

Provider Roster Training Document

**Bright from the Start:
Georgia Department of
Early Care and Learning**

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When to Submit Your Rosters to DECAL

Email Notification

DECAL will send you an email notification when rosters are open for entry. The email will provide the roster count date and the roster due date. You can begin Roster Entry at this time, but cannot submit the roster until the count date.

PANDA Critical Reporting Dates Document

The roster count dates are included in the **PANDA Critical Reporting Dates** document that you read and acknowledged as part of the application process. You may open and print your application documents at any time during the school year.

To view the **PANDA Critical Reporting Dates** document:

1. From the main menu, choose **Enter Application**. Your application opens to the **Read Me Files** tab.

Read Me Files	Online Forms	Mail in Forms
Application Status	Awarded	
Application Type	Continuation	
Program	2010 Pre-K 10 Month Program	
Program Year	2010	
Pre-K Application Mandatory documents		
Applicants must open, read, and acknowledge each of the documents listed in the Pre-K Application Mandatory documents section below. Click the document name to open and read the document. Click the Agree button as you read and acknowledge each document. You may want to print a copy of each for your files. After you have read and acknowledged the mandatory documents, the Online Forms tab will appear next to the ReadMe Files tab. Click on this tab to continue entering your application.		
PANDA Application Information Package		<input checked="" type="checkbox"/>
PANDA Proposed Program Changes	Click to view roster count dates	<input checked="" type="checkbox"/>
PANDA Critical Reporting Dates		<input checked="" type="checkbox"/>
Pre-K Application Recommended Documents		
Although applicants are not required to acknowledge the documents listed in this section, applicants are encouraged to read all documents listed here		
Pre-K Provider's Operating Guidelines 2010-2011 School Year (2011-2012 Guidelines Available July 2011)		
Checklist for Continuation/Expansion Providers		
Authorization Agreement for Auto Deposit of Funds (Changes Only)		

2. Click the **PANDA Critical Reporting Dates** link in the Pre-K Application Mandatory Documents section of the **Read Me Files** tab. The document opens in a separate browser window.
3. When you are finished with the document, close the window.

Who to Submit on Your Rosters to DECAL

The number of students enrolled in a class on any date may not exceed the number of students approved in your contract unless DECAL has granted a class size waiver. If your roster includes both un-enrolled students and new students, their enrollment dates cannot overlap so that the total number of students enrolled on any given date during the roster cycle exceeds the number of approved students.

Your roster should include:

- New students that have met all Georgia Pre-K enrollment requirements and have attended for at least 1 day.
- All students enrolled in your program on the count date even if the student is absent on the count date.
- Students who un-enrolled from your program since the previous roster count date. These students should now have end dates.
- The lead teacher even if the class is being led by a substitute on the count date. A lead teacher is required all days the class is in operation. If there is currently no lead teacher, enter the substitute as the lead teacher.
- The assistant teacher even if the assistant teacher is absent on the count date. Each class must have an assistant teacher all days the class is in operation. If there is currently no assistant teacher, enter the substitute as the assistant teacher.

Note: You have up to three (3) weeks to replace a teacher who is leaving your class. Expectations are this three (3) week period will allow you time to replace your teacher with qualified staff (BA or higher credential for Lead and CDA or higher credential of Assistant). If you cannot find a properly credentialed replacement, your long-term substitute will be paid at the insufficient credential rate. Submit long-term sub request to consultant for approval.

Ways to Submit Your Rosters to DECAL

There are two ways for PANDA users to submit their rosters to DECAL.

- You can enter your rosters online. If you use this method, you will manually enter each student and teacher into the online roster form, and then submit the form to DECAL. Instructions begin on page 5.
- If you have multiple sites and classes, you can bypass the data entry process and submit your rosters to DECAL using the roster upload process. The upload process is only applicable during Roster Cycle 1 of each school year. Instructions begin on page 13.

Entering Your Roster Via the Online Process

Process Overview

Online roster entry is a three-step process. If you choose to submit your rosters using this method, you will:

1. Select a site and class.
2. Enter and save lead teacher, assistant teacher, and student information.
3. Submit your completed rosters to DECAL

Selecting a Site and Class for Roster Data Entry

You can begin the roster data entry process when you receive your notification from DECAL. You cannot enter rosters until you receive this notification.

1. From the main menu choose **View/Edit Roster**. The **Roster Site List** screen displays.

Enter the Student Information and click Save.

Legal Name: My Company, Inc
 DBA: My Company
 Address: 96 Highway East, North Georgia, GA - 31410-2934
 Phone: 999-999-9999

School Year: 2013 Roster Cycle: Roster 1 Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

#	<input type="checkbox"/>	Site ID	Site Name	# Classes	Students Contracted	Students Listed	Roster Status
1	<input type="checkbox"/>	5351	My Site	1	4	4	Save In Progress

2. To choose a site, click on top of the site name that you want to view. The **Roster Class List** screen displays.

ROS Class List

Return to Site List
Print
Site Roster Report

Example Childcare & Learning Center

Provider Name: Example Childcare & Learning Center, Inc.
Site Name: Example Childcare & Learning Center **Region:**
Address: 4492 Lilburn Way , Lilburn, GA 30047 **County:** Gwinnett
Phone: (770)806-9212

School Year 2010
Roster Cycle Roster 1
Search

Select	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On
	1 38333	One Teacher	Bachelor of Science/Arts	20	20	
	2 38334	Two Teacher	Montessori Diploma	20	20	
	3 38335	Three Teacher	Bachelor of Science/Arts	20	20	

If you are a New Provider, no teacher names will display here and you will need to enter this information. If you are a Returning Provider, the Teacher data will be carried over automatically from the last Roster of the previous school year to Roster 1 of the current school year. You will only need to make any necessary changes in personnel or in credentials. When a change is made in Panda to the Teacher data, Appendix N – Teacher Notification Form, is automatically generated and emailed to BFTS. You can print it out prior to pressing the button to confirm the changes made are correct.

