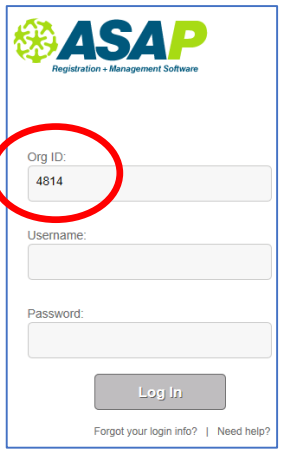
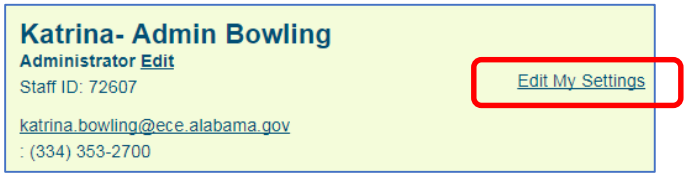
First Class Pre-K Directors' Pre-Registration and ASAP Guide

LOGIN, ORG ID, AND PASSWORD



To log in, set, or change your password in ASAP:

1. Go to **app.asapconnected.com. (**Do not type "www." before the address.)
2. Type in the Org ID which is **4814**.
3. Enter your Username which is your email address. (Note that both the username and password are case sensitive.)
4. Enter your Password if you know it. If you don't, click on "Forgot your login info?" and enter your email address. The system will email your info to you. (Note that both the username and password are case sensitive.)
5. Click "Log In."
6. Click on the "Edit My Settings" link to the right of your name.



7. Enter your current password in the "Old Password" field. Then type a new password into the "New Password" field and repeat it in the Confirm field.

8. Click the "Save" button.

First Class Pre-K Pre-Registration Mandated Timeline of Events

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 students with Completed Status specific classes in ASAP

DIRECTOR PRE-REGISTRATION RESPONSIBILITY BREAKDOWN

Step 1

- Director oversees community-wide recruitment and advertising of First Class Pre-K Pre-Registration (see English advertising flyer on p. 6 and Spanish version on p. 7)
- Director views pre-registrations in ASAP from January 15th until Random Selection Drawing Date
- Director oversees pre-screening of pre-registration applications for eligibility based on residency requirements, age requirements, etc. and changes status in ASAP of any child not meeting requirements to Dropped and does not include the child in the random selection drawing to be held in March

Step 2

- Director holds random selection drawing according to First Class Pre-K Guidelines between March 1st and 31st (specific date to be determined by individual programs)

Step 3

- Director marks drawing results in ASAP between April 2nd and 13th
  - Child selected for available position = mark as Pending
  - Child selected for position on waiting list = mark as Waitlisted

Step 4

- Director marks parent responses in ASAP for all children with Pending status beginning April 19th as parent responses are received
  - Parent accepted available position = mark child as Completed
  - Parent declined available position = mark child as Dropped
- Director contacts parents from whom an accept/decline response has not been received to determine what the child's status should be and marks it in ASAP accordingly

Step 5

- Director makes class assignments in ASAP beginning April 19th as parent responses are received
  - All children marked as Completed must be assigned to a specific class in ASAP

DIRECTOR PRE-REGISTRATION TIMELINE DETAILS

1. **ADVERTISE - January 15 until Random Drawing Held in March:** Programs place recruitment notices around the community using the advertising flyer provided by DECE. They also provide access to the DECE-provided *Pre-Registration Parent Guide*.
2. **PRE-REGISTRATION - January 15 until Random Drawing Held in March:** Parents/Guardians go online (link provided on flyer) to the ASAP platform and complete the electronic pre-registration form (using the DECE-provided illustrated guide to assist them) and provide a copy of their most recent utility bill, lease, or mortgage as proof of Alabama residency (and district residency if required by the local school board). If the local program wishes, they may require parents to provide documentation of eligibility before giving them the link to the pre-registration site. It is the responsibility of the local program to provide pre-registration assistance to families and facilitate computer access if needed (see *Helpful Hints for Supporting Families During Online Pre-Registration* at end of this document). **NOTE**: All grantees must utilize the ASAP online pre-registration program provided by the Alabama Department of Early Childhood Education. *Please do not request that an exception be made to this requirement.*
3. **RANDOM SELECTION DRAWING** - **March 1-31**: All programs hold their public random selection drawing between the dates of March 1st and 31st. Directors will follow instructions provided in the *Directors' ASAP Guide* to print out a list of all children who have pre-registered for their program then follow program guidelines to conduct a random selection drawing. For each class a program has, after 16 children per class are drawn during the random selection process, the remaining students continue to be drawn and numbered in the order they are drawn. This will be the order of the waiting list if new students need to be added to a classroom.

