PANDA Teacher Data Training Document

Bright from the Start:

Georgia Department of Early Care and Learning

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Viewing Your Teacher Information

1. **From the main menu, choose *View/Edit Roster*. The *Roster Provider Site List* screen displays. To choose a site, click the yellow *Select* box to the left of *County* for the site you want to view or edit.**

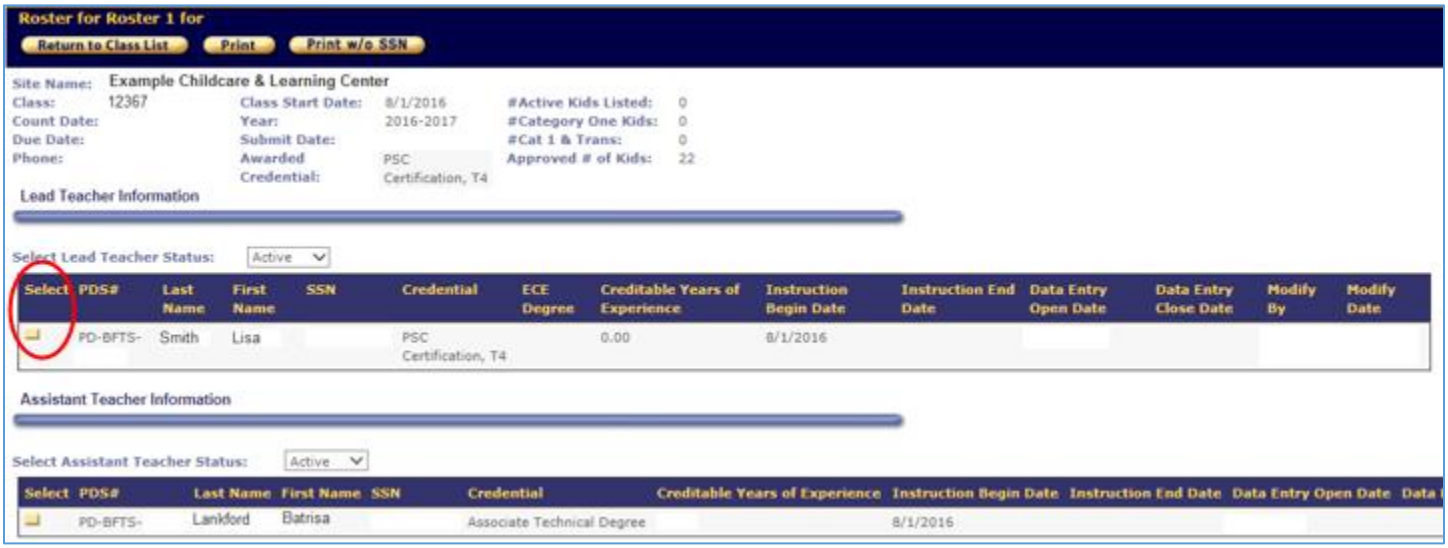
2. **The *Roster Class List* screen displays. To choose a class, click on the yellow *Select* box to the left of the desired *Class ID*.**

3. **The roster detail screen displays.**

For CONTINUATION classes, the teacher data automatically carries over from the previous school year to the current school year. Please be aware that now, teacher data may be changed at any time during the school year regardless of the roster cycle. Since the teacher data impacts provider payments, it is important that Providers make any necessary changes to teacher information as soon as possible and <u>not wait</u> until a specific roster cycle date.

Remember that for school year 2016-2017, the Creditable Years of Experience (CYE) has been reset to 0 for all Lead Teachers. Providers are responsible for verifying/entering the correct CYE for every teacher prior to the first Pre-K payment. Along with CYE, the Provider will need to confirm/update the teacher's credential and, if applicable, their degree major and training level. These values will be used to help determine payment to Provider for the lead teacher.

To edit teacher information, click the yellow Select box to the left of the GaPDS# of the lead or assistant teacher.