Please help ensure that your teachers have already registered in the Professional Development Registry (PDR) and that they know to mail the supporting credential documentation to the below address instead of mailing it to DECAL:

Georgia Professional Standards Commission
 Professional Development Registry
 200 Piedmont Avenue
 Suite 1702
 Atlanta, GA 30334-9032

3. To choose a class, click on top of the desired **Class ID** field. The **Roster Detail** screen displays for the selected class.

Roster Data Entry

The **Roster Detail** screen lists the lead teacher, assistant teacher, and students included in your previous roster. If this is the first roster cycle of the school year, no student names will display as the student data is only rolled over from Roster to Roster but not from Year to Year. You will need to enter the student information on Roster 1 and then update it each subsequent roster.

Roster for Roster 1 for Legacy Academy for Children

[Return to Class List](#)
[Print](#)
[ReOpen](#)

Site Name: Legacy Academy for Children
 Class: [Return to class list page](#) Class Start Date: 8/1/2009 #Active Kids Listed: 0
 Count Date: 8/13/2009 Year: 2009-2010 #Category One Kids: 0
 Due Date: 8/20/2009 Submit Date: #Cat 1 & Trans: 0
 Phone: (770)277-5511 Awarded Credential: Certified (ECE, ELEM) Approved # of Kids: 20

Lead Teacher Information

Select Lead Teacher Status:

Select	PDR#	Last Name	First Name	SSN	Credential	Training Level	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modify By	Modify Date
<input type="checkbox"/>	PD-BFTS-12345	Doe	John	888-77-6666	Bachelor of Science/Arts		7.00	8/1/2009		8/1/2009		Penny Godwin	8/25/2009

Assistant Teacher Information

Select Assistant Teacher Status:

Select	PDR#	Last Name	First Name	SSN	Credential	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modify By	Modify Date
<input type="checkbox"/>	PD-BFTS-78901	Melinda	James	777-66-5555	No Deg / Some Post	5.00	8/1/2009		8/1/2009		Penny Godwin	8/25/2009

Student Information

Select Student Status:

Select	Last Name	First Name	Middle Name	Suffix	DOB	SSN	Gender	Multiple Birth	Transportation	Soc/Eco	Race/Ethnicity	Limited Lang. Proficiency	IEP Funding	Begin Date	End Date	Data Entry Open Date	Data Entry Close Date	Modify By	Modify Date
--------	-----------	------------	-------------	--------	-----	-----	--------	----------------	----------------	---------	----------------	---------------------------	-------------	------------	----------	----------------------	-----------------------	-----------	-------------

Enter/Update Lead and Assistant Teacher Information

- To add a lead or assistant teacher, click the button. To edit a current lead or assistant teacher record, click on top of the teacher's name. The **Teacher Information** screen displays.

Teacher Information for Roster 1 for Example Childcare & Learning Center					
Cancel					
Site Name:	Example Childcare & Learning Center				
Class:	43865	Class Start Date	8/1/2010	#Active Kids Listed:	0
Count Date:	8/12/2010	Year:	2010-2011	#Category One Kids:	0
Due Date:	8/19/2010	Submit Date:		#Cat 1 & Trans:	0
Phone:	(770)888-9999	Awarded Credential:	Bachelor of Science/Arts	Approved # of Kids:	20
<p>For Substitutes: Do not enter substitutes on the roster. Please refer to Section 11.5 of the Pre-K Guidelines for Long term Substitute requirements prior to submitting Appendix N.</p>					
Add/Modify Lead Teacher Information					
PDR#	PD-BFTS- <input type="text"/>				
Last Name	<input type="text" value="Doe"/>		Creditable years of Experience	<input type="text" value="6"/>	
First Name	<input type="text" value="John"/>		Begin Date in Class	<input type="text" value="8"/> / <input type="text" value="1"/> / <input type="text" value="2010"/>	
SSN	<input type="text" value="254"/> - <input type="text" value="54"/> - <input type="text" value="5454"/>		End Date in Class	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Credential	<input type="text" value="Bachelor of Science/Arts"/>				
Next					

- In the **Teacher Name** fields, enter the lead teacher's first and last names. If the lead teacher is certified, be sure to enter the lead teacher's first and last names exactly as they appear on the teaching certificate. The teacher's name and social security number will be used to confirm his or her certification with the GA Professional Standards Commission (PSC) and Professional Development Registry (PDR).
- In the **SSN** field, enter the teacher's social security number. Please verify your SS#'s after entry for correctness.
- From the **Teacher Credential** drop-down list, select the teacher's current credential.
- Select the teacher's training level from the drop-down list. This applies to certified teachers only.
- Enter the years of teaching experience in **Creditable Years of Experience** field. Creditable years are defined as total years providing direct care and education to ECE/ELEM classrooms.
- In the **Begin Date in Class** field, enter the date that the teacher began teaching this class. MM/DD/YYYY. Note: This date must be in the current school year. The roster start date is 08/01/YYYY so returning teachers default to that start date.
- If the teacher has left since the last roster, enter the teacher's last day in the **End Date in Class** field. MM/DD/YYYY. Note: This date must be in the current school year. All teachers on Roster 4 of last school year were automatically rolled over to Roster 1 of this school year. If the teacher did not return this school

year, simply enter an end date for them of 8/1/2015. This field is also applicable if the teacher is being closed and re-entered with a higher credential. The End Date cannot be a future date and cannot be within the previous school year. The End Date must be the day before the Start Date for the new teacher even if weekend dates are included. (i.e. If the teacher currently listed on the roster left on Friday, her replacement teacher must have a Start Date of Saturday OR you can set the current teacher's End Date for Sunday and the new teacher's Start Date on Monday.)