NOTE: If a program has multiple birth siblings (twins, triplets, etc.) all names should be placed in the drawing separately. If one, but not all, multiple birth siblings are drawn before the classroom cap at 16, the drawing should cease at this point and the 1 or 2 multiple birth siblings should be added to the classroom roster at this point to reach full classroom enrollment.

ADDITIONAL NOTE: If a classroom is located in a center that currently has a program for 3-year-old children, those children may not automatically be moved up to the OSR First Class Pre-K classroom unless the program is federally mandated. Those children must submit the online pre-registration form and be placed in the public random selection drawing like all other children from the community who submit applications.

DIRECTOR PRE-REGISTRATION TIMELINE DETAILS (continued)

4. **MARK RESULTS OF RANDOM SELECTION DRAWING** - **April 2 - 15:** When a parent/guardian pre-registers a child, the child's status in ASAP is "Enrolled" meaning the pre-registration is done. After the final drawing deadline date of March 31st, all program directors will have **two weeks** to go into ASAP and change each child's status on their pre-registration list from "Enrolled" to either "Pending" (meaning the child's name was selected in the random drawing for a seat in the program) or "Waitlisted" (meaning the child's name was not selected and is on the program's waiting list). Directors are not required to wait until this two-week window to mark random drawing results, but may do this as soon as the drawing has been conducted. The *Directors' ASAP Guide* provided by DECE gives detailed instructions for completing this process.

5. **PARENT/GUARDIAN NOTIFICATION** - **April 16 - 18:** The Alabama Department of **Early Childhood Education office** will trigger emails to be sent to each pre-registrant family notifying them of their pending or waitlisted status for each program they selected. The email will direct families to contact the director of each program for which they were selected to accept or decline the position. *Directors should not rely solely on parents to do this and should contact families who have a pending status to determine if the parent/guardian is accepting the position in the program.*
   NOTE: If students are not marked as Pending or Waitlisted in ASAP within this window, parents will not receive these email notifications and the program will be responsible for notifying parents of each child's status as a result of the random selection drawing.

6. **COMPLETION** - **Beginning April 19:** After receiving parent responses, for each child marked in ASAP as Pending, the Director must indicate in ASAP whether the seat is being accepted or declined. The Director will follow directions in the *Directors' ASAP Guide* for marking "Pending" children as "Completed" (meaning the child's enrollment process is complete and he has been assigned to a class) or "Dropped" (meaning the child declined a position in the program or withdrew from it after being assigned to a class). After a child is marked as "Completed" in a program, his/her name will be deleted from any other program's waiting list by the DECE office.

7. **CLASS CREATION** – **Beginning April 19:** The Director will follow instructions provided in the *Directors' ASAP Guide* to go into ASAP and assign students to specific classes.

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!

- Accepting online pre-registration applications for 2019-2020 school year (for assistance with accessing online application contact local school/program)
- Enrollment open to all children four years of age on or before 9/1/19* who are residents of the state of Alabama (children who are eligible for kindergarten are ineligible)
- Enrollees must provide a copy of the child's birth certificate (may be uploaded into the online pre-registration site or submitted directly to the local school/program)
- Enrollees must provide proof of residence – either a current utility bill or copy of a lease or mortgage (may be uploaded into the online pre-registration site or submitted directly to the local school/program)
- Public school system pre-k programs may have zoning requirements that determine eligibility to attend a program at a particular school (contact school for information)
- No Registration Fee for this program
- Upon enrollment, child's immunization record must be provided
- No child will be denied participation on basis of income, sex, race, color, national origin, or disability