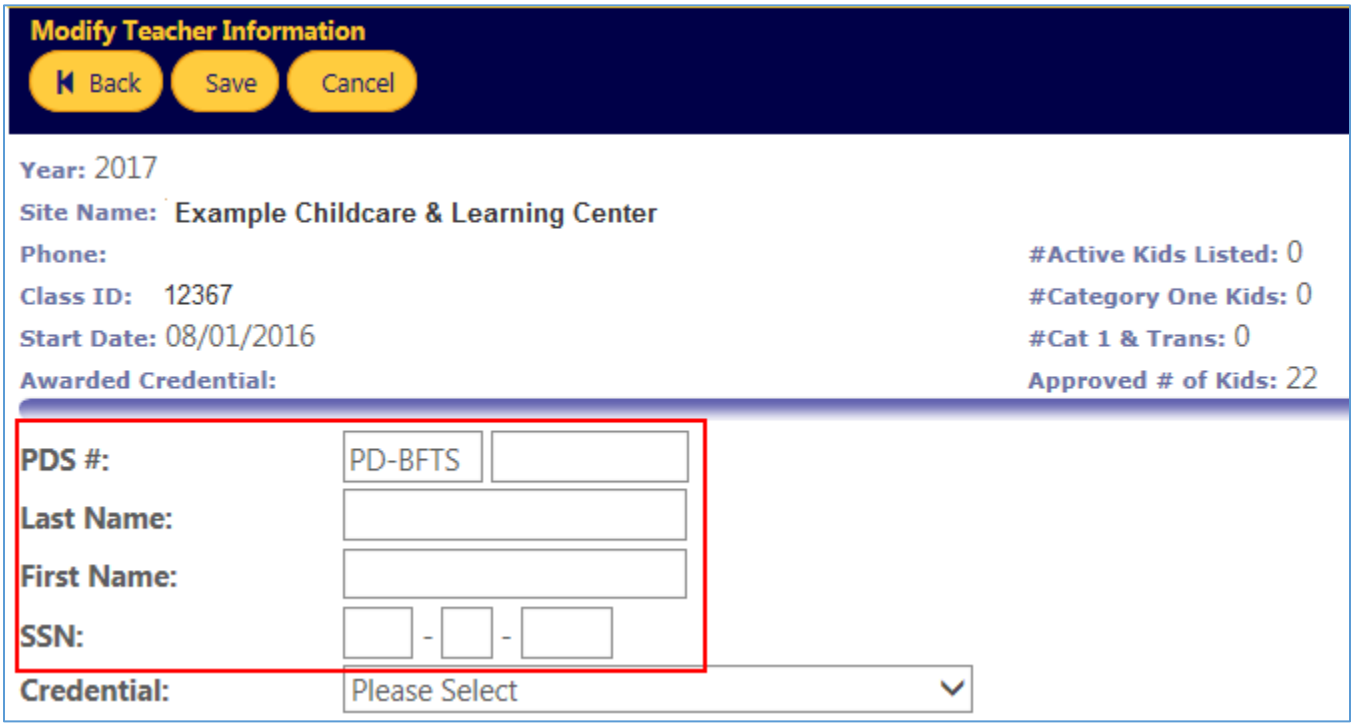


Note: Student names are not displayed on the first roster of the school year. Providers will enter student information on Roster 1 and then update it each subsequent roster to reflect any changes that have occurred since the prior Count Date.

