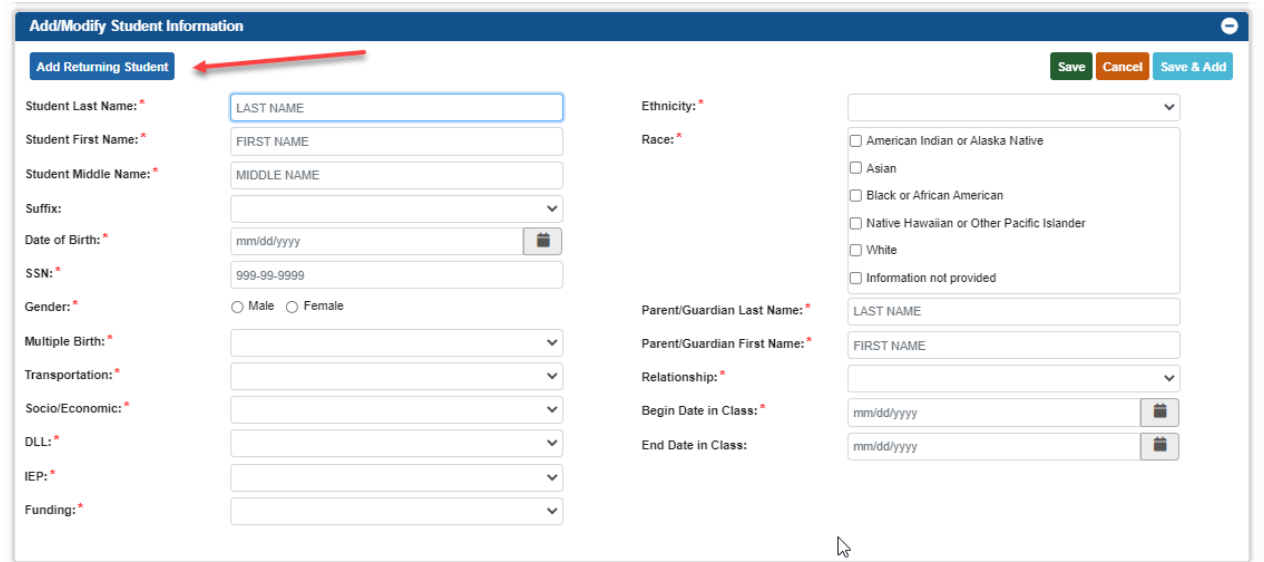

3. Click on the calendar icon ( ) to select the last date of attendance.

4. Click **Save** to update the record.

Adding a Returning Student

If a student who previously attended Pre-K within your program has now returned, complete the following steps to re-add the student to your roster:

1. Using the View/Edit Roster menu option, navigate to the appropriate Site and Class of where the student will be attending.

2. On the roster details screen, scroll down to the **Student Information** section and click the **Add** button.

3. The Student Information screen displays as shown below.

4. Select the **Add Returning Student** button. A list of all students who have previously withdrawn will display. Click the circle next to the desired student and click '**Ok**'.

5. A validation pop-up will appear as shown below. Click 'Yes'.

6. All fields will pre-populate for you so that you do not have to re-key in any of the student information, thus eliminating potential data entry errors that could cause a duplicate. You will be able to edit/update all fields except for the Name/DOB/Social/Gender. If any of those were incorrect on the student's initial record and need to be corrected, please proceed to the 'How To Update A Student On Your Roster' section within this document.

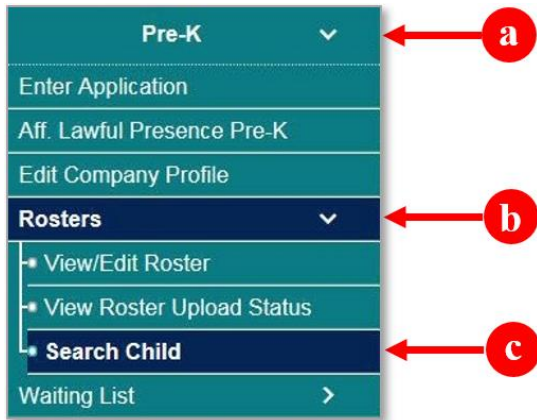7. Enter the desired **Begin Date** for this student and click on '**Save**'.

How to Search for a Student within Your Program

1. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then select (c) **Search Child**.

2. In the **Search Child** window, use the Year dropdown menu to select the desired calendar year.

3. In one or more of the search criteria fields, enter the student's Last Name, First Name, Middle Name, Student ID, etc. and click **Search**.

Search Tips:

- If you are unsure of the spelling of a student's name, you can enter a partial first or last name to give you a list of possible students.

- The field values are not case-sensitive, therefore upper- or lower-case letters will yield the same results.

- Start with a broad search using only one field and then narrow your search down using two or more fields.

4. All records that meet the search criteria are displayed. If you do not obtain the results you were expecting, check for spelling or typing errors.

5. The Child Name column displays each student's name as a hyperlink. Click on the student's name to view the record details.