Pre-Registration Dates	**January 15 – March ____**
Forms	**Go online to https://alprek.asapconnected.com. Complete the Pre-Registration Form and submit birth certificate and proof of residence.**
More Information	**Visit www.children.alabama.gov and see Pre-Registration Info under First Class Pre-K.**
Acceptance to the Program	**Acceptance is strictly through random drawing to be held on _____ at _____ at _____. Parent/Guardian does not have to be present at drawing. Notices will be emailed beginning April 16th.**

*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary. ~ Ala. Code §16-28-4(1975) Interpretation based on Report of Attorney General of Alabama October-December 1963, Volume 113, page 20.

ALABAMA DEPARTMENT OF
Early Childhood Education

PRE-K DE PRIMERA CLASE

Programa de Pre-K Voluntario de Alabama

APLICACIÓN

El Pre-K de Primera Clase en Alabama es reconocido a nivel nacional
¡Nos estamos preparando para otro emocionante año escolar!

- Estamos acepando solicitudes de pre-inscripción en línea para el año escolar 2019-2020 (para obtener ayuda con el acceso a la aplicación en línea, comuníquese con la escuela/programa local).
- La inscripción está abierta para todos los niños que tengan 4 años de edad en o antes del 9/1/2019* y quesean residentes del estado de Alabama.
- Los solicitantes deben proporcionar una copia del certificado de nacimiento del niño (Puede descargar los documentos en la página electrónica de preinscripción o enviarlo directamente a la escuela o programa local).
- Los solicitantes deben presentar un comprobante de residencia, ya sea una factura de servicios públicos actual y una copia de un arrendamiento o hipoteca (Puede descargar los documentos en la página electrónica de preinscripción o enviarlo directamente a la escuela o programa local).
- Los programas de Pre-Kinder del sistema escolar público tienen requisitos de zonificación que determinan la elegibilidad para asistir a un programa en una escuela en particular (comuníquese con la escuela para obtener más información).
- No hay costo por registrarse en este programa
- Al momento de la inscripción, se debe proporcionar el registro de vacunas del niño.
- A ningún niño se le negará la participación por motivos de ingresos, sexo, raza, color, origen nacional o discapacidad.

Fecha de preinscripción	**15 de enero - ____ de marzo**
Formularios	**Vaya en línea a https://alprek.asapconected.com Complete el formulario de preinscripción y presente el certificado de nacimiento y el comprobante de residencia.**
Más Información	**Visite www.children.alabama.gov y vea la información de pre-inscripción en Pre-k de Primera Clase.**
Aceptación del programa	**La aceptación es estrictamente a través de sorteo al azar que se llevará a cabo en_____ en _____ en _____. El padre / tutor no tiene que estar presente en el sorteo. Las notificaciones serán enviadas no más tarde del 16 de abril.**

* Una opinión del Procurador General establece que, de acuerdo con el derecho consuetudinario, la edad de una persona se computa incluyendo el día de nacimiento para que se cumpla una edad determinada el día anterior al aniversario del cumpleaños. ~ Ala. Code §16-28-4 (1975) Interpretación basada en el informe del Fiscal General de Alabama octubre-diciembre de 1963, Volumen 113, página 20.

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.

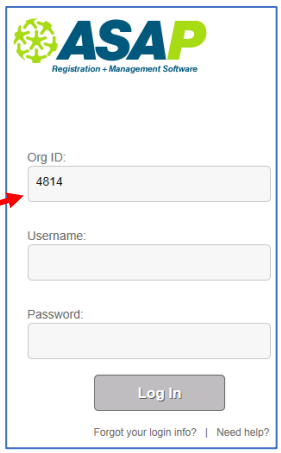
- Advertise and host *Pre-K Pre-Registration Night* events at the local school board office, elementary school, public library, trailer park, apartment complex, etc. and have laptops/computers set up for parents/guardians to use to complete the pre-registration process. Have EL teachers and Pre-K teachers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

