

This email contains valuable 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 Teachers,

It is hard to believe that another school year is ending. We would like to thank you for your continued commitment to providing Georgia's PreK students with a quality PreK experience throughout the year. We appreciate your dedication and hard work in creating positive learning experiences that will support our students in the years to come. We hope that you have an enjoyable and restful summer. We look forward to working with you in the 2024-2025 school year.

Please see the reminders below for Work Sampling Online:

- Period 2 checklist ratings should be finalized, and the Narrative Summary Report should be completed for each child prior to family conferences.
- WSO Narrative Summary Report: Teachers should enter attendance information in the Narrative Summary Report. All domains should have a written comment. The WSO Narrative Summary should be shared with parents or guardians at the family conference.
- Printing Copies of Narrative Summary Reports and Developmental Checklists: Teachers should print a copy of the Narrative Summary Report and Developmental Checklist for the students in their class. Providers are required to maintain assessment information for a minimum of three years.
- Do **not** 'Archive' all your students. Only 'Archive' students who have disenrolled from your class.
- **All WSO logins will be disabled on July 2nd** so Pearson can remove all 2023 – 2024 data and begin preparing the system for the 2024 - 2025 school year. **Teacher logins will be reinstated on August 19th.** Start-up reminders will be sent to you via email in August.

Have a wonderful summer!

Pre-K Assessment Team

April 29, 2024