- Click the **Save** button. The **Teacher Information** screen displays summary information about the teacher your entered.

Teacher Information for Roster 1 for Example Childcare & Learning Center

Back **Edit**

Site Name: Example Childcare & Learning Center
 Class: 43865 Class Start Date: 8/1/2010 #Active Kids Listed: 0
 Count Date: 8/12/2010 Year: 2010-2011 #Category One Kids: 0
 Due Date: 8/19/2010 Submit Date: #Cat 1 & Trans: 0
 Phone: (770)888-9999 Awarded Credential: Bachelor of Science/Arts Approved # of Kids: 20

Select	PDR#	Last Name	First Name	SSN	Credential	Training Level	(Creditable) Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modify By	Modify Date
<input type="checkbox"/>		Doe	John	888-77-6666	Bachelor of Science/Arts		6.00	8/1/2010		8/1/2010		Crystal Hoffman	8/7/2010

Teacher changes are required to be updated in PANDA. When a change is made in PANDA to the Teacher data, Appendix N- Teacher Notification Form is **automatically** generated and emailed to BFTS. You can print it out prior to pressing the button to confirm the changes made are correct. This form is required in the event of teacher change and/or credential change during the school year. **Failure to update teacher changes in PANDA may result in a probationary status and/or reduction in funding.**

The Professional Standards Commission (PSC) reviews and verifies all teacher credentials through the Professional Development Registry (PDR). Please help ensure that your teachers have registered in the PDR (www.pdr.decal.ga.gov) and they have sent the supporting credential documentation to the Georgia Professional Standards Commission (PSC) rather than to BFTS-DECAL. Credentials other than degree transcripts may be faxed to the PSC at 404-232-2661, with a cover letter stating the PDR#. All degree transcripts must be official and mailed to the PSC at the address below:


Georgia Professional Standards Commission
 Professional Development Registry
 200 Piedmont Avenue, Suite 1702
 Attn: PDR (insert PDR number)
 Atlanta, GA 30334-9032

Enter/Update Student Information

Each provider can enter a maximum of 22 students per class, unless DECAL has granted a class size waiver. Your payment will be based on the number of students enrolled in your class on the roster count day. Your payment may also include retroactive payments. These changes occur when prior month entries are changed by adding or withdrawing students and teachers. Absent students should be included in your roster if they are currently enrolled in your Pre-K program. If your roster includes both un-enrolled students and new students, their enrollment dates cannot overlap so that the total number of students enrolled on any given date during the roster cycle exceeds the number of approved students.

1. To add a student, click the  button. To edit a student, click on top of the student's name. The **Student Information** screen displays.


Student Information for Roster 1 for Example Childcare & Learning Center




Site Name:	Example Childcare & Learning Center	Class Start Date:	8/1/2010	#Active Kids Listed:	0
Class:	43865	Year:	2010-2011	#Category One Kids:	0
Count Date:	8/12/2010	Submit Date:		#Cat 1 & Trans:	0
Due Date:	8/19/2010				
Phone:	(770)888-9999				

Add/Modify Student Information

Last Name	<input type="text"/>	Ethnicity	<input type="text"/>
First Name	<input type="text"/>	Race	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Middle Name	<input type="text"/>	(Enter NMN if No Middle Name given on child's birth certificate)	
Suffix	<input type="text"/>	Limited Language Proficiency	<input type="text"/>
Date of Birth	<input type="text"/>	IEP	<input type="text"/>
SSN	<input type="text"/>	Funding	<input type="text"/>
Gender	<input type="text"/>	Begin Date in Class	<input type="text"/>
Multiple Birth	<input type="text"/>	End Date in Class	<input type="text"/>
Transportation	<input type="text"/>		
Socio/Economic	<input type="text"/>		



To continually add new record, click the right button 

2. In the **Last Name** field, enter the student's last name **exactly** as it appears on their birth certificate. Hyphens and apostrophes may be included.
3. In the **First Name** field, enter the student's first name **exactly** as it appears on their birth certificate. Hyphens, apostrophes and periods may be included.
4. In the **Middle Name** field, enter the student's middle name **exactly** as it appears on their birth certificate. Hyphens, apostrophes and periods may be included. If the student does not have a Middle Name, enter 'NMN' to represent No Middle Name.

5. If the **Name Suffix** field is applicable, select the appropriate Jr, Sr, II, III value from the drop-down list.
6. In the **Date of Birth** field, enter the student's birthday **exactly** as it appears on their birth certificate. MM/DD/YYYY.
7. In the **SSN** field, enter the child's social security number. It will be encrypted in the system to ensure data security. **NOTE:** Please verify your SS#'s after entry for correctness.

If SSN is omitted, a waiver signed by the parents/guardian is required to be on file at the site and will need to be provided to DECAL upon request if needed.

8. If the SSN is not entered, the SSN Waiver Reason section will be displayed at the bottom of the screen. Please select the appropriate checkbox next to the **Waiver Reason** specified by the Parent on the SSN Waiver Form (Appendix P). If they selected 'I do not choose to provide the SSN because ...', then also enter the **Waiver Reason Detail** field **exactly** as the parent entered it on the Waiver Form.