VIEW PRE-REGISTRATIONS

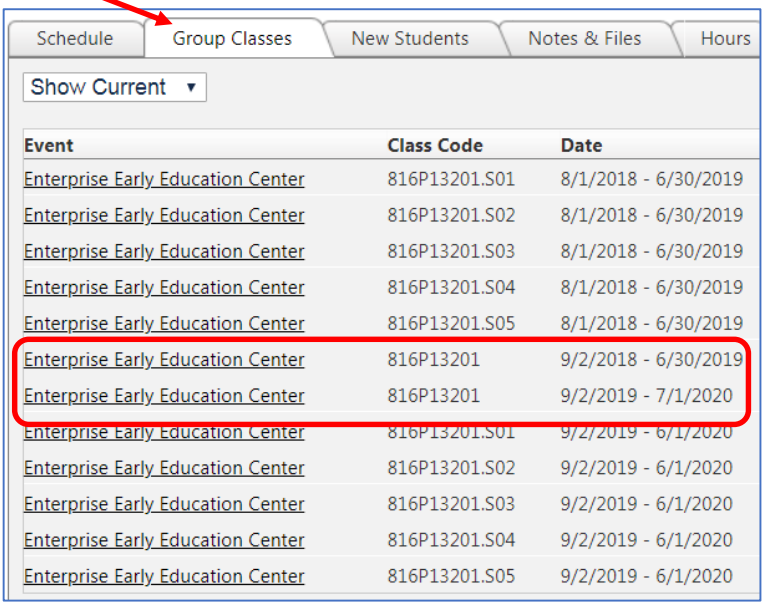
To view the names of all children who have pre-registered for the program:

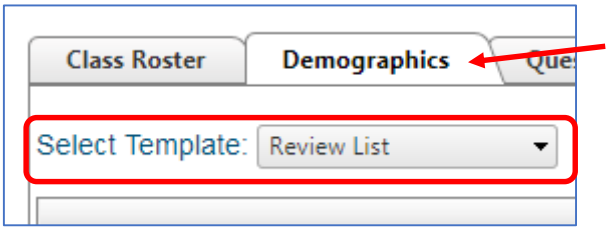


1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.

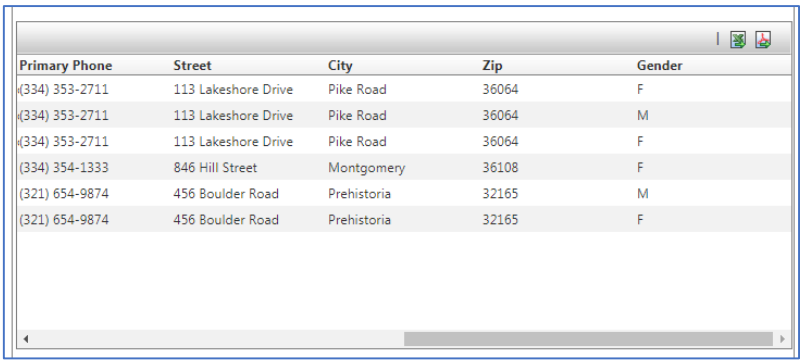
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab. Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the DATE column. To work with a particular Program or Class, locate the correct date range for the relevant school year then choose the Program/Site Name for the correct school year listed under EVENT. *Also 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.





4. 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. (Note: To print the list, follow the directions on the next page.)



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

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

ASAP Student Status Label Key and Pre-Registration Confirmation Email Template

STUDENT STATUS LABELS AND MEANINGS IN ASAP

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 declined to accept an available position in a First Class Pre-K Classroom, withdrew from a First Class Pre-K Classroom, student had a duplicate entry, or student did not meet eligibility requirements for the site

Automatic Confirmation Email Received 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.

