



## PANDA Student Rosters: Uploading Student Documents

After you enter students on your first roster, your Pre-K specialist may request documentation for a student. You can now upload requested student documentation directly in PANDA. The document will be encrypted during transit and while stored on the PANDA document database. For additional security, student documents will be automatically deleted after being viewed by your Pre-K specialist.

To get started, the student must be entered on the class roster for the current roster cycle. Refer to the PANDA Student Data Entry Training Document for directions for entering students (<http://dec.al.ga.gov/Prek/PANDAResources.aspx>). You should also have the student document(s) you are going to upload scanned and ready on your computer.

First, go to the PANDA website at <http://www.dec.al.ga.gov/panda>

Log in using your user ID and password. You will need Provider Management rights to access the student upload function (this is usually the Project Director).

From the menu on the left, select **Pre-K > Rosters > View/Edit Roster**.

The screenshot displays the 'View/Edit Roster' page in the PANDA system. On the left, a navigation menu is visible with a red arrow pointing to the 'View/Edit Roster' option under the 'Rosters' section. The main content area includes a search form with 'School Year' set to 2021 and 'Roster Cycle' set to Roster 1. Below the search form is a table with one entry:

#	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
1	Fulton	9757	Example Pre-K Site	10 Park Place	Atlanta	30032	1	22	0		Save In Progress	No Exceptions	

**Roster for Roster 1 for Example DBA** Back Print Print Without SSN

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details

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**Site Details** -

Year:	2020-2021	Phone:	(404) 656-5957
Site Name:	Example Pre-K Site	Class Start Date:	8/1/2020
Class:	89624	#Active Kids Listed:	0
Count Date:	9/18/2020	#Category One Kids:	0
Due Date:	9/25/2020	#Cat 1 & Trans:	0
Submit Date:			

Click on your site name, then click the appropriate class ID. Your roster screen displays.

Scroll down until you find the student for whom you need to upload documents. Click the student's name to bring up the Student Information Screen.



**Student Information** Back Edit Change Trans/Socio Upload Document Close Student

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details > Student Information

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**Site Details** +

**Add/Modify Student Information** -

**Delete**

Student Last Name: *	<input type="text" value="Mouse"/>	Ethnicity: *	<input type="text" value="Not Hispanic/Latino"/>
Student First Name: *	<input type="text" value="Michael"/>	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
Student Middle Name: *	<input type="text" value="J."/>		
Suffix:	<input type="text"/>		

You should see a new button in the top-right corner, named **Upload Document**. Click the button to begin the upload process.

**Student Document Upload** Back

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details > Student Information > Student Document Upload

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**Site Details**

<b>Provider Name:</b>	Example Provider, Inc.	<b>Site Name:</b>	Example Pre-K Site
<b>Region:</b>	23	<b>Address:</b>	10 Park Place, Atlanta, GA 30032
<b>County:</b>	Fulton	<b>Phone:</b>	(404)656-5957
<b>Consultant:</b>			

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<b>Class ID:</b>	89624	<b>Middle Name:</b>	J.
<b>Child Name:</b>	Mouse, Michael		

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**Student specific documents**

#	Document Type	# Files Uploaded	Last Modified On	Last Modified By	Add
1	Age Documentation	0			
2	Residency Documentation	0			
3	Social Security Card	0			
4	Student Social Security Number Information Form	0			
5	Immunization Certificate (Form 3231)	0			
6	Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3231)	0			
7	Pre-K Registration Form	0			
8	Roster Information Form	0			
9	Other	0			



The Student Document Upload screen displays. The list of document types that can currently be uploaded is shown.

Click the Add button on the right side of the screen for the document type you wish to upload.

**Upload Files** ✕

**Program:** PreK ▼ **Module:** Rosters ▼

**Document Type:** Age Documentation ▼

**Site Name:** Example Pre-K Site

**Class ID:** 89624

Click the browse button to select the appropriate document from your desktop and then press the Open button. One can select multiple documents as well. Once done, enter the description (if any) and click the Upload button to save the documents in PANDA.

Valid File Types: .docx, .png, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps

Choose Files No file chosen

**Description:**

**Upload** **Cancel**

The Upload Files dialog box displays. Note the list of valid file types. Your scanned document needs to be one of these file types for the upload to work.

Click the Choose Files button, then navigate to the scanned document you previously stored on your computer.

Click the Upload button to upload the file.

Site Details <span style="float: right;">+</span>					
Class ID:	89624		Middle Name:	J.	
Child Name:	Mouse, Michael				
Student specific documents <span style="float: right;">-</span>					
#	Document Type	# Files Uploaded	Last Modified On	Last Modified By	Add
1	<a href="#">Age Documentation</a>	1	8/27/2020 2:28:52 PM	John Smith	
2	Residency Documentation	0			
3	Social Security Card	0			
4	Student Social Security Number Information Form	0			
5	Immunization Certificate (Form 3231)	0			
6	Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3231)	0			
7	Pre-K Registration Form	0			
8	Roster Information Form	0			
9	Other	0			



After a document is successfully uploaded, it will display the date, time and person who uploaded the file on the Student Document Upload screen. Your Pre-K specialist will now be able to view the document in PANDA. Repeat the process for each document you need to upload.

Please contact your Pre-K specialist if you have questions. You can also email [panda.support@dec.al.ga.gov](mailto:panda.support@dec.al.ga.gov) for technical assistance. For general assistance with roster data entry, email [panda.rosters@dec.al.ga.gov](mailto:panda.rosters@dec.al.ga.gov).