ASAP TRAINING

ALABAMA DEPARTMENT OF
Early Childhood
Education

"Our mission is to make it simpler for you to run a vibrant and successful program."

What does ASAP do for our First Class Pre-K programs?

- Parents can pre-register for multiple programs with one application
- Parents can register multiple children with one application
- Directors can see registrations any time they want, as often as they want
- Parents get a confirmation they can print when they register, as well as an email

SCHOOL YEAR CHANGEOVER IN ASAP

Beginning January 15th:

- The pre-registration form parents complete in ASAP will be set to only accept applications for students whose date of birth qualifies them to attend pre-k during the 2019-2020 school year.

- Parents who attempt to create a new registration account in ASAP for a child to attend pre-k for the remainder of the 2018-2019 school year will be presented with a message containing a link redirecting them to a separate form found at https://form.jotform.com/klrbowling/2ndsemester. This link will also be posted on the department website and we encourage you to post it on yours as well.

  ASAP Error Message:
  This child is not eligible for Pre-K for the 2019-2020 school year. If you wish to register a child for the remaining portion of the current 2018-2019 school year, click the following link: https://form.jotform.com/klrbowling/2ndsemester.

- DECE (Department of Early Childhood Education) will transfer 2nd semester 2018-2019 registration applications to ASAP.

- Program Directors will continue to manage all registration and class enrollment information in ASAP.

- ASAP Management Portal will display classes for both the 2018-2019 and 2019-2020 school years.
  - Current classes/enrollments will be managed by choosing the Fall 2018 Sections.
  - Upcoming school year pre-registrations and random drawings by choosing Registration 2019-2020.
  - Upcoming school year class assignments will be managed by choosing Classrooms 2019-2020.

PRE-REGISTRATION TIMELINE

Advertising and Pre-Registration

- Recruitment flyers posted in community
- Parents/Guardians provide proof of residence and date of birth and pre-register children in ASAP
- Directors can view and monitor pre-registrations in ASAP

Random Selection Drawing

- Each program chooses a date and holds a random selection drawing

Random Selection Drawing Results Marked

- Directors mark each pre-registered child's status in ASAP as ***Pending*** *(selected in drawing for an available position)* or ***Waitlisted*** *(not selected in drawing for an available position)*

Parent/Guardian Notification

- DECE triggers emails notifying families of Pending or Waitlisted status
- Pending status families asked to accept or decline

Enrollment Completion and Class Creation

- Directors change status of children marked as Pending in ASAP to Completed status (if position is accepted) or Dropped status (if position is declined) based on parent responses
- Directors assign Completed Status students to specific classes in ASAP

STEP ONE:

PROGRAMS ADVERTISE

ALABAMA DEPARTMENT OF
Early Childhood
Education

FIRST CLASS PRE-K
Alabama's Voluntary Pre-K Program
PRE-REGISTRATION

Alabama's nationally recognized First Class Pre-K is preparing for another exciting school year!

(Refer to the provided Flyer.)

For Assisting Parents/Guardians with First Class Pre-K Pre-Registration

There are families with barriers to completing an online pre-registration process. These are the very families whose children we most need to reach and serve. Therefore, we must be prepared to offer supports to help them successfully complete the pre-registration process. We have kept this in mind and have limited how much typing is required, offered more drop-down choices, and eliminated the need to enter any codes or school names.
Below are some suggestions for providing additional support:

- Post flyers about pre-registration in such places as the public library, the health department, pediatricians' offices, the school board office, local elementary schools, the local school system website, and in apartment complex offices. Provide copies of the illustrated *Pre-Registration Process Guide* wherever flyers are posted.

- Advertise and host *Pre-K Pre-Registration Night* events at the local school board office, elementary school, public library, trailer park, apartment complex, etc. and have laptops/computers set up for parents/guardians to use to complete the pre-registration process. Have EL teachers and Pre-K teachers on hand to assist those who have trouble.

- Have laptops/computers set up in your Pre-K program's office area for parents/guardians to come in and use to complete the pre-registration process. Provide copies of the illustrated *Pre-Registration Process Guide* for them to follow. It is also helpful if this station is set up in close proximity to a receptionist or secretary who can provide assistance when needed.

- Remember that where there is a will, there is a way. Families who receive food stamps and other types of federal financial support complete online applications for these programs.

STEP TWO:

PARENTS PRE-REGISTER CHILDREN

FIRST CLASS PRE-K
Alabama's Voluntary Pre-K Program
PRE-REGISTRATION GUIDE

(Refer to the provided Pre-Registration Guide.)

Family Pre-Registration Process

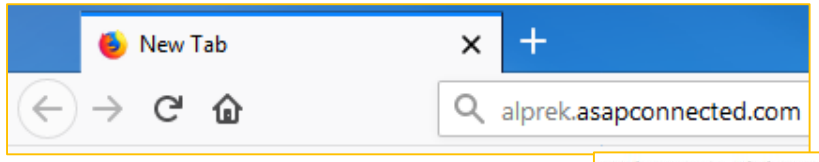
Let’s WALK through it!

(Follow provided guide as if you were the parent.)

1 To **begin pre-registration**, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.

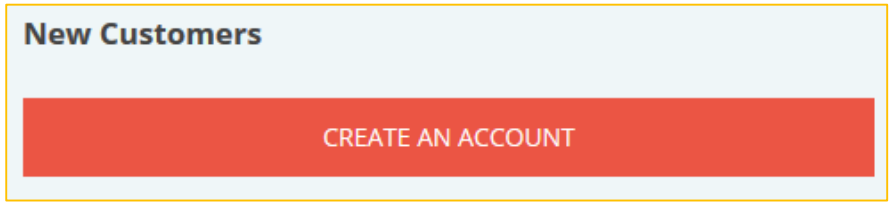
Note: As you fill in pre-registration information, type carefully using correct capital and lowercase letters. The information you enter will go directly into our database.