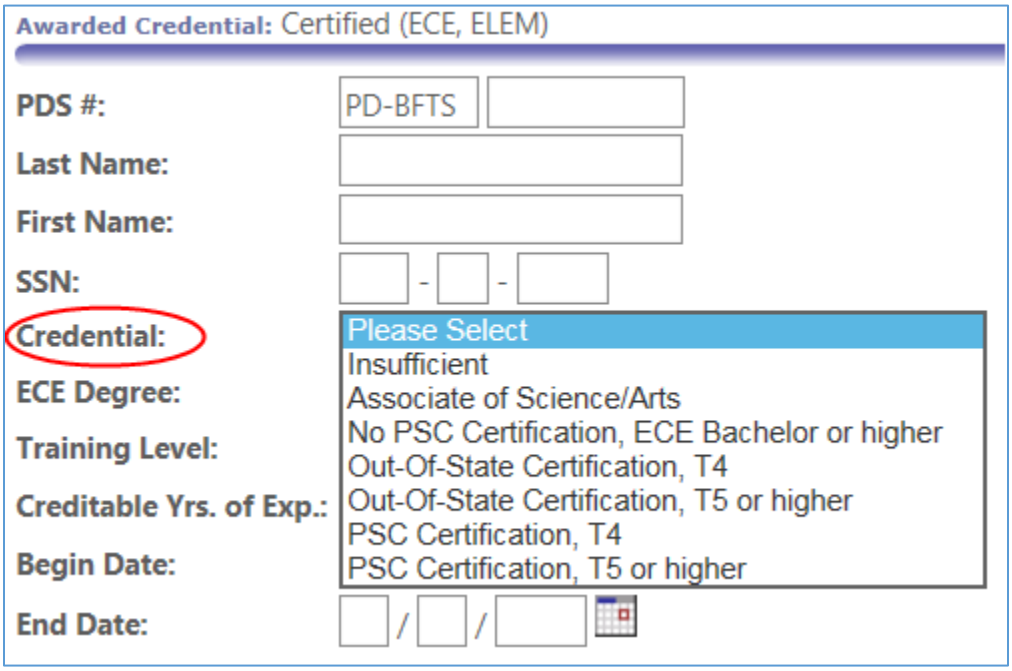
Adding a Lead or Assistant Teacher

1. **Click the Add button.**

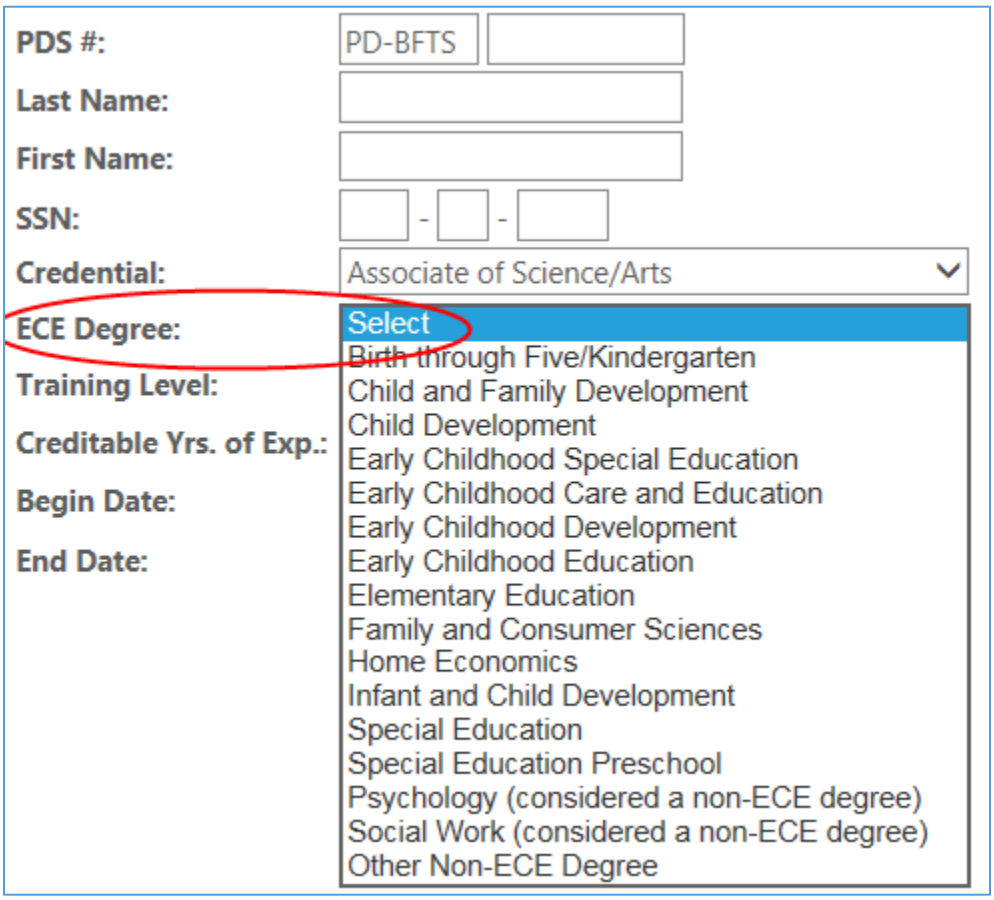
a. Enter the teacher's GaPDS profile number.
b. Enter the teacher's Last Name exactly as it appears in the teacher's GaPDS profile.
c. Enter the teacher's First Name exactly as it appears in the GaPDS profile.
d. Enter the teacher's Social Security Number (SSN) exactly as it appears in the GaPDS profile.