NOTE: To add a social security number after the student information has been saved, click **POPULATE SSN**, enter the social security number and click 'Save'.

9. From the **Gender** drop-down list, select the child's gender. Male, Female.
10. If the child is from a twin or higher-order multiple birth and the child's siblings also attend Pre-K, select the number of children from the **Multiple Birth** drop-down list. If the child was born from a single birth, select **1**. If the child was born from a twin birth, select **2**.
11. If the center transports the child to and from Pre-K, select **Yes** from the **Transportation** drop-down list. If the child is not transported by the Center, select **No**.
12. If the parent checked any boxes on question #6 on the Roster Information Form and you have documentation of the child's participation in the program on file for review, select **Category 1** from the **Socio/Economic** drop-down list. Otherwise, select **Category 2**.

CORRECTING TRANSPORTATION & CATEGORY

If you need to edit these fields prior to submission of Roster 1, you can click on the student's name and enter the corrected values. If you need to edit these fields after Roster 1 has been submitted, you can now easily edit them on subsequent rosters by clicking on the 'Chg Trans/Socio Economic' button. Simply enter the corrected values and the system will prompt you for an effective date button for each field you change along with guidelines regarding how to determine the correct effective date. You no longer need to close the student and re-add the student as was required in the past.

13. From the **Ethnicity** drop-down list, select the student's ethnicity. Hispanic/Latino or Not Hispanic/Latino.
14. From the **Race** choices displayed, select all values that apply to this student. American Indian/Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White.
15. From the **Limited Language Proficiency** drop-down list, select **Yes** if the student **has difficulty** speaking the English language. Select **No** if the child has no known language proficiency issues.
16. If an Individual Education Plan (**IEP**) is in place for the child, select **Yes** from the IEP drop-down list. Select **No** if the child does not have an IEP.

NOTE: To change IEP, LLP or Gender, click directly on top of the value in the field that needs to be updated, make the change, and save.

Select	Last Name	First Name	Middle Name	Suffix	DOB	SSN	Gender	Multiple Birth	Transportation	Soc/Eco	AI/AN	Asian	Black / AA	Haw / OPI	White	Ethnicity	Limited Lang. Proficiency	IEP	Fur
	Student	Number	One		7/10/2005	699-69-6999	Male	1	No	Category 1	Yes	No	No	No	No	Not Hispanic / Latino	No	No	Lot
	Student	Number	Two		4/28/2005	Populate SSN	Male	1	No	Category 1	Yes	No	Yes	No	No	Not Hispanic / Latino	No	No	Lot
	Student	Number	Three		1/29/2005	Populate SSN	Male	1	No	Category 1	Yes	No	No	No	Yes	Hispanic / Latino	No	No	Lot
	Student	Number	Four		7/8/2005	Populate SSN	Male	1	No	Category 2	No	Yes	No	No	No	Not Hispanic / Latino	Yes	Yes	Lot

17. From the **Funding** drop-down list, select the source of Pre-K funds: Lottery or Blended. Select 'Blended' if the class receives both Head Start and Pre-K funding. Select 'Lottery' if the class only receives Pre-K funding.
18. In the **Begin Date in Class** field, enter the child's first day in Pre-K. MM/DD/YYYY.
19. In the **End Date in Class** field, enter the child's last day in Pre-K, if applicable. This date is not entered until the child has un-enrolled and cannot be after the count date of the current roster. The End Date in Class cannot be a future date. MM/DD/YYYY.
20. Click the button.
21. Click the button to return to the **Roster Form** screen, or click the button to add another student to the roster.

Entering Your Roster via the Upload Process

Process Overview

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. A file should be created for each site and should include all students for all classes at that site. **The upload process is only applicable to the first roster cycle of the school year.**

Since the files are created outside of PANDA, an advantage to using the upload process is that the files can be prepared prior to the begin date of Roster Cycle 1. The upload files will be easy to create in Microsoft Excel by using the DECAL template and following the steps outlined below.

The Upload Roster Process is a three-step process just like the Online Entry Process. If you choose to submit your first roster using the upload method, you will:

1. Create student upload file(s) using one of these two methods:
 - By using the DECAL template from the BFTS website
 - By using the pre-populated template from your Local School System(LSS) data vendor. (This method will be available through Infinite Campus beginning in 2015-16; other vendors will be phased in for 2016-17.)
2. Upload the completed student roster file(s) and resolve any errors
3. Submit your completed rosters to DECAL

Creating an Upload File Using the DECAL Template

1. Save the Student Roster template by clicking on the blue [Link to Downloadable Forms](#) button on the PANDA login page, then selecting the 'PANDA Student Roster Template' option from the Document List. Save this xls file to a folder on your computer.
2. Double-click on the xls file you just saved, launching Microsoft Excel.
3. Follow the instructions shown in the header rows highlighted in red and begin entering your data on line 8 of the excel worksheet.

As you tab through each column, a popup will be displayed clarifying what each column represents. Where applicable, a dropdown has been defined on the column if there is a restricted list of valid values allowed. **You will need to verify your Site Id and Class Id values each year, as the Class Id values change each school year.**

The columns included in the template are listed below:

- a) In **Column A**, enter the **Site Id** where the class you are uploading is located. To verify your Site Id, click on 'View/Edit Roster' and the Site Id will be included on the first screen that is displayed, as shown below:

ROS Provider Site List
Provider Roster Report

Example Childcare & Learning Center

Legal Name: Example Childcare & Learning Center, Inc.
 Address: 4444 Lilburn Way, Lilburn, GA - 30047-2933
 Phone: 770-888-9999

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.
 School Year: 2011 Roster Cycle: Roster 1 **Search**

To submit rosters for a site, click inside the white box to the left of the Site ID. A red box highlights this area in the screenshot below.