2 In the address field at the top of the screen, type in ***alprek.asapconnected.com*** and hit Enter. (Do not use "www" in the address.)

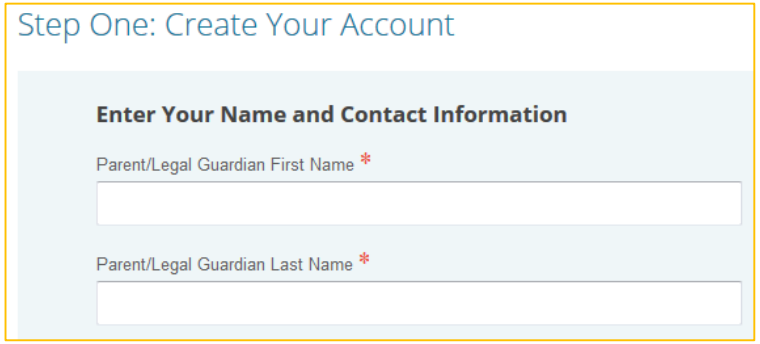


You will see the First Class Pre-K Online Pre-Registration welcome page. **Carefully read** the information provided, then click the link at the bottom to go to the next page.

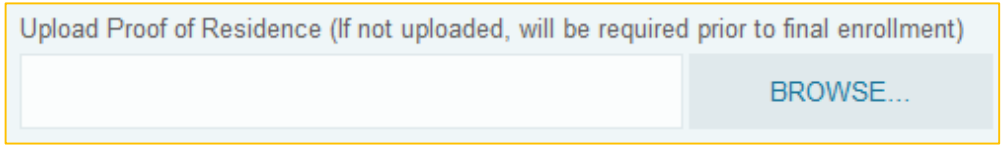
3 Read the additional information provided carefully, then select the **Create An Account** button. Each family may create **only one account.**



Fill in required fields about your family with **correct information**. *An error message will display if all required fields are not completed. Those with red asterisks beside them are required.*



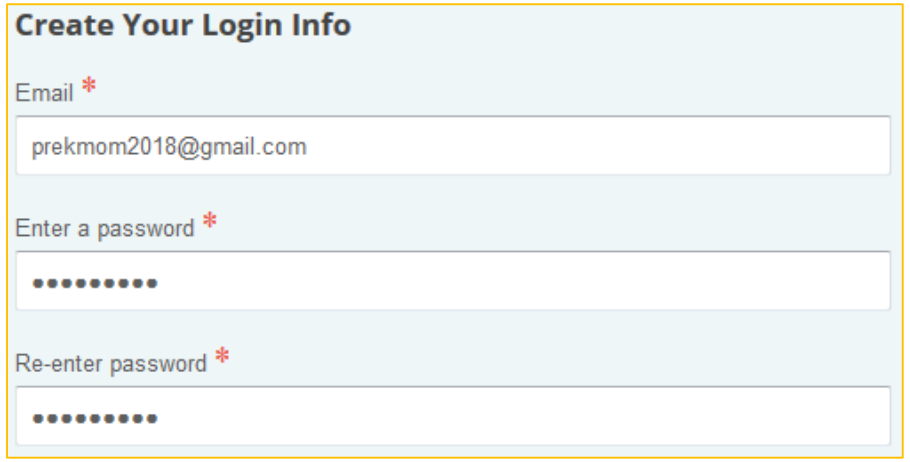
You may upload **proof of residence** (current utility bill or copy of lease or mortgage). If you do not, you must **deliver** a copy to each school/program for which you pre-register.

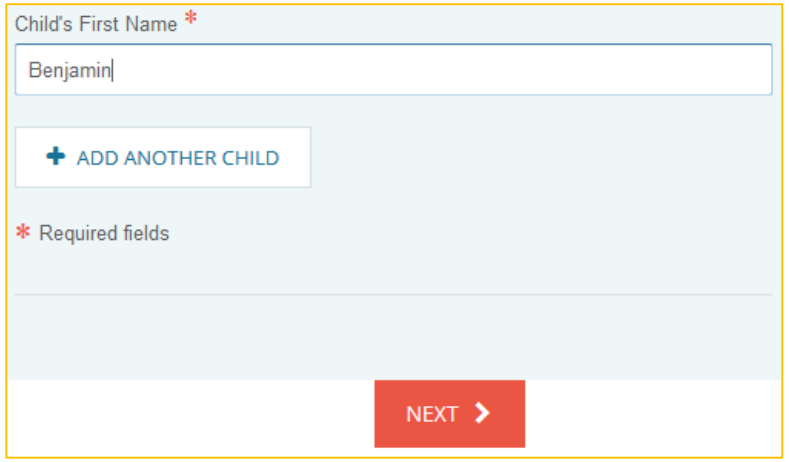


4

At the **Create Your Login Info** section, enter a valid email address and create a password for your Pre-Registration Account.

Next, provide the First Name of the child you are pre-registering **as it appears on the Birth Certificate**. You may pre-register an eligible sibling by clicking the *Add Another Child* button. Click **Next.**

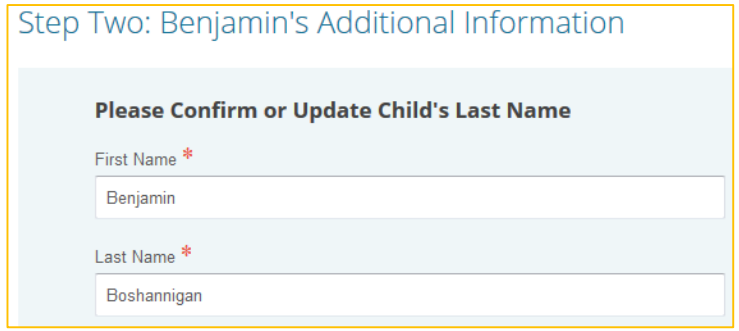


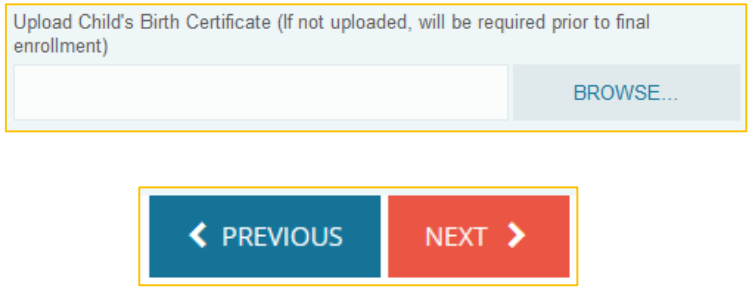


5

Fill in required fields about the child with correct information. You will repeat this process for each child you are pre-registering.