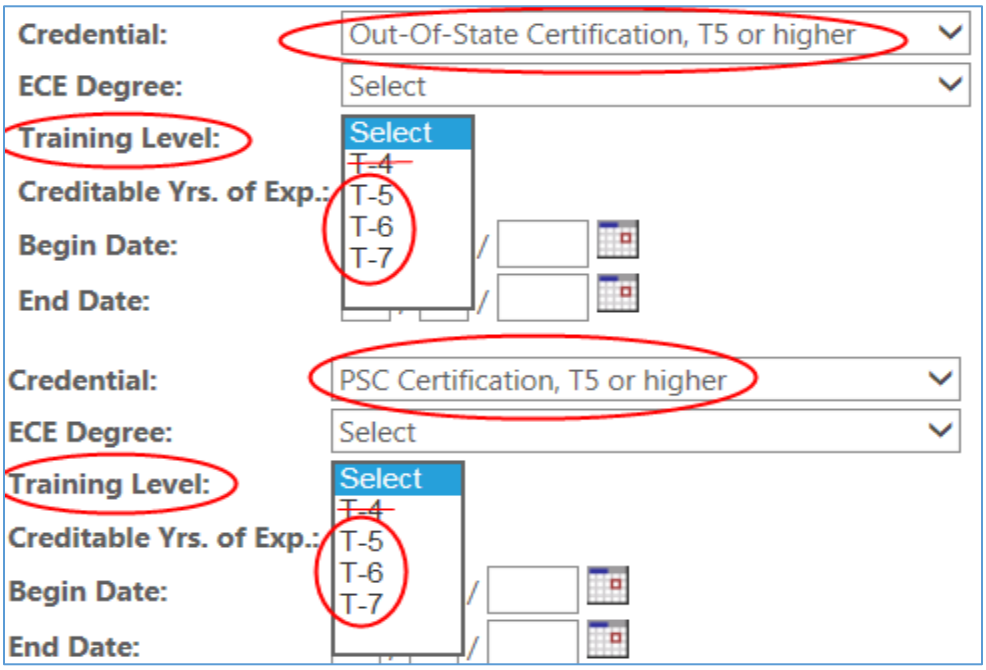
e. Select the teacher's credential from the drop down list. Note: *Associate of Science/Arts* is not a valid credential choice for a **lead teacher** unless the teacher was approved in the 2009-2010 school year with an approved ECE Associate Degree or Montessori Diploma. Refer to the Pre-K Providers' Operating Guidelines for additional information regarding credential/certification requirements for lead and assistant teachers.



f. If the selected credential is an Associates of Science/Arts or higher, select the appropriate ECE Degree.

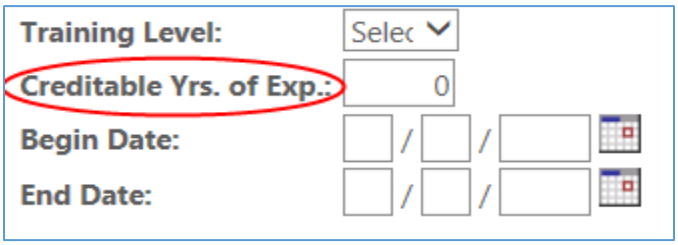


g. If the credential selected is *Out-of-State Certification, T5 or higher* or *PSC Certification, T5 or higher*, a training level of T-5 (Masters), T-6 (Specialist) or T-7 (Doctorate) must be selected.



h. **Enter the teacher's years of teaching experience in *Creditable Years of Experience*. Note regarding *Creditable Years of Experience* for lead teachers:** For Georgia's Pre-K Program, *Creditable Years of Experience* (CYE) are defined as all years taught as a lead teacher in a Georgia's Pre-K Program (public or private) with an approved credential and/or all years taught as a certified lead teacher in a K-12 public school. A teacher must have taught for at least six months of the school year (60% of the year) to receive credit for one full year. CYE do not have to be consecutive years of experience. Years taught in another state will count toward creditable years of experience if the teacher held a valid, in-field state education certificate related to the field of employment and was under contract during the period in which the experience was earned.

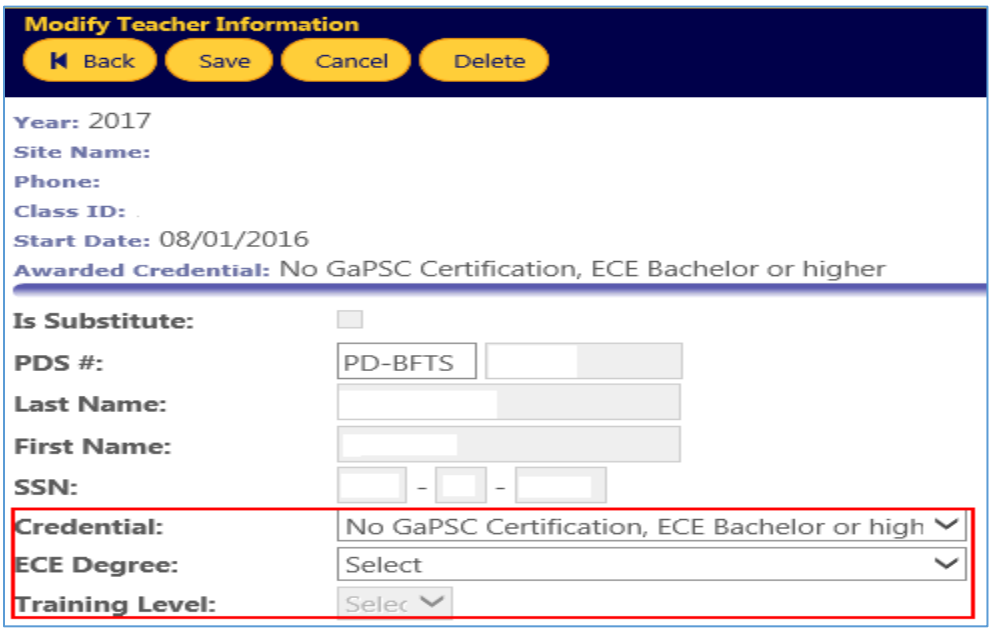
Pre-K providers will be responsible for developing written processes and/or policies regarding verification of CYE for their program. Teacher contracts, PANDA roster information, and teacher history data are examples of what can be used to determine a teacher's creditable years of experience. Bright from the Start will conduct audits to review the CYE reported by programs. When determining a teacher's creditable years of experience, the provider should count the years at their program as well as the years the teacher taught in another Georgia's Pre-K Program (public or private) with an approved credential and/or all the years taught as a certified teacher in a K-12 public school.