Showing 1 to 157 of 157 entries

Select	Child Name	DOB	SSN	GTID	Gender	Provider Name	Site Name	Clas
■	Bear, Yogi Theo	9/4/2014	321-89-4367		Male	DeKalb County Board of Education	Avalon Elementary	8000
■	Bell, Tinker Pixie	5/9/2014	987-65-4321		Female	DeKalb County Board of Education	Avalon Elementary	8000
■	Duck, Donald Fauntleroy	11/6/2014	123-45-6789		Male	DeKalb County Board of Education	Bright from the Start Academy	8000

Frequently Asked Questions

Q. What is the difference between the count date and the due date?

A. The **count date** is the day providers verify students who are actively enrolled and attending Pre-K and teachers who are currently employed and teaching in the class. The **due date** is the day by which the roster must be submitted to DECAL.

The roster cannot be submitted *prior* to the count date. Providers may begin submitting the roster *on or after* the count date and can continually report changes that occur in the class until the end of the count date. Rosters are required to be submitted by the due date which is generally one week following the count date.

Any changes that occur after the count date will be reported on the next roster. No students can be added to the roster after the final count date.

Refer to section 18.6 of the *Pre-K Providers' Operating Guidelines* for a list of Critical Reporting Dates.

Q. One of my students has withdrawn. How do I remove the student from the roster?

A. On the current open roster, click on the student's last name to open the selected student's information window. Click the **Close Student** button at the top of the screen. Enter the last date of attendance and click **Save** to update the record.

Q. How do I make corrections to the Gender, Multiple Birth, and, IEP roster fields?

A. To correct **Gender, Multiple Birth**, **and IEP,** find the student's name on the roster, click the field (blue link) that needs to be changed, make the needed change, and then save the entry.

Q. How do I make corrections to the Category or Transportation roster fields?

A. If you need to edit the **Category or Transportation** fields, complete the following steps:

Step	Action Required
(1)	Click on the yellow **Select** box next to the student's name.
(2)	Click on the **Chg Trans/Socio** button at the top of the Student Information window. Transportation and Socio/Economic are the only editable fields.

Step	Action Required
(3)	After you select an option from the drop-down list, the system will prompt you for an **Effective date of Change**. To determine the date:

If	Then
Changing Transportation from NO to YES	Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student then effective date should be the **next day after the BEGIN date** in class.
Changing Transportation from YES to NO	Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the **next day after the BEGIN date** in class.
Changing from Category 1 to Category 2	Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the **next day after the begin date** in class.
Changing from Category 2 to Category 1	Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWLAYS eligible, then the effective date should be the **next day after the begin date** in class.

Step	Action Required
(4)	Enter the effective date.
(5)	Click **Save** to update the record.

NOTE: A Category or Transportation change **does not** change the student's original Begin Date. Both an 'open' record and a 'closed' record will appear for the student during the roster in which a change was made to the Transportation or Socio/Economic indicators. The closed record **WILL NOT** appear on subsequent rosters. The student **WILL** retain their original Begin Date. The Begin Date on the newly opened record merely reflects when the change in Transportation or Socio/Economic began. The original start date can be viewed on the Child Search screen or by selecting a prior Roster Cycle at the top of the View Roster Class List screen.

Q. Why is a Begin Date showing for my student that is different from what I entered and no longer matches their first day of attendance?
A. Use the Child Search menu option to view the student's enrollment history. Verify if the student had a change in Socio/Economic or Transportation on a previous roster. During the roster in which the change was made, both an 'open' and a 'closed' record will appear for the student. The closed record will not appear on subsequent rosters but it is still in the system. No start date correction is needed since the previous roster still reflects the student's original begin date. The original start date can be viewed on the Child Search screen or by selecting a prior Roster Cycle at the top of the View Roster Class List screen.

A. How do I make corrections to the SSN, Name, or Date of Birth roster fields?

A. If you need to correct a student's **SSN**, **Name**, or **Date of Birth**, complete the *Pre-K Roster Correction Request Form* (located at http://decal.ga.gov/PreK/ProjectDirectors.aspx) and email it to panda.rosters@decal.ga.gov. DO NOT close and re-enter the student as this will flag the student as a duplicate.

Q. We have a student who has had a legal name change. Do we need to do anything?
A. Yes. You should take the following actions:
   1. Complete the *Pre-K Roster Correction Request Form* (see above question for location of this form) and email it to panda.rosters@decal.ga.gov so that DECAL staff can update your roster.
   2. Inform the student's teacher of the change in name so that the teacher can update the WSO roster.

3. If you are a public school, make sure your registrar has been informed of this change and has entered it into Infinite Campus, PowerSchool or ASPEN. Ask that they also help keep you informed anytime they make any changes in their system to a Pre-K student.

Q. A parent has provided the Social Security number (SSN) for a student already on the roster. How do I add the SSN?

A. SSNs can be added during open roster periods. Any child without an SSN listed will have the words **POPULATE SSN** in the SSN field on the roster. After you locate the student on the roster, click on the **POPULATE SSN** link, enter the student's SSN, double check your entry for accuracy, and then click **Save**.