Note that you may upload a copy of your child's **birth certificate**. If you do not, you must deliver a copy as proof of age to each school/program for which you pre-register. When fields are complete, click **Next.**

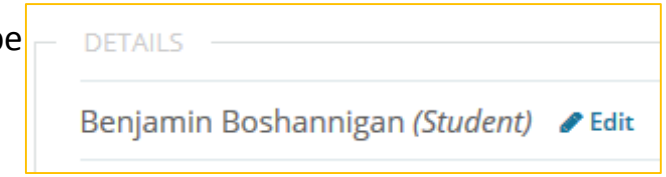


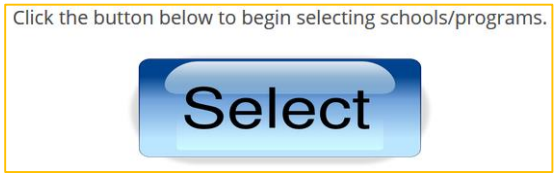


6

After you have entered information for each child you are pre-registering, you will be asked to carefully review what you have entered, and will be given the opportunity to edit and correct any mistakes. ***Please ensure that names and addresses have been entered correctly.***

Click the **Select** button at the bottom of the screen to begin selecting the schools/programs for which you wish to pre-register.



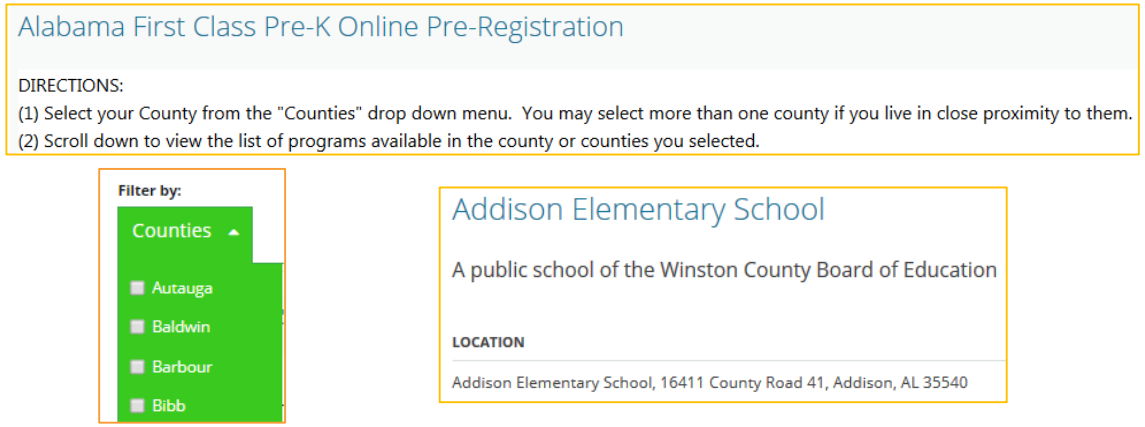


7

Carefully read the **directions** provided for selecting schools/programs.

Select one or more **counties** from the green drop-down menu at the top left of the screen, then scroll down to view the list of schools/programs available in the county or counties you selected.

Note that the **program type** and **address** of each school/program is provided.



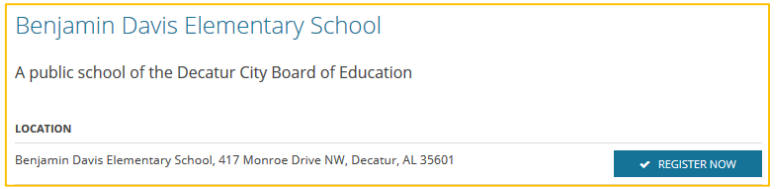
**NOTE: For this training, select one of the counties below from the drop-down list in ASAP.*

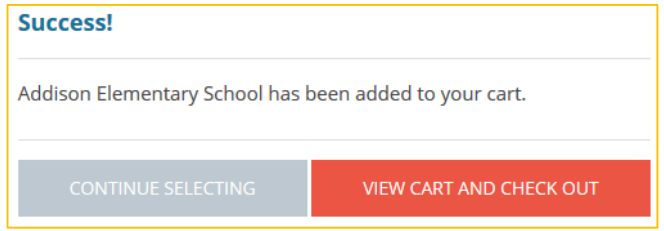
Baldwin
Barbour
Bibb
Butler
Calhoun
Chambers
Chilton
Cleburne
Coffee
Colbert
Conecuh
Crenshaw
Cullman
Dallas
Etowah
Hale
Henry
Houston
Jefferson
Lauderdale
Lee
Madison
Marshall
Mobile
Montgomery
Russell
Shelby
St. Clair
Tallapoosa
Tuscaloosa
Wilcox

NOTE: For this training, scroll down and select the "Training" site for the program.

