



ROSTER TIPS

Tips for Entering and Updating Roster 1 Teacher Data

- Lead Teacher and Assistant Teacher data from Roster 4 of the previous school year automatically carried over to the current school year. Review the data for all teachers. If the information is accurate, no action is required. You may exit the teacher record. *Note: Teachers whose credential setting was "Insufficient" and "Multiple Substitutes Used" records did not roll over.*
- **Reporting Changes:** Providers cannot change first and last name, Social Security number (SSN) and Creditable Years of Experience (CYE). To request a change in name and SSN, email panda.teachers@dec.al.ga.gov. To request a change in CYE, submit the [Creditable Years of Experience Change Request Form](#) and verifying documents to panda.teachers@dec.al.ga.gov. The *Creditable Years of Experience Change Request Form* is located under the Project Director Resource List at <http://www.dec.al.ga.gov/PreK/ProjectDirectors.aspx>
- **If a teacher will not return to your program**, use the **DELETE** button to remove the teacher from your roster.
- **If a teacher has not been hired** and multiple adults will staff the class, check the Multiple Substitutes Use box to report the substitutes. Once a teacher has been hired, add the teacher to your roster.
- **Reporting Instruction Begin Date:** Enter a begin date of 08/01/2023 for the first lead and assistant teacher reported on the roster even if the teacher may have worked earlier (e.g., teacher preparation in July). This begin date is critical to payment processing. An August payment cannot be processed for classes with a roster that does not show a begin date of 08/01/2023 for the first lead and assistant teacher reported on the roster.
- **Reporting Teacher Credentials:** The lead teacher and assistant teacher should provide you a copy of their Georgia Professional Development System (GaPDS) Profile Report. The Profile Report provides verified credential information, and it indicates whether the teacher qualifies for the lead or assistant teacher position. The profile for teachers that are qualified to serve in the lead teacher role will show "Qualifies for GA Pre-K Lead". Teachers that are qualified to serve in the assistant teacher role must have a GaPDS career level of 4 or higher. If the teacher qualifies for his or her role, enter the qualifying verified credential reflected in the teacher's GaPDS profile. If a qualifying credential has not been verified, select "Insufficient" for the teacher's credential level in PANDA. Updated the roster when an approved qualifying credential has been verified in the GaPDS.
- If the credential entered in PANDA does not reflect the verified credential in the GaPDS, the roster will be automatically updated to reflect the verified credential in the GaPDS. If no qualifying credential has been verified, the teacher credential will be updated to Insufficient.
- The Teacher Information Screen is open throughout the school year. Teacher data may be changed at **ANYTIME** regardless of the roster cycle. Because payment calculations are based, in part, on the verified lead teacher credentials, it is important that you update lead teacher changes in the Teacher Information Screen in a timely manner. Once a payment is made, only DECAL can make changes to prior month's teacher information.