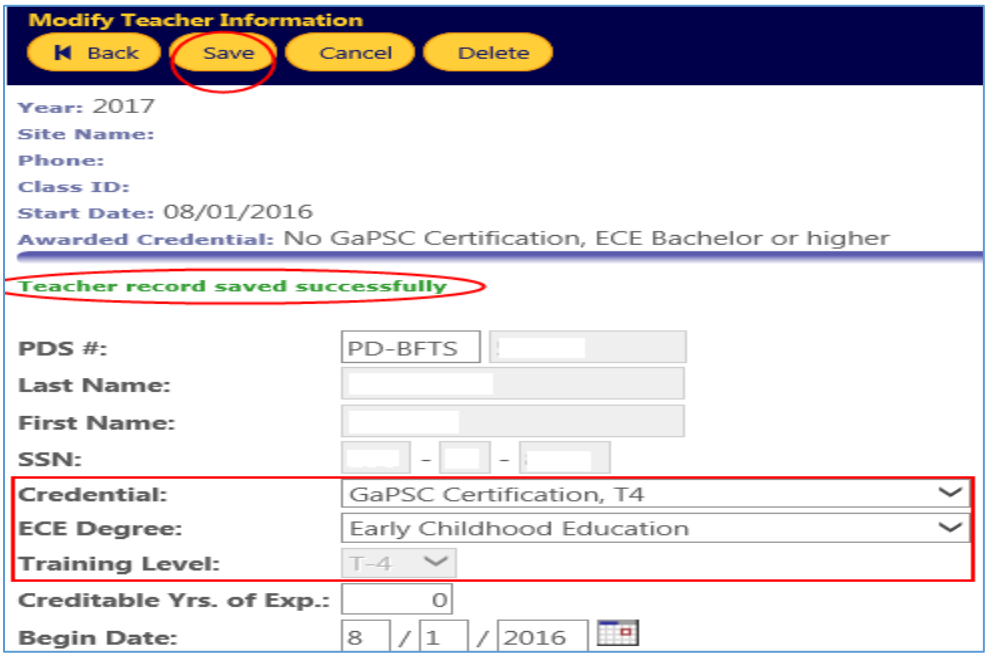


i. In the *Begin Date* field, enter the date that the teacher began teaching in this class. MM/DD/YYYY. Note: This date must be in the current school year.

Editing Teacher Information

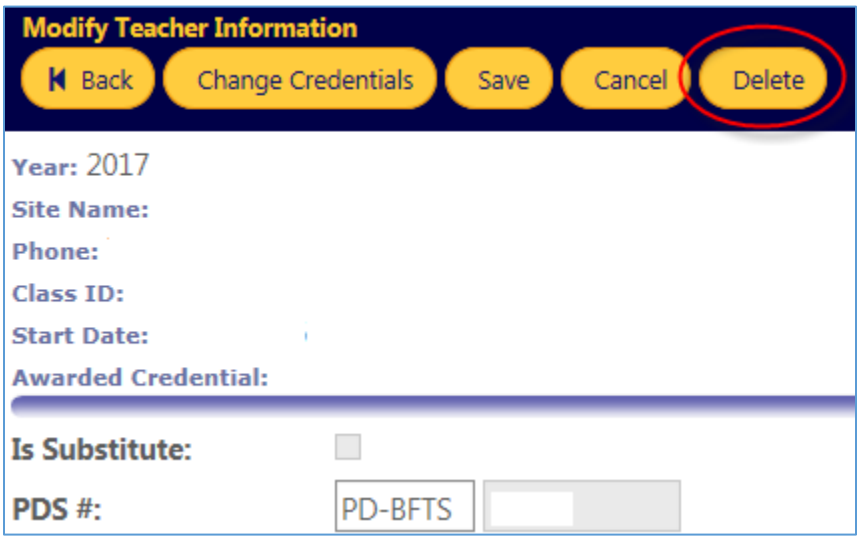
1. **Providers may edit teacher information that carried over from the last roster of the previous school year (Credential, ECE Degree and Training Level). To edit a lead or assistant teacher record, click the yellow box next to the desired teacher's name. After entering the updated information, click *Save*.**