8 Click the **Register Now** button beside each school/program you are interested in having your child attend.

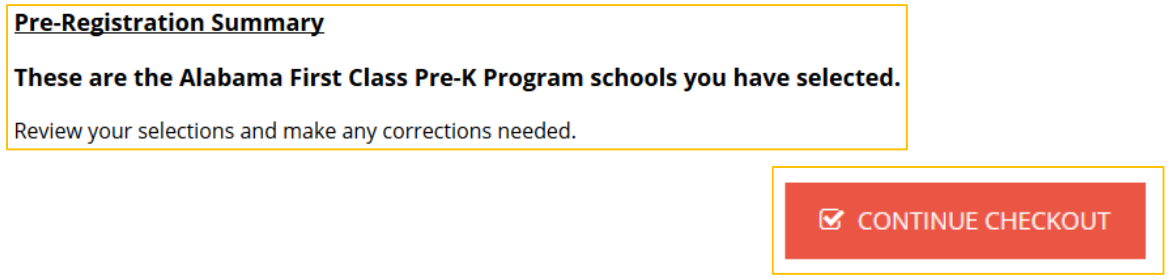
After each selection, you will have the opportunity to continue **selecting schools/programs** or to check out. After all desired programs have been selected, click the button to proceed to Checkout.





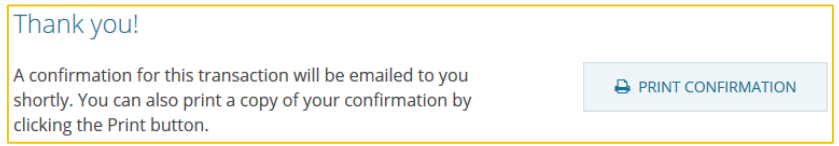
9 On the **Pre-Registration Summary** page, read the information provided and make corrections as needed.

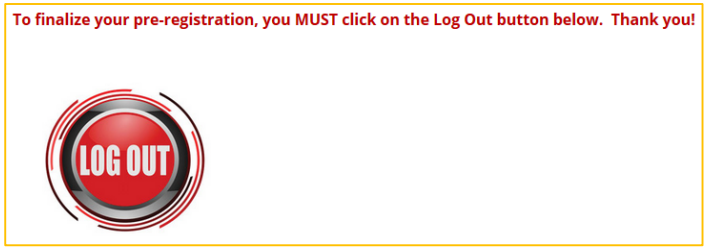
Then click the **Continue Checkout** button at the bottom of the page.



10 If you wish, click the **Print Confirmation** button to keep a record of your pre-registrations.

To **finalize** your pre-registration, you must click the **Log Out** button at the bottom of the confirmation page. Once this is done, you will receive an **email confirmation** of your pre-registration.





11 What happens next?

All First Class Pre-K programs will hold their random drawings between the dates of **March 1st and 31st**. Programs will draw names to fill their available positions, then continue drawing names to determine the order of names to go on the waiting list.

During the **week of April 16th**, families will receive **emails** notifying them of their child's **pending** (selected for an available position) or **waitlisted** status for each program they selected. This notice will go to the email address provided at pre-registration. For each program in which the child was chosen for an available position, the parent/guardian should contact the director of the program to accept or decline the position.

We appreciate your interest in having your child participate in Alabama's nationally recognized First Class Pre-K Program!

Automatic Confirmation Email after Submitting Pre-Registration

ALABAMA DEPARTMENT OF Early Childhood Education

Login to Your Account

Thank you for your pre-registration!

Please carefully read the following important information.

For each of the programs for which you pre-registered, you will receive an email in **mid-April** notifying you of your child's status after the random selection drawing was conducted.

Your child's status will either be *Pending or Waitlisted*. If your child's name was selected during the random drawing for an available position in the program, the status will be *Pending*. If your child's name was not selected for an available position, the status will be *Waitlisted*.

Please refer to the information below explaining what you will need to do in each case.

- If you are notified that your child's status is ***Pending*** - please contact the program within 7 days via email or phone call and either accept or decline the position. Your child will not be placed in a class until after you have accepted the position.
- If you are notified that your child's status is ***Waitlisted*** – there is no need to do anything as you will be contacted by the program if a position in a class becomes available for your child.

INVOICE #5207095

Athens Elementary School - 142P10701

Registrant: *Lara Allen*

STEP THREE:

DIRECTORS VIEW PRE-REGISTRATIONS AND HOLD RANDOM SELECTION DRAWINGS

ALABAMA DEPARTMENT OF Early Childhood Education

First Class Pre-K
Directors' ASAP Guide 2018-2019

(Refer to the provided Directors' ASAP Guide.)

Director Functions in ASAP

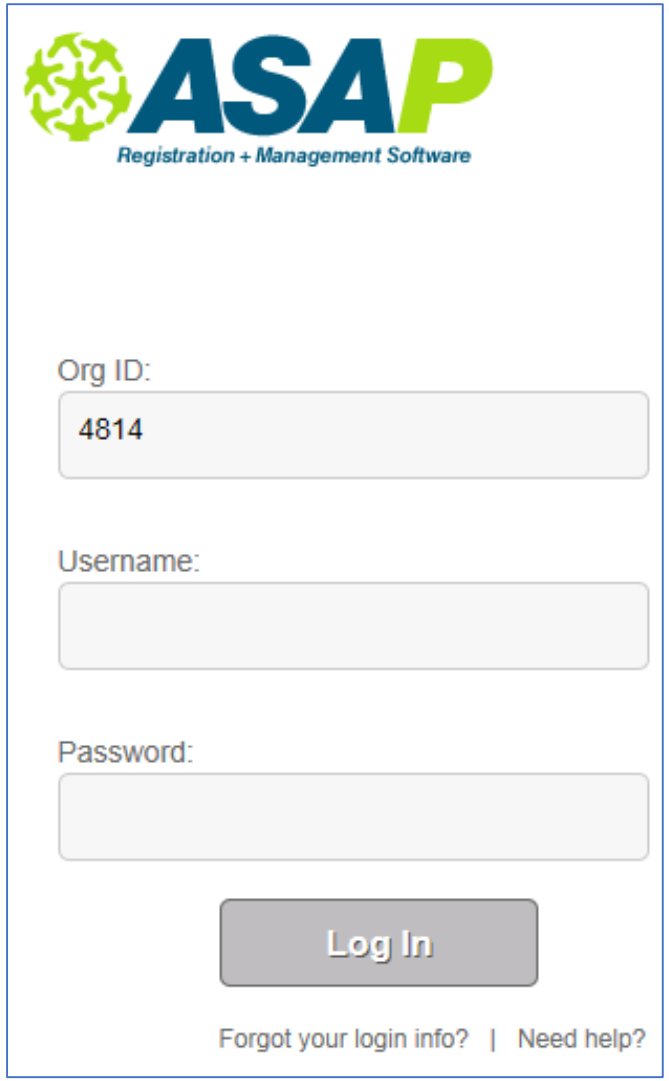
Let’s

through them!

