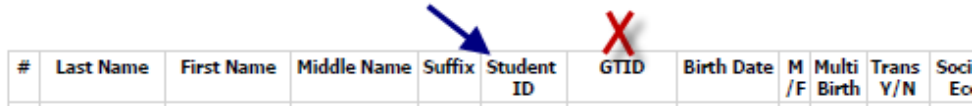Dear Pre-K Teacher,

See below for helpful tips regarding Georgia's Pre-K Work Sampling System Assessment Program.

PANDA Student ID
When adding a child to WSO, please ensure that you are accurately entering the PANDA Student ID, as shown below on the PANDA Roster Report. Teachers should not enter a child's GTID or social security number for the Student ID. Entering an incorrect Student ID allows multiple student records to be created, which prevents a teacher from reviewing WSO data entered by a child's former teacher if the child moves from one program to another.

#	Last Name	First Name	Middle Name	Suffix	Student ID	GTID	Birth Date	M /F	Multi Birth	Trans Y/N	Soci Ec

Archiving a Student
When a child leaves your classroom, complete any remaining data entry and immediately 'archive' the child to remove him/ her from your roster. **This eliminates the need for us to contact you before we can proceed with transferring the child to their new location**.

Help Ticket Info
To expedite quicker processing, when submitting a Help Ticket, include the Legal Name of your Pre-K program. Your Legal Name is now displayed at the top left of your screen, just above the Site Name.
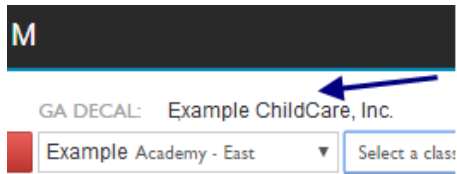
WSO Class Name
When creating a Class Name, use the PANDA Class ID from your Pre-K roster as your Class Name, or include this number as part of the Class Name you create. For example, if your PANDA Class ID is 38210 but you prefer to be called the 'Pre-K Butterflies', update your WSO Class Name to reflect '38210 Pre-K Butterflies'. **As children transfer, this helps ensure they are moved to the correct class in WSO.**

If you have any questions or need assistance with WSO, please submit a WSO Help Ticket at http://decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx and we will be happy to assist you as quickly as possible.

Thank you –
Ga Pre-K Assessment Support Team