*This email contains importation 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**.*

Dear Pre-K Teacher,

Allow this email to serve as a reminder that all of your students should be entered into Work Sampling Online (WSO). If you have not yet entered your students, instructions for creating a class and adding students can be found under the ‘How To’ tab using the link provided below for WSO Support.

Students who enrolled after September 4th may not be entered until your director/principal provides you a copy of the next PANDA Roster Report which will not be available to you until after October 15th. However, if you know that a newly enrolled student transferred from another Georgia’s Pre-K Program, [***click here to submit a Help Ticket***](http://decal.ga.gov/Prek/WSO_Logging.aspx). Select the option ‘I have a problem with adding a student’. If a record already exists, we will transfer it to you.

All students should now have a Developmental Checklist in WSO with the exception of teachers who have not yet attended WSO Training. If you have not created your Checklists and need assistance in getting started, refer to the link below to access the online WSO Training Manual.

WSO Support:

* For assistance from our Assessment Team, [***click here to submit a Help Ticket***](http://decal.ga.gov/Prek/WSO_Logging.aspx).
* The WSO Training Manual, recorded webinars, WSO ‘How To’ files and a WSO FAQ are all available to you at <http://www.decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx>.

We appreciate all that you do for the children in your classroom.

Thank you,

Pre-K Assessment Team