(Use the sample login information provided.)

Log in to ASAP

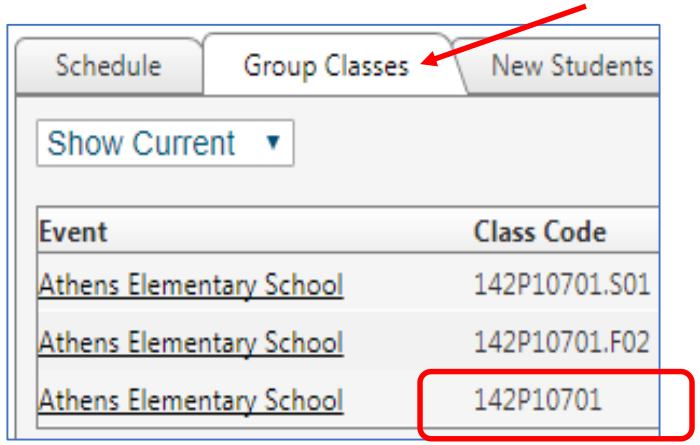
- Go to app.asapconnected.com
- Org ID is 4814
- Enter username and password
- Click Log in



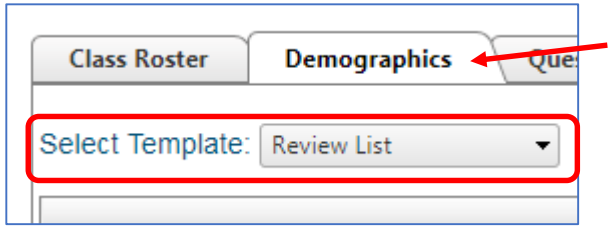
View Pre-Registrations

(January 15th until Drawing Date)

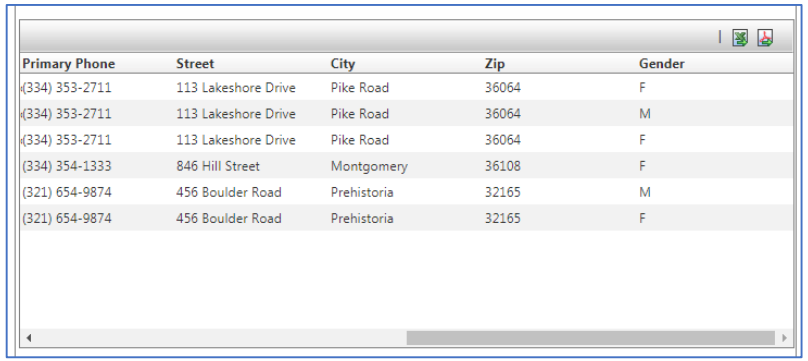
1. Click on the Group Classes tab, then choose the Program/Site Name listed under "Event." *Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.* Ignore the individual classes with codes ending with a (.)dot followed by two numbers and a letter because you are looking for the site/school as a whole to view preregistrations. To see your site(s)/program(s), scroll down to the Class Code(s) with only nine characters.



2. Click the Demographics tab then, next to the Select Template prompt, choose "Review List." When the list populates, scroll to the right to see all information including addresses.



3. Directors have access to their pre-registrant information at all times by logging in to the ASAP site.

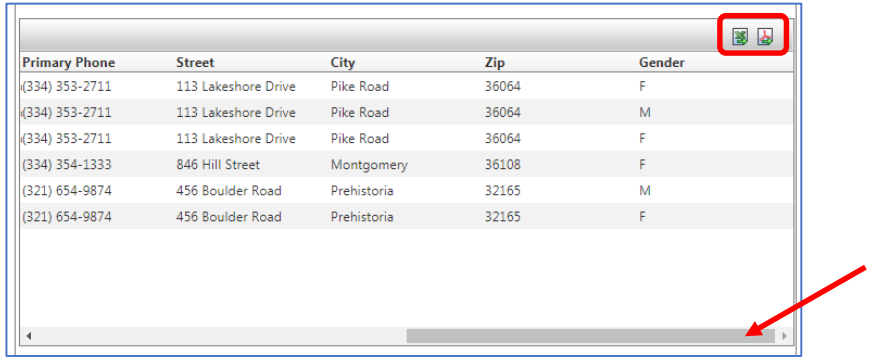


Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	M
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 354-1333	846 Hill Street	Montgomery	36108	F
(321) 654-9874	456 Boulder Road	Prehistoria	32165	M
(321) 654-9874	456 Boulder Road	Prehistoria	32165	F

Print List of Pre-Registrants for Random Selection Drawing

(Drawing Date must fall between March 1st & 31st)