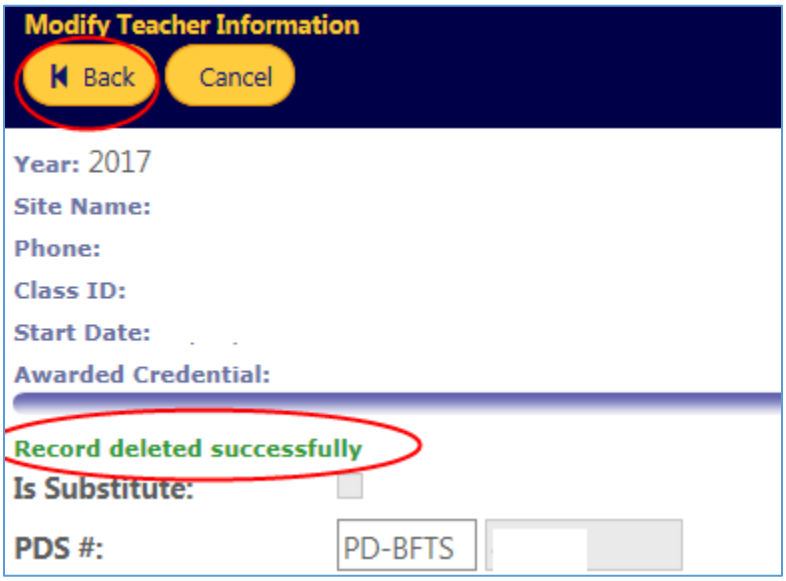




Deleting a Teacher Who Did Not Return

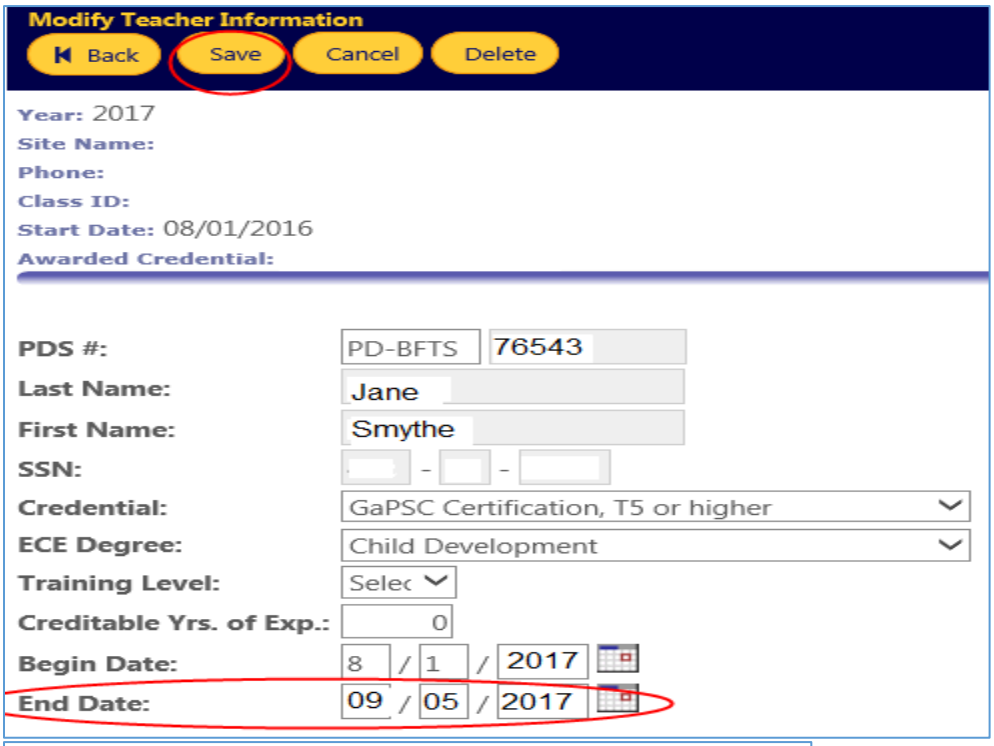
1. **Providers may delete a teacher's record if the teacher did not return to the program. To delete the record on roster 1, simply click on the Delete button. Then, click 'Back' to proceed to the next screen (the Add button will have appeared). Click 'Add' to enter the replacement teacher's information.**