Select	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids
<input type="checkbox"/>	Gwinnett	5037	Example Childcare & Learning Center	4444 Lilburn Way	Lilburn	30047	3	60	0

- b) In **Column B**, enter the **Class Id**. To determine your Class Id, click on the yellow box in the above screenprint next to the desired Site Name and the Class Ids for each class at that Site will be included on the next screen displayed, as shown below:

ROS Class List
Return to Site List **Print** **Site Roster Report**

Example Childcare & Learning Center

Provider Name: Example Childcare & Learning Center, Inc.
Site Name: Example Childcare & Learning Center
Address: 4492 Lilburn Way, Lilburn, GA 30047
Phone: (770)806-9212

School Year: 2010 Roster Cycle: Roster 1

Select	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids
<input type="checkbox"/>	38333	One Teacher	Bachelor of Science/Arts	20	20
<input type="checkbox"/>	38334	Two Teacher	Montessori Diploma	20	20
<input type="checkbox"/>	38335	Three Teacher	Bachelor of Science/Arts	20	20

- c) In **Column C**, enter the student's **last name exactly** as it appears on their birth certificate. The student's last name must have two or more letters, and may include hyphens and apostrophes. Example: D'Angelo, Smith-Kline.
- d) In **Column D**, enter the student's **first name exactly** as it appears on their birth certificate. The student's first name must have at least two letters, and can include two names separated by hyphens, apostrophes, spaces, or periods. Examples: Jean-Paul, Da'Shandra, T.J.
- e) In **Column E**, enter the student's **social security number** using the following format: 123456789 without dashes. It will be encrypted in the system to ensure data security. If you omit the student's social security number, a signed affidavit must be on file at the student's site. Please verify your SS#'s after entry for correctness.
- f) In **Column F**, select the student's **gender** from the dropdown list:
 - M(male)
 - F(female)
- g) In **Column G**, enter the student's date of birth **exactly** as it appears on their birth certificate using the format: MM/DD/YYYY.
- h) In **Column H**, if the child is from a twin or higher-order multiple birth, select the number of children from the **Multiple Birth** drop-down list. If the child was born from a single birth, select **1**. If the child was born from a twin birth, select **2**.
 - 1(single)
 - 2(twin)
 - 3(triplet)
 - 4(quadruplet)
 - ... etc.
- i) In **Column I**, select the student's **socio-economic** indicator, which is based on whether the parent checked any boxes on question #6 on the Roster Information Form, from the drop-down list:
 - 1(category 1)
 - 2(category 2)
- j) In **Column J**, 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) In **Column K**, select the student's **ethnicity** from the drop-down list:
 - Hispanic/Latino
 - Not Hispanic/Latino
- l) In **Column L**, select the **limited language proficiency** indicator from the drop-down list. If the child has difficulty speaking the English language, select 'Yes'.
 - Yes
 - No

- m) In **Column M**, select the student's **Individual Education Plan** indicator from the drop-down list. If the child has an IEP, select Yes:
 - Yes
 - No
- n) In **Column N**, select the **class funding source** from the drop-down list. Select 'Blended' if the class receives both Head Start and Pre-K funding. Select 'Lottery' if the class only receives Pre-K funding.
 - Lottery
 - Blended
- o) In **Column O**, enter the student's **effective begin date** in the class (MM/DD/YYYY)
- p) In **Column P**, enter the student's **effective end date** in the class (MM/DD/YYYY) if applicable. This date is not entered until the child has un-enrolled and cannot be after the count date of the current roster. The end date cannot be a future date.
- q) In **Column Q**, enter the student's **Middle Name exactly as it appears on their birth certificate**. The student's middle name may include hyphens and apostrophes. If the student does not have a Middle Name, enter 'NMN' to represent **No Middle Name**.
- r) In **Column R**, select the student's **Name Suffix**, if applicable, from the drop-down list:
 - Jr
 - Sr
 - II
 - III
- s) In **Column S**, if the SSN was not provided, enter the **Waiver Reason Code** corresponding with the reason selected on the Waiver by the Parent:
 - 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
- t) In **Column T**, if the Waiver Reason Code = 5, enter the **Waiver Reason Detail** which is the handwritten reason given by the Parent on the SSN Waiver Form.
- u) In **Column U**, 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) In **Column V**, select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of **Asian** is applicable to this student.
- w) In **Column W**, 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) In **Column X**, 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) In **Column Y**, select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of **White** is applicable to this student.
- z) In **Column Z**, enter the student’s 10 digit **GTID**. For school year 2015-16, this value will be pre-populated for all public schools currently using Infinite Campus. All other public schools and all private providers should leave this field blank.

*NOTE: in columns U-Y, you may indicate ‘Yes’ for as many races as are applicable to this student. **You must indicate ‘Yes’ for at least one race value.***

- 4. Repeat step 3 for each student. After all students at this site have been entered, delete the red and yellow highlighted rows. The first row in the file is now your first student.