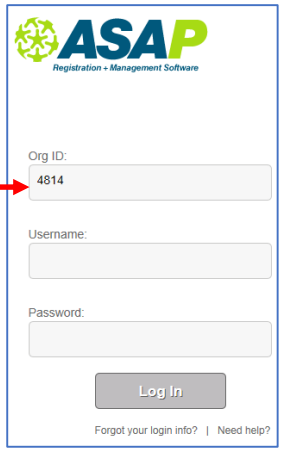
- If you are notified that your child's status is ***Pending*** - please contact the program within 7 days via email or phone call and either accept or decline the position. Your child will not be placed in a class until after you have accepted the position.
- If you are notified that your child's status 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

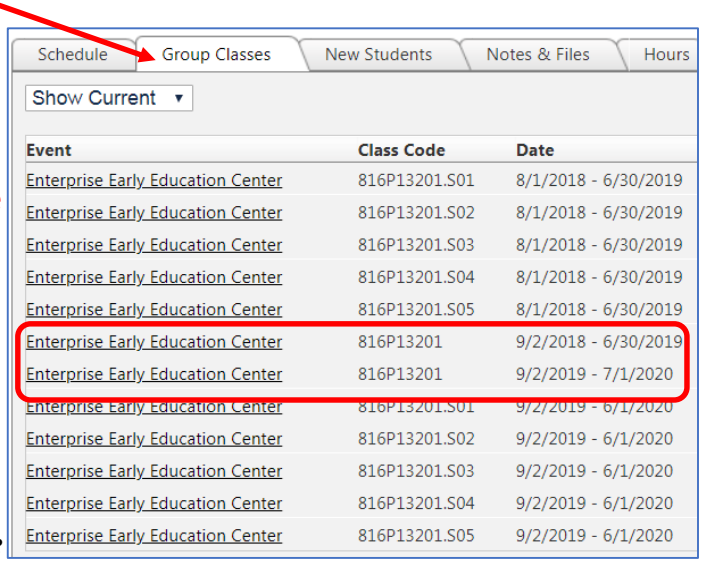
Registrant: *Lara Allen*

PRINT LIST FOR RANDOM SELECTION DRAWING

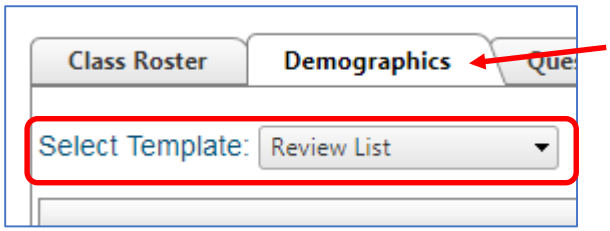


To print out a list for the drawing of all children who have pre-registered for the program:

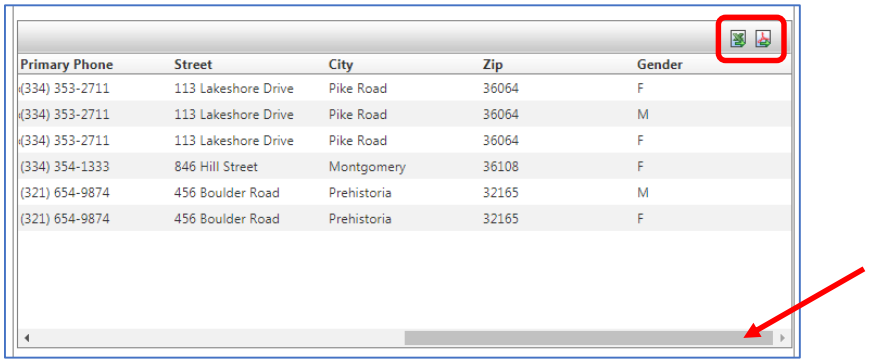
1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."
3. Click on the Group Classes tab, then choose the Program Name listed under "Event." Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the DATE column. To work with a particular Program or Class, locate the correct date range for the relevant school year then choose the Program/Site Name for the correct school year listed under EVENT
   Also note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.



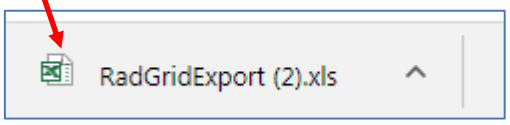
4. Click the Demographics tab then, next to the Select Template prompt, choose "Review List."



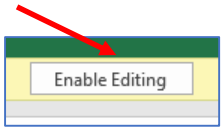
5. Scroll to the far right and click the Excel or PDF icon at the top right of the window.