1. Scroll to the far right and click the Excel or PDF icon at the top right of the window.



Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
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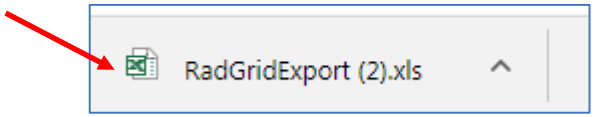
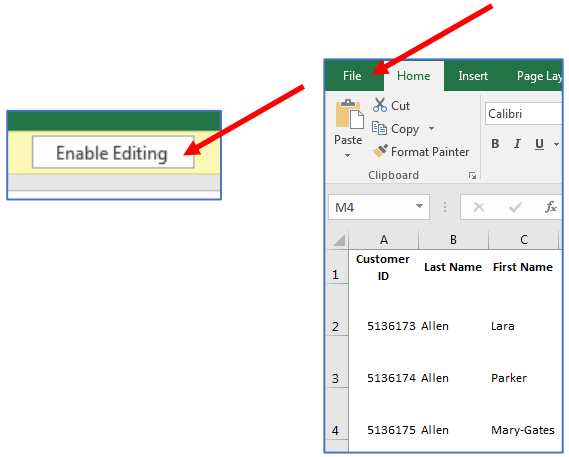
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 354-1333	846 Hill Street	Montgomery	36108	F
(321) 654-9874	456 Boulder Road	Prehistoria	32165	M
(321) 654-9874	456 Boulder Road	Prehistoria	32165	F

2. Find the document at the bottom left corner of your computer screen and click to open it.



3. When the document opens, click “Enable Editing” at the top of the screen, then click “File” and “Print.”



Student Status Key

Enrolled = student's online Pre-Registration has been submitted

Pending = student's name was drawn in the random selection drawing for an available spot in a First Class Pre-K Classroom

Waitlisted = student's name was not chosen for an available spot in a First Class Pre-K Classroom and has been added to the waiting list

Completed = student accepted an available position in a First Class Pre-K Classroom and the enrollment process is complete

Dropped = student either declined to accept an available position in a First Class Pre-K Classroom or withdrew from a First Class Pre-K Classroom

STEP FOUR:

DIRECTORS MARK RANDOM SELECTION DRAWING RESULTS

ALABAMA DEPARTMENT OF
Early Childhood
Education

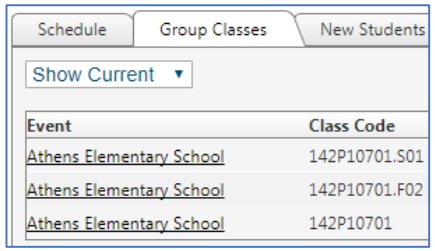
First Class Pre-K
Directors' ASAP Guide 2018-2019

(Refer to the provided Directors' ASAP Guide.)

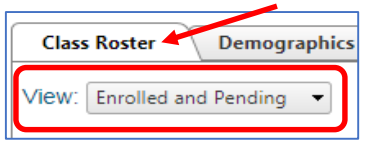
Change Student Status to Reflect Drawing Results

Directors Mark Drawing Results Between April 2nd & 13th
Child Selected for Available Position: marked as Pending
Child Selected for Position on Waiting List: marked as Waitlisted

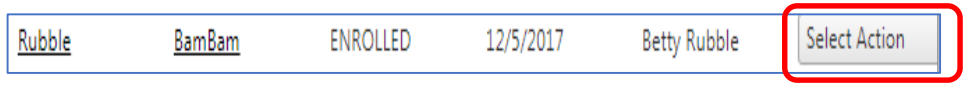
1. Click on the Group Classes tab, then choose the Program Name listed under "Event." *Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*



2. Click on the Class Roster tab, then, beside the View prompt, choose "Enrolled and Pending."

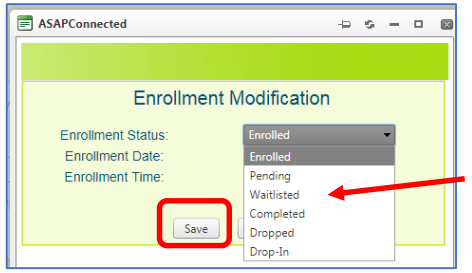


3. To change one student's status at a time, click the "Select Action" button beside the student's name and then "Edit Status."

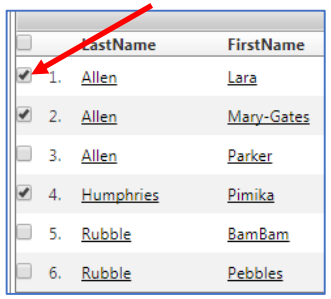


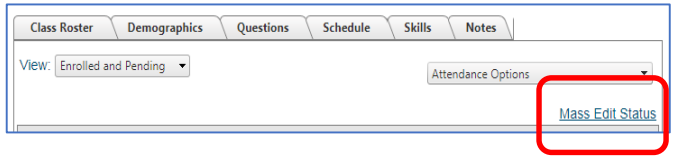
4. In the window that opens, choose the new status for the student, then click "Save."

   Unless you changed the student's status to Pending, the student's name will have disappeared from the current list because this "View" is only showing "Enrolled and Pending."



5. To change the status of multiple students at once, click the checkboxes beside the students' names whose status you wish to change, then click the "Mass Edit Status" link at the top right of the Class Roster window.





STEP FIVE:

DECE SENDS RANDOM DRAWING RESULTS NOTIFICATION EMAILS TO FAMILIES

and….

Directors get ACCEPT ***or*** DECLINE
response from parent/guardian for each "pending" student position.

(Refer to the provided Directors' ASAP Guide.)

Email Notification Sent by DECE
That Child Was Selected for Available Position

Dear Family of {registrant.firstname},

Congratulations!

We are pleased to notify you that {registrant.name}'s name was selected during the First Class Pre-K random drawing for an available position at {schoolname.site}.

Please reply via email to the director of the program at {email.linkalabama.email} to accept or decline this position within seven (7) days.

In your email, please state whether you will accept or decline this position.

If you have questions, please contact {program.director} at {progdir.phone} or {progdir.email}.

Thank you!

Alabama's First Class Pre-K Program

ALABAMA DEPARTMENT OF Early Childhood Education

Email Notification Sent by DECE
That Child's Name Was Put on Waiting List

Dear Family of {registrant.firstname},

This is to notify you that {registrant.name}'s name has been placed on the Waiting List for the First Class Pre-K program at {schoolname.site}.