Creating an Upload File Using the Pre-Populated LSS Template

- 1. Follow the instructions received from your specific LSS data vendor to create a pre-populated Excel file for each of your Pre-K sites. Save each xls file to a folder on your computer.
- 2. Double-click on the xls file you just saved, launching Microsoft Excel.
- 3. Verify the data shown and populate the specific Pre-K fields listed below for each child:
 - a) In **Column A**, verify that the **Site Id** displayed is correct based on where the class you are uploading is located. If needed, edit this column to reflect the correct value. To verify your Site Id, click on ‘View/Edit Roster’ and the Site Id will be included on the first screen that is displayed, as shown below:



To submit rosters for a site, click inside the white box to the left of the Site ID. A red box highlights this area. Then click SUBMIT. The site must have a status of Ready for

Select	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids List
<input type="checkbox"/>	1 Gwinnett	5037	Example Childcare & Learning Center	4444 Lilburn Way	Lilburn	30047 3	3	60	0

- b) In **Column B**, enter the **Class Id**. To determine your Class Id, click on the yellow box in the above screenprint next to the desired Site Name and the Class Ids for each class at that Site will be included on the next screen displayed, as shown below: **You will need to verify your Class Id values each year, as the Class Id values change each school year**

Select	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids
1	38333	One Teacher	Bachelor of Science/Arts	20	20
2	38334	Two Teacher	Montessori Diploma	20	20
3	38335	Three Teacher	Bachelor of Science/Arts	20	20

- c) In **Column H**, if the child is from a twin or higher-order multiple birth, enter the total number of children from this pregnancy as the **Multiple Birth** value. If the child was born from a single birth, enter '1'. If the child was born from a twin birth, select '2'.
- 1(single)
 - 2(twin)
 - 3(triplet)
 - 4(quadruplet)
 - ... etc.
- d) In **Column I**, enter the student's **socio-economic** indicator, which is based on whether the parent checked any boxes on question #6 on the Roster Information Form:
- 1(category 1)
 - 2(category 2)
- e) In **Column J**, enter the student's **transportation** indicator. If the Center transports the child to and from Pre-K, enter 'Y'.
- Y = Yes
 - N = No

- f) In **Column L**, verify that the **limited language proficiency** indicator displayed is correct and edit this field if needed. If a child has difficulty speaking English, enter 'Y'.
Y = Yes
N = No
- g) In **Column M**, verify that the student's **Individual Education Plan** indicator displayed is correct and edit this field if needed. If they have an IEP, enter 'Y'.
Y = Yes
N = No
- h) In **Column N**, verify that the **class funding source** displayed is correct and edit this field if needed. Enter 'Lottery' if the class only received Pre-K funding.
Lottery
Blended
- i) In **Column S**, if the SSN was not provided, enter the **Waiver Reason Code** (i.e. 1, 2, 3 ...) corresponding with the reason selected on the Waiver by the Parent:
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
- j) In **Column T**, if the Waiver Reason Code = 5, enter the **Waiver Reason Detail** which is the handwritten reason given by the Parent on the SSN Waiver Form.

NOTE: in columns U-Y, you may indicate 'Yes' for as many races as are applicable to this student. You must indicate 'Yes' for at least one race value.

4. Repeat step 3 for each student making sure that all students at this site are included.

Saving Your Template File(s)

Once you have verified all data in the file for accuracy, follow the steps below to save two different versions of the file. If you make further changes to the xls file, these steps will need to be repeated to keep the xls and csv formats in sync.

1. Click File> Save As> Save as Type> Excel (*.xls). Use the suggested naming convention: <schoolname>_StudentRoster_<mmddyyyy>.xls
(Example: Idlewood_StudentRoster_08142015.xls)
2. Click File> Save As> Save as Type> **CSV (Comma Delimited) (*.csv)**. Use the suggested naming convention: <schoolname>_StudentRoster_<mmddyyyy>.csv
(Example: Idlewood_StudentRoster_08142015.csv)
3. Click 'Yes' if you receive any messages regarding the file containing any features that are not compatible with CSV.

Note: Regardless of whether you used the DECAL template or the LSS template, you can edit the .xls file as many times as desired before uploading it into Panda, simply by double-clicking on the file and opening it in Microsoft Excel. This may be necessary or desirable if you are not entering all students at one sitting or in case you receive multiple errors in the upload and find it is easier to edit the xls file than to correct them one by one on the Student Error Correction screen.

Note: All leading zeros on an SSN will get dropped in Excel due to the SSN column being defined as numeric. The upload process will flag these records as a 'student exception' since the SSN is now less than 9 digits. When these records appear on the error screen (see pages 23-24) you should simply retype the full 9 digit SSN with leading zeros and hit 'Save'.

Each time you modify the xls file, you need to repeat Step 1 and Step 2 and resave 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 and will cause, for example, the leading zeroes to be dropped from SSN and from all date fields which will in turn give you additional formatting errors the next time you try to upload the file.

Uploading Your Completed Student Roster Files

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


1. From the main menu, select **View Upload Status**. The **View Upload Status** screen displays.

2. Click the **Upload** button. The **Upload File** screen displays.

3. Click the **Browse** button, or enter the path to the roster .csv file.
4. Click the **Upload** button. If the roster was successfully uploaded, PANDA displays a message that states that the upload was accepted for processing. If the upload was not successful, an error message displays.
5. Click the **Back** button to return to the **View Upload Status** screen.

View Upload Status and Resolve Data Errors

After you upload your roster files to DECAL, you must check their upload status and resolve any data errors.

1. From the **School Year** drop-down list, select the current school year.
2. From the **Roster Cycle** drop-down list, select the current roster cycle.
3. Click the  button to view the student file upload status. The file status for the selected school year and roster cycle display. **Note that you will need to continue to hit the ‘Search/Refresh’ button to refresh the information displayed until the file has completed the validation/upload process.**

These are the possible status values that you should receive during the validation process:

- **File Format Invalid/File Received** – This indicates there is a problem with the file layout itself. Some typical reasons a file layout error occurs are either because you’ve uploaded an empty file, an ssn is missing a leading zero, or the file contained a class level error (i.e. invalid Class Id).
- **Validation In Progress** – The roster file that you uploaded has passed the file layout validations and now each field is being validated against the data edits for that field.
- **Student Exception** – PANDA found errors in one or more student records.
- **Validated** - The roster validation is complete and no errors were found or all have been resolved.
- **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** and the roster is ready to be submitted.