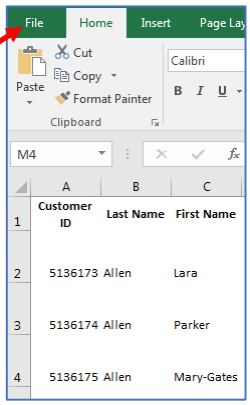


6. Find the document at the bottom left corner of your computer screen and click to open it.



7. When the document opens, click "Enable Editing" at the top of the screen, then click "File" and "Print."





ASAP Student Status Notes

By April 13th:
Directors should have changed the status in ASAP of all pre-registered students with ENROLLED status to PENDING (if selected in the drawing), WAITLISTED (drawn after the predetermined number of seats — 16 or 18), or DROPPED (if did not meet program requirements or if a duplicate entry).

Between April 16th and 18th:
Only students who have a status of PENDING or WAITLISTED in ASAP will receive the Status Notification email that will be sent in batches from the department (see example on p. 14).

After the Pre-Registration Period Ends and During the School Year:

- Students who pre-register after the random selection drawing will appear on the program's roster in ASAP as ENROLLED.
- If a program has space for the newly pre-registered student, the status should be changed from ENROLLED to PENDING and the program should notify the family and request a reply to accept or decline the spot. Otherwise, the student should be marked as WAITLISTED and added to the bottom of the program's existing waiting list. The director should contact the family and indicate that the student is on the waiting list.
- Note that programs should maintain their own waiting lists outside of ASAP in order to ensure children's names remain in the correct order.
- An automatic email will not be sent for pre-registration applications entered after April 13th. Directors will be responsible for contacting those families individually.

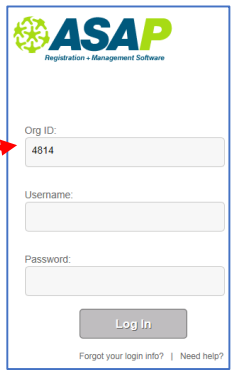
Beginning May 1st and Throughout the School Year:
No student should remain in ASAP with ENROLLED status. ALL students should have one of the following status indicators as appropriate:

1. PENDING—selected in random drawing and awaiting reply from the family
2. WAITLISTED — waiting for a position to become available
3. DROPPED — student declined, student withdrew, student did not meet program requirements, student entry was a duplicate
4. COMPLETED— student accepted a position and has been assigned to a classroom

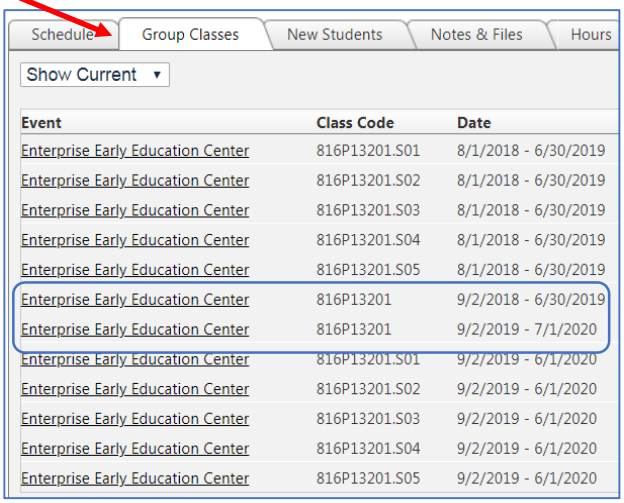
CHANGE STUDENT STATUS

To change the enrolled, pending, completed, or waitlisted status of a student:

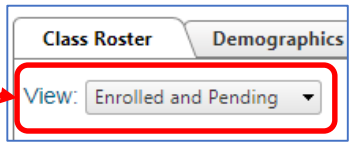
1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."



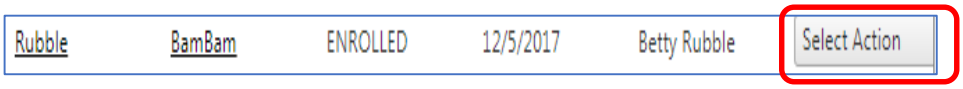
3. Click on the Group Classes tab, then choose the Program Name listed under EVENT. Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the DATE column. To work with a particular Program or Class, locate the correct date range for the relevant school year then choose the Program/Site Name for the correct school year listed under EVENT. *Also note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*



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

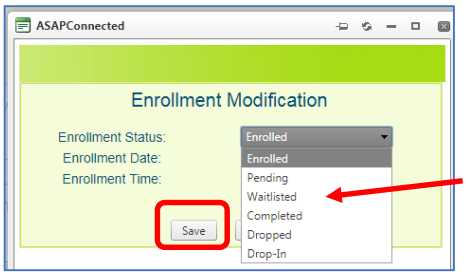


5. To change one student's status at a time, click the "Select Action" button beside the student's name and then "Edit Status."