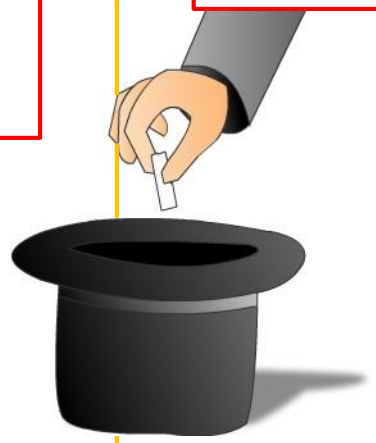
You do not need to take any action at this time. You will be contacted by the program if a position becomes available for your child.

If you have questions, please contact {program.director} at {progdir.phone} or {progdir.email}.

Thank you!

Alabama's First Class Pre-K Program

ALABAMA DEPARTMENT OF Early Childhood Education



(Emails Sent by DECE April 16th – 18th)

STEP SIX:

ENROLLMENT COMPLETION AND CLASS CREATION

ALABAMA DEPARTMENT OF Early Childhood Education

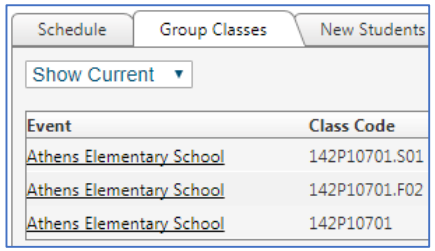
First Class Pre-K
Directors' ASAP Guide 2018-2019

(Refer to the provided Directors' ASAP Guide.)

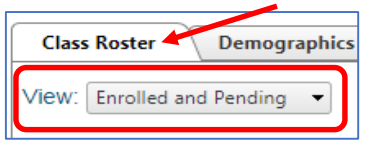
Change Student Status to Reflect Parent Responses

Directors Mark Parent Responses for All Children with Pending Status:
Parent Accepted Available Position = mark child as Completed
Parent Declined Available Position = mark child as Dropped

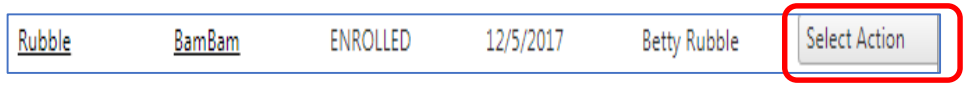
1. Click on the Group Classes tab, then choose the Program Name listed under "Event." *Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*



2. Click on the Class Roster tab, then, beside the View prompt, choose "Pending."

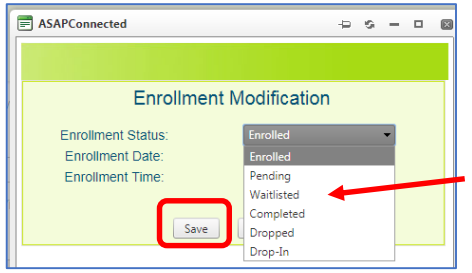


3. To change one student's status at a time, click the "Select Action" button beside the student's name and then "Edit Status."

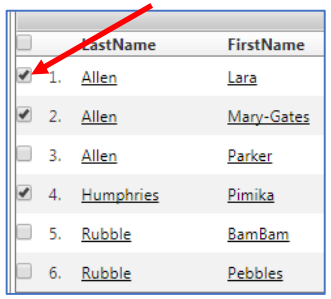


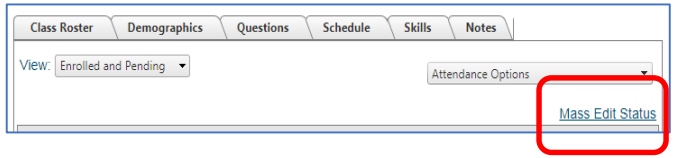
4. In the window that opens, choose the new status for the student, then click "Save."

   Unless you changed the student's status to Pending, the student's name will have disappeared from the current list because this "View" is only showing students whose status is "Pending."



5. To change the status of multiple students at once, click the checkboxes beside the students' names whose status you wish to change, then click the "Mass Edit Status" link at the top right of the Class Roster window.

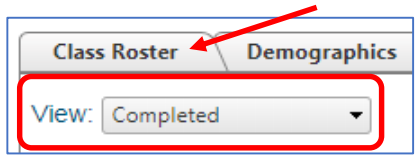




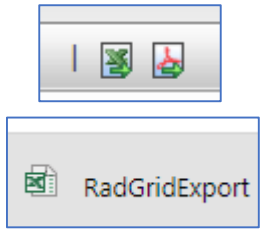
Assign "Completed" Status Children to Classes (Training Samples)

(Directors Make Assignments Beginning April 19th)

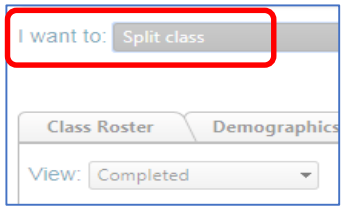
1. Click on the Class Roster tab, then, beside the View prompt, choose "Completed."



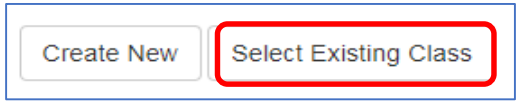
2. To print a list of students to refer to, click the Excel or PDF icon at the top right of the Roster window to export a list of students to refer to. Click on the document icon at the bottom left corner of the screen to open it.