View Upload Status
[Upload](#) [Site List](#)

School Year: Roster Cycle: [Search](#)

Select	File ID	Provider	File Type	File Name	# Records	Date Sent	Date Processed	Upload Status
	1362	Bartow County Board of Education	Student (DF)	Woodland_StudentRoster_07022009.csv	5	8/20/2009 9:42:33 AM	8/20/2009 9:42:33 AM	Student Exception
	1361	Bartow County Board of Education	Student (DF)	Woodland_StudentRoster_07022009.csv	5	8/20/2009 9:38:27 AM	8/20/2009 9:38:27 AM	File Format Invalid / File Received
	1360	Bartow County Board of Education	Student (DF)	STARS_StudentRoster_06292009.csv	5	8/17/2009 1:15:42 PM	8/17/2009 1:15:42 PM	Save in Progress

- If you received the 'Student Exception' error, clicking on the yellow Select button (as shown above next to the File Id) will cause the **Student Error Report** screen below to be displayed which will list each student that was flagged with an error.

Error Report
[Back](#)

Details on Uploaded Records.

Provider Name: Bartow County Board of Education Date Uploaded: 8/20/2009 9:42:33 AM

File Name: Woodland_StudentRoster_07022009.csv Data Errors Found: Yes

Error Records: 3 Class level Errors: 0

Student Detail Errors

Select	Student Name	Site Name	Class ID	Error Count
	Johnson Ian	Woodland High School	42833	1
	Johnson Kate	Woodland High School	42833	2
	Smith Ian	Woodland High School	42833	2

- Select a student record by clicking the yellow Select button next to the student's name. The **Student Error Correction** screen displays giving specifics as to which field(s) contained invalid information.

(Note: if the majority of your records have errors, you may find it easier to update your .xls file, then resave it to .csv and perform the upload steps again. When doing so and using the same filename, note that by default the 'Student Exception' status on the file initially uploaded will change to 'File Format Invalid' so that you are only able to make updates on the Student Error Correction screen for the most recently submitted file. If you have a small number of errors, it will be easier to correct them here on the Student Error Correction screen.)

Student Error Correction


Liberty County Pre-K Program

Legal Name: Liberty County Board of Education
 Address: 206 Bradwell Street, Milledgeville, GA - 31133
 Phone: 912-876-0773


Data Field	Uploaded Information	Error Description	Correct Information
Last Name	Armes		
First Name	Emma		
Middle Name	#####	Invalid characters.	<input type="text"/>
Suffix	(())	Invalid characters.	<input type="text"/>
Date of Birth	01/01/2004		
SSN (Enter only numbers. No "-" required*)			
SSN Waiver Reason		Choose a reason.	<input type="text"/>
Gender	Female		
Birth Order	1		
Transportation	No		
Socio/Economic	Category 2		
Race/Ethnicity	White		
Limited Language Proficiency	No		
IEP	No		
Funding	Lottery		
Begin Date in Class	08/06/2008		
End Date in Class			
Data Entry Open Date	08/27/2008		
Data Entry Close Date			


6. Review the student's record and enter your corrections in the **Correct Information** column. Click the button to save your changes.
7. Click the button record to return to the **Student Error** report. The corrected student record is no longer listed on the report, and the Number of Errors is reduced by one.
8. Repeat steps 5-8 for each student listed on the **Error Report** screen. When you are finished, return to the **View Upload Status** screen.
9. Click the button. The upload file status should now show **Save In Progress**, and you are ready to submit the roster file by following the instructions on the next page.

Submitting Your Completed Roster to DECAL

1. When you have entered/verified all of the teacher and student data, click the  button at the bottom of the student list.

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 has been cleared.

2. Click the  button. The **Roster Class List** screen displays. Notice that the lead teacher name, lead teacher credential, and number of kids fields list information from the class roster, and that the roster status is now **Roster Updates Complete**.



Select	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
<input type="checkbox"/>	1 43865	Teacher Test	Bachelor of Science/Arts	20	18		Roster Updates Complete	No exceptions	

3. Click the  button. The **Roster Provider Site List** screen displays to list the rosters that have roster updates complete.

RDS Provider Site List
Provider Roster Report

Bright from the Start Academy

Legal Name: Department of Early Care and Learning
 Address: 10 Park Place South, Atlanta, GA - 30303
 Phone: 404-656-5957

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.
 School Year: 2010 Roster Cycle: Roster 1 **Search**

To submit rosters for a site, click inside the white box to the left of the Site ID. A checkmark should appear inside the white box. Then click 'CONTINUE'. The site must have a status of Roster Updates Complete to be submitted.

Select	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed/Printed On	Roster Status
<input type="checkbox"/>	1 Fulton	3545	Bright from the Start Academy	10 Park Place South	Atlanta	30303	1	20	20		Roster Updates Complete

By Submitting this roster(s) you are asserting via electronic signature that the information on the roster(s) is true, complete, and accurate to include all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file.

Continue

4. Read the statement below the site(s) and click the checkbox on the left side of the site. Then scroll down and click the 'Continue' button. The below screen will be displayed which you need to read very carefully before proceeding.

