

Dear Providers,

Please see below for important information.

- **PANDA Roster System: Student Data Entry Training (August 14<sup>th</sup> live webinar)**

Registration is open for the PANDA Roster System: Student Data Entry Webinar. For newly funded classes, this webinar will provide instructions for adding students to the Pre-K roster. Additional training topics will include required documentation for student data entry, updating student information, submitting rosters to DECAL, and avoiding/addressing data entry issues. Use the link below to register for the webinar. After registering, you will receive a confirmation email containing information about joining the webinar. **This webinar is highly recommended for newly funded programs and new project directors.** The webinar will be recorded and posted if you are unable to attend.

- PANDA Roster System: Student Data Entry Webinar  
August 14, 2023; 12:00 PM  
<https://attendee.gotowebinar.com/register/8465867232219791710>

- The **2022-2023 Pre-K Year End Reconciliation Report** is now available in PANDA. Your financial officer, business manager, or person responsible for Georgia's Pre-K Program should prepare this report. One reconciliation report should be submitted per company/school system. Providers with more than one site will combine the information and submit one report. The information reported will be used to determine that all funding was spent appropriately and to determine if funds are due back to Georgia Department of Early Care and Learning.
  - Reconciliation Reports must be submitted by August 30, 2023, for private providers. For school systems, the due date is September 30, 2023.
  - Please take time to carefully review the [Provider Reconciliation Training Document](#) prior to completing your report. This document provides instructions for completing the Year End Reconciliation Report in PANDA and submitting the report online: <http://dec.al.ga.gov/Prek/Reconciliation.aspx>
  - For questions about the Year End Reconciliation Report, Georgia's Pre-K expenditure requirements, and allowable costs, email [Panda.Recon@dec.al.ga.gov](mailto:Panda.Recon@dec.al.ga.gov).

- **Work Sampling Online (WSO) Reinstated**

Administrator logins were reinstated on August 7<sup>th</sup>. Review the attachment for important information regarding updating teacher/administrator information and registering new teachers for WSO training.

- Teacher logins will be reinstated on August 21<sup>st</sup>.

- **Important Dates:**

- **August 30:** Reconciliation Report due for private providers
- **September 8:** Roster Count Date\*
- **September 15:** Roster Due Date
- **September 30:** Reconciliation Report due for school systems

\*If your roster is ready for submission on September 8<sup>th</sup> (count date), you may submit it on September 8<sup>th</sup>. All rosters must be submitted on or before September 15<sup>th</sup>.

Have a great day!

Susan

Susan Adams  
Deputy Commissioner  
Georgia's Pre-K and Instructional Supports