3. Beside the "I want to:" prompt, choose "Split Class."

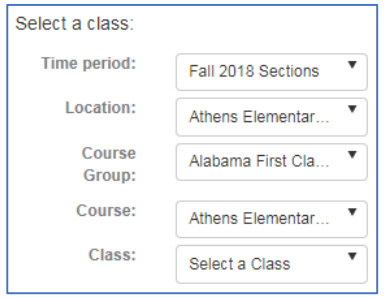


4. Click on "Select Existing Class."

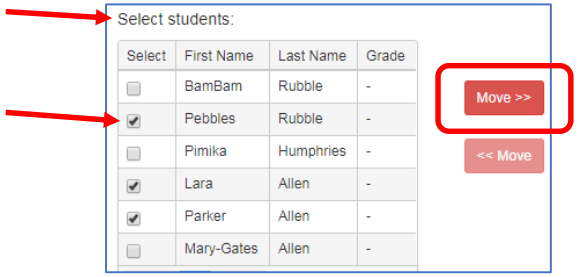


5. Under "Select a class:" set the fields to the following settings.

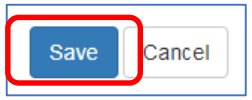
- Time Period = Training - Fall 2018 Sections
- Location = "Training Site ___"
- Course Group = Alabama First Class Pre-K Online Pre=Registration
- Course = Choose the site of the classroom (same as Location setting)
- Class = Choose the class to which you want to assign a student or students (The class code in brackets has the class # at the end following the "." and it looks like "S01" or "F02" or "M03.")



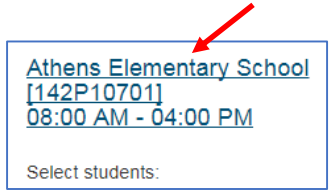
6. In the window under "Select students:" click the checkbox beside each student you want to place into the identified class. Then click the "Move" button pointing to the right at the class details.



7. When finished moving students, click the "Save" button.



8. Repeat this process for each class/student as needed. To repeat for another class, click the Program Name on the left above "Select Students" to choose another class name, then repeat steps 1 - 7.



Additional Information for Directors

- After receiving parent responses, for each child marked as pending, the Director should confirm in ASAP whether the seat is being accepted or declined. At this point, the Director will follow directions in the ASAP Guide for marking children as “Completed” or “Dropped” and for assigning students to specific classes in a school/program.

- After a child is marked as “Completed” in a program, his/her name will be deleted from any other programs’ waiting lists.

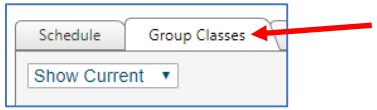
- Families who pre-register after the initial random selection is complete will follow the same online process and Directors will mark them as Pending or Waitlisted as their pre-registration is completed, depending on availability of Pre-K class positions.

- Children who withdraw from a class during the year will be marked by the Director as “Dropped.”

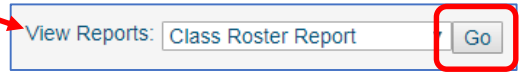
NOTE: Programs are strongly encouraged to have parents complete Emergency Contact and Transportation Information, Parent Contracts, and ASQ-3 documents at Parent Orientation. These documents will be the responsibility of the program and will be kept locally and checked by Coaches/Monitors for completeness. More information about this can be obtained from the Coach/Monitor.

Print Class Rosters

1. Click on the Group Classes tab.

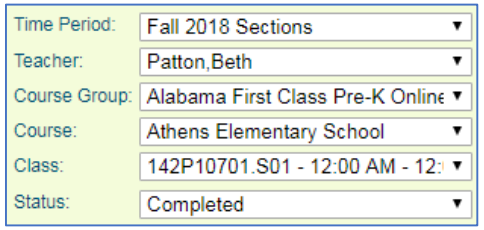


2. Beside the "View Reports:" prompt, choose the "Class Roster Report" from the dropdown menu. Then click "Go."



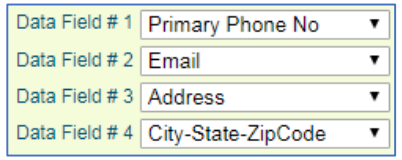
3. Set the filter fields to the following settings.

- Time Period = Fall 2018 Sections
- Teacher = your name will display
- Course Group = Alabama First Class Pre-K Online Pre=Registration
- Course = Choose the site of the classroom
- Class = Choose the class for which you want to print a roster
- Status = Completed

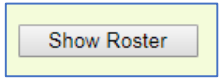


4. Set the four Data Field filters to your preferences or use the following settings.

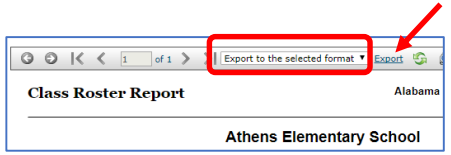
- Data Field #1 = Primary Phone Number
- Data Field #2 = Email
- Data Field #3 = Address (this will be street only)
- Data Field #4 = City-State-ZipCode



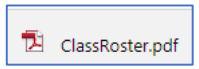
5. Click the "Show Roster" button and a preview will display at the bottom of the screen.



6. To export a PDF of the roster, click the down arrow beside the "Export to the selected format" prompt above the preview and choose "Acrobat (PDF) file" then click the blue "Export" link.

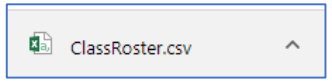


7. Find the PDF document at the bottom left corner of your computer screen and click to open it.

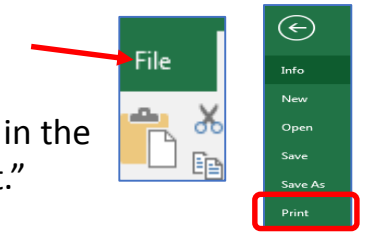


8. To export a printable roster with headings above the columns, click the "Export to CSV" link at the bottom left of the window.

9. Find the CSV document at the bottom left corner of your computer screen and click to open it. It will have an Excel icon beside it.



10. When the document opens, you can sort and customize it just as you would any spreadsheet. When ready to produce a hard copy, click "File" in the top left corner of the window, then select "Print."



Final Thoughts…

- Additional trainings being offered in specific regions. Contact Region Director for information.
- Illustrated User Guides will be posted January 15th
- Final questions/suggestions