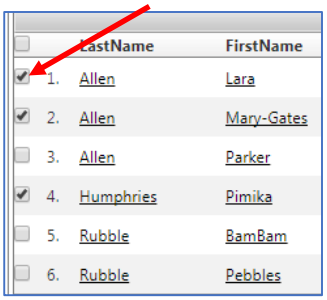


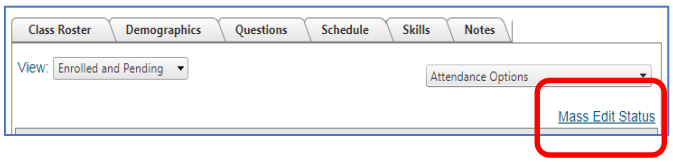
6. In the window that opens, choose the new status for the student, then click "Save."

   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."

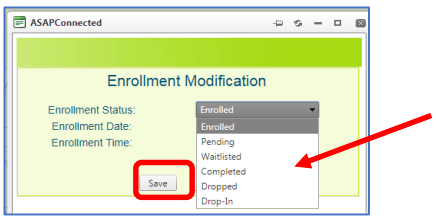


7. To change the status of multiple students at once, click the checkboxes beside the students' names whose status you wish to change, then click the "Mass Edit Status" link at the top right of the Class Roster window.

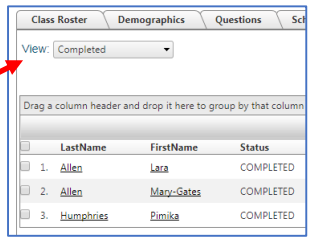




8. In the window that opens, choose the new status for the selected students, then click "Save."



9. To see the students whose status was changed, change the selection beside the "View" prompt to see the list of students with that status.



Email Notification 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 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}.

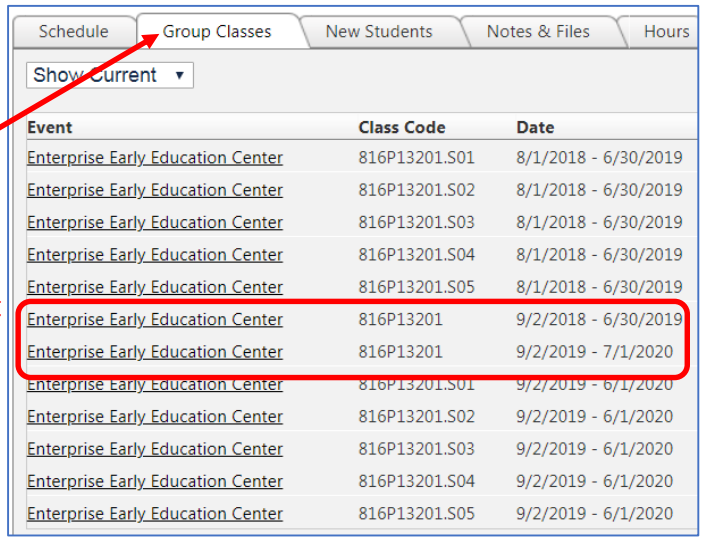
Thank you!