Q. How do I move a student from one class to another within my program?

A) On the current open roster, click on the student's last name to open the selected student's information window. Click the **Move Student** button at the top of the screen. Enter the End Date in the original class or click the box if the student never physically attended in the class, select the desired Site Name, select the desired Class Id, and enter the begin date of attendance in the new class.
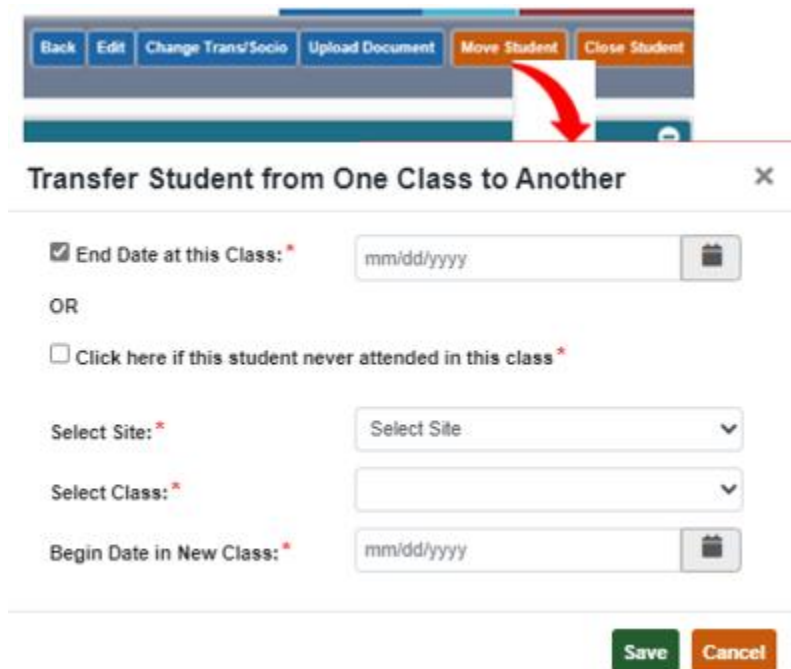
Q. I uploaded my first roster and am now trying to 'Add' an additional student manually to Roster 1. Why am I receiving this popup?
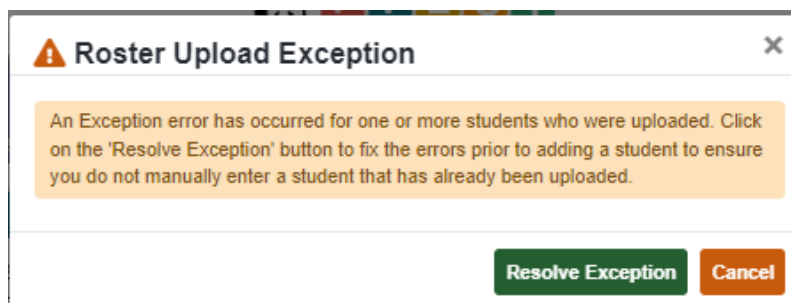
A. If the roster upload process resulted with upload exceptions and not all students in the roster upload file were loaded to the roster, you will receive the above popup if you leave those exception unresolved and you try to add a student manually. Confirm that the student you are trying to add is not in the list of upload exceptions by clicking on the green 'Resolve Exception' button. If you know that the only remaining exceptions are students which you deemed should not be loaded to the roster (i.e. like a child is who is not age eligible for Pre-K), then click on the orange 'Cancel' button to dismiss the popup and continue with adding the additional student manually.

Q. I have completed my updates and I am on the site list screen. I don't see a submit button. Where is the submit button?

A. Only one person will see the submit button and that is the person with the Provider Management role.

> **If you are the Provider Manager and don't see the submit button, then…**

☒ You are trying to submit a roster before the count date.

☒ You are trying to submit a roster that does not have a **ROSTER UPDATES COMPLETE** status.

To obtain the correct roster status, complete the following steps:

Step	Action Required
(1)	On the Provider Site List window, click the hyperlinked **Site Name** you want to correct. The Class List window displays.
(2)	Click the hyperlinked **Class ID** you want to update. The Class Roster page displays. **Note**: Each class must be updated to **Roster Updates Complete** separately.
(3)	The **Roster Updates Complete** button located in the upper right corner on the Roster Details page. Once you locate the button, click it to update the status to **Roster Updates Complete**. (a) If there are errors, a message will appear in red at the top of the page. You will have to fix the errors and then click the **Roster Updates Complete** button again. (b) If there are no errors, click the **Return to Class List** button at the top of the page. Once you are on the class list, you will click the **Return to Site List** button at the top of the page.
(4)	Once you are on the Site List page and you have a status of **Roster Updates Complete**, begin the submit process by reading the certifications and following the instructions provided on each screen. **You will not see the submit button until you have accepted the certifications**.

> *Important*

By submitting a roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information.