User Home
 Enter Application
 View Application Status
 Enter STP Application
 Edit Company Profile
 View/Edit Roster
 View/Edit Waiting List
 Upload Waiting List
 View Upload Status
 View/Print Print Advice
 Recruit Form
 DR Checklist
 CLASS Observation

By clicking in the Accept box below, I certify that the statements I've made to Bright from the Start are true and accurate to the best of my knowledge. I understand that any false, fraudulent or fictitious statement or representation made to Bright from the Start is punishable by law and could result in a felony charge and/or civil penalties of up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. § 16-10-20 and 23-3-121.

Accept **Return to Roster**

5. If you concur that all of the data being entered is true 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, then click the box next to 'Accept'. If you are unsure and need to go back and review more carefully the data entered, then click on the box next to 'Return to Roster' and wait to submit until you have verified all the data is correct.

6. After clicking on 'Accept', the 'Submit' button will then be displayed and you can complete the submission process by clicking on the 'Submit' button. The site's **Roster Status** will change to **Submitted**. You will receive a confirmation email from DECAL to inform you that your roster has been successfully submitted to DECAL. The email will also give you a count of the number of classes that were submitted. If all classes were not submitted, you will need to go back to the roster to see which classes did not submit successfully.

By Submitting this roster(s) you are asserting via electronic signature that the information on the roster(s) is true, complete, and accurate to include all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file.

Printing a Provider Roster Report

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

To view the Provider Roster report, Adobe® Reader® must be installed on your local drive. This software is used to view and print Adobe Portable Document Format (PDF) files like the Provider Roster Report, and can be downloaded free of charge. Go to <http://www.adobe.com> and follow the links to download the Adobe Reader.

1. Make sure that you are at the ROS DECAL Site List by selecting View/Edit Roster on the blue menu.
2. Select the current school year from the drop-down list.
3. Select the current roster cycle from the drop-down list.
4. Click the **Provider Roster Report** button. Adobe Reader launches to display the **Provider Roster** report in a separate browser window.

Frequently Asked Questions Relating to Rosters:

1. What is the **difference in the count date and the due date?**

All roster changes/corrections that have occurred up to and through the “count date” can be made on the current open roster. The count date represents the date at which the information on the roster is accurate and correct.

Bright from the Start allows extra time to record the roster data, accurate as of the count date, on the roster before it must be submitted to our office. The “due date” is therefore the last date that the roster can be submitted without being considered late.

*Each roster should show the changes in your class room as of the count date. So that you may continually report changes **that occur** in your class until the **end of the** count date, you are prevented from submitting **your roster** prior to the count date. You may begin submitting on **or after** 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 go on the next roster. No students can be added to the roster after the final count date.

You may find your count dates on the list of Critical Reporting Dates in the Georgia Pre-K Operating Guidelines.

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

*On the **current open roster**, click the yellow select button next to the child’s name. Then click the **CLOSE STUDENT** button at the top of the screen. Enter the last date of attendance and save.*

3. How do I make roster corrections?

*You can correct **LLP, IEP and GENDER** simply by finding the child’s name on the roster, click the field that needs to be changed, make the change and save the entry.*

*If you need to edit the **Category or Transportation** fields prior to submission of Roster 1, you can click on the student’s name and enter the corrected values. If you need to edit these fields after Roster 1 has been submitted, you can now easily edit them on subsequent rosters by Selecting the child then clicking on the ‘**Chg Trans/Socio Economic**’ button at the top of the screen. Then make a choice from the drop-down list. After you have made your choice, the system will prompt you for an effective date.*

TO DETERMINE THE EFFECTIVE DATES:

- If you are changing **from Category 1 to Category 2** you will enter date that this child became **INELIGIBLE for Category 1** status. If the child was NEVER eligible, then the effective date should be the **next day after the begin date** in class.
- If you are changing **from Category 2 to Category 1** you will enter **the** date that this child became **ELIGIBLE for Category 1** status. If the child was ALWAYS eligible, then the effective date should be the **next day after the begin date** in class.
- If you are changing **transportation from NO to YES**, please enter date that you began providing transportation for this child. If you ALWAYS provided transportation for this child then effective date should be the **next day after the BEGIN date** in class.
- If you are changing **transportation from YES to NO**, please enter date that you stopped providing transportation for this child. If you never provided transportation for this child then effective date should be the **next day after the BEGIN date** in class

To correct **ssns, names** and/or **birth dates** please scan and email documents to support your request (Ex. Birth certificate or court decree for name changes to panda.finance@dec.al.gov . If you prefer to fax, you can send the documents to 404-651-8576 or 770-357-3815.)

4. **A parent has decided to provide the social security number (SSN) for a child already on the roster. How do I add the SSN?**

SSNs can be added during open roster periods. Any child without a SSN listed will have the words **POPULATE SSN** in the SSN field on the roster. After you locate the child on the roster, click on the **POPULATE SSN** link. Enter the social security number, **double check your entry for accuracy** and save.

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

Only one person will see the submit button. That is the person with the Provider Management role.

If you are the Provider Manager and you don't see the submit button...

The roster must have a status of **ROSTER UDPATES COMPLETE** before it can be submitted.

From the site list, click the yellow select button next to the site that you want to submit. You should now be on the class list for that site. Next, click the yellow select button next to the class that you want to submit. (Each class must be updated to **ROSTER UDPATES COMPLETE** separately.) You should now be on the CLASS ROSTER screen. The **ROSTER UDPATES COMPLETE** button is located at the bottom of the roster page below the last child on the roster. Once you locate the button, click it to update the status to **ROSTER UDPATES COMPLETE**.

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. 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.

Once you are on the **SITE LIST** page and you have a status of **ROSTER UPDATES COMPLETE**, you will 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 Message:

By Submitting this roster(s) you are asserting via electronic signature that the information on the roster(s) is true, complete, and accurate to include all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file.