Alabama's First Class Pre-K Program

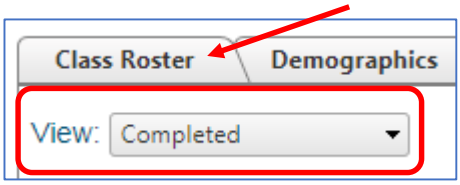
ALABAMA DEPARTMENT OF Early Childhood Education

ASSIGN CHILDREN TO CLASSES

1. Log in to ASAP.
2. Click on the Group Classes tab, then choose the Program Name listed under EVENT. Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the date listed. To work with a particular Program or Class, locate the correct date range for the relevant school year. *Also note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*

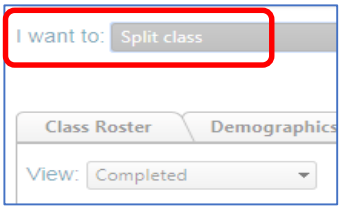


3. Click on the Class Roster tab then, beside the View prompt, choose "Completed."

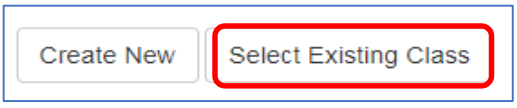


4. To print a list of students to refer to, click the Excel or PDF icon at the top right of the Roster window to export a list of students to refer to. Click on the document icon at the bottom left corner of the screen to open it.

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

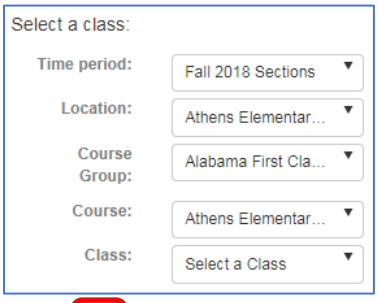


6. Click on "Select Existing Class."

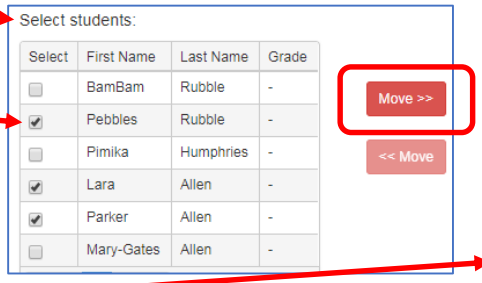


7. Under "Select a class:" set the fields to the following settings.

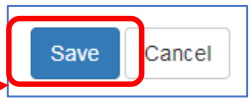
- Time Period = Classrooms 2019-20
- Location = Choose the site of the classroom
- Course Group = Alabama First Class Pre-K Online Pre=Registration
- Course = Choose the site of the classroom (same as Location setting)
- Class = Choose the class to which you want to assign a student or students (The class code in brackets has the class # at the end following the "." and it looks like "S01" or "F02" or "M03.") [142P10701.S01]



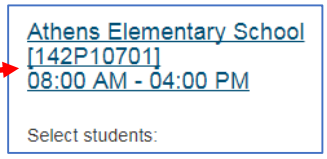
8. In the window under "Select students:" click the checkbox beside each student you want to place into the identified class. Then click the "Move" button pointing to the right at the class details.



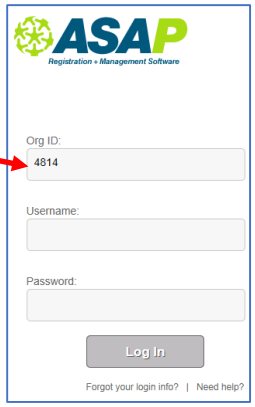
9. When finished moving students, click the "Save" button.



10. 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 4 - 10.

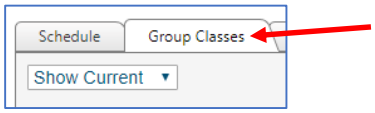


PRINT CLASS ROSTERS

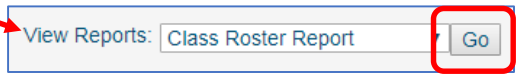


To export and print a class roster:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."
3. Click on the Group Classes tab.

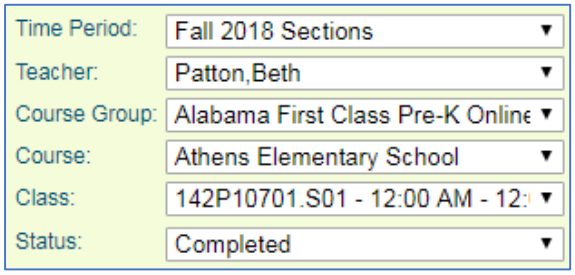


4. