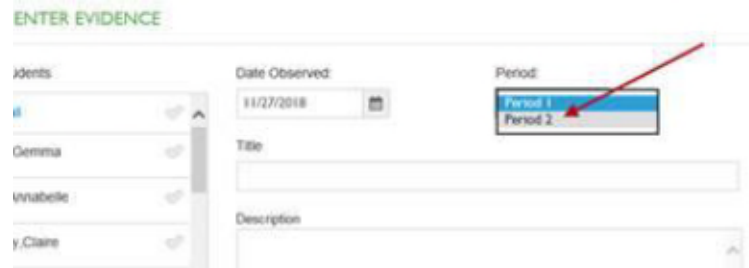


*This email contains important information for lead teachers in Georgia's Pre-K Program. If you are receiving this email and you are no longer a Pre-K lead teacher, click [here](#) to unsubscribe.*

Dear Pre-K Teacher,

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

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



The screenshot shows the 'ENTER EVIDENCE' form. On the left, there is a list of students with names partially visible: 'idents', 'Gemma', 'unabelle', and 'y,Clare'. Each name has a checkmark to its right. In the center, there is a 'Date Observed' field with the value '11/27/2018'. To the right of the date is a 'Period' dropdown menu. The dropdown menu is open, showing two options: 'Period 1' and 'Period 2'. A red arrow points to the 'Period 2' option, indicating the instruction to change the period setting.

- 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 15,000 Period 1 checklists that have not yet been finalized.
- 3) Remember to 'archive' any students that disenroll from your Pre-K Program.
- 4) Whenever you need assistance with WSO, submit a WSO Online Help Ticket at: <http://www.decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx>. We will respond to your request within 24 hours. The WSO Training Manual, recorded webinars, WSO 'How To' files and a WSO FAQ sheet are all available to you on this webpage.

Thank you,

Pre-K Assessment Team