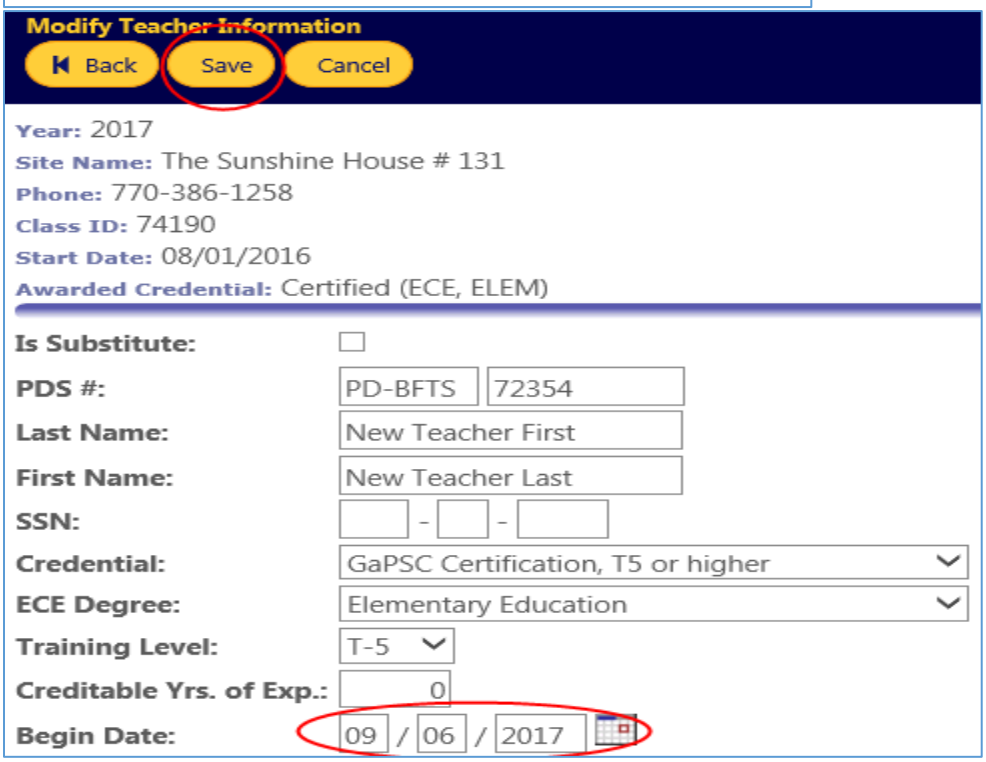


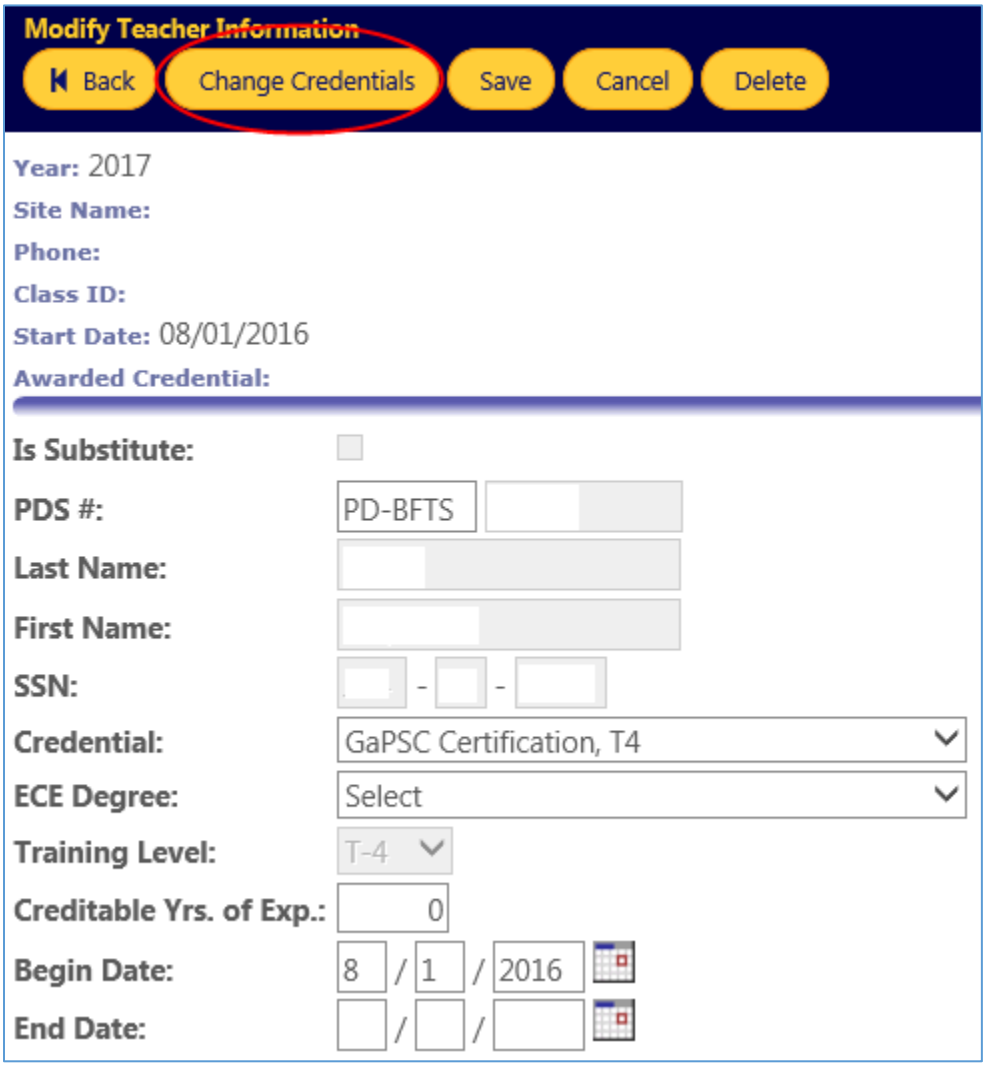
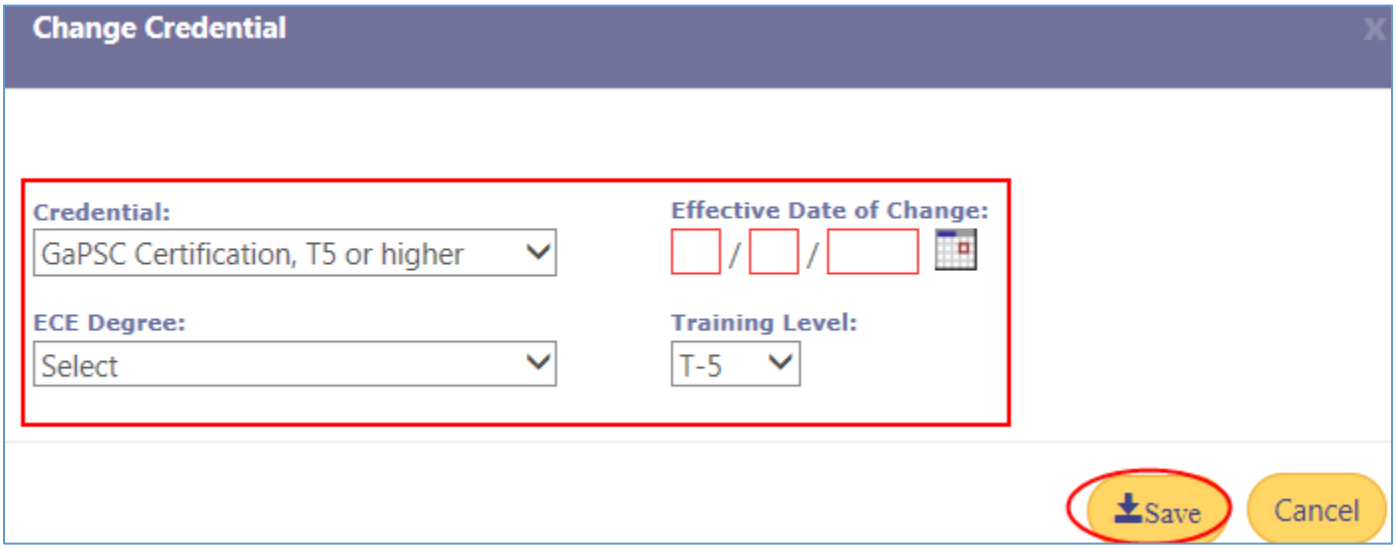


Replacing a Teacher Once School Has Started

1. **Providers may replace a teacher once the school year has started. First, put an End Date for the teacher to be replaced and press Save. Then, click 'Back' to proceed to the next screen (the Add button will have appeared). Click 'Add' to enter the replacement teacher's information. Enter the replacement teacher's information including a valid Begin Date and click Save. The new teacher's Begin Date would immediately follow the former teacher's End Date.**





Changing Credentials After Payment Has Processed

1. **Providers may change a teacher's credential after the payment has processed. First, click Change Credentials and a popup window will appear. Enter the new credential, the degree major, the effective date of the new credential and the training level, if applicable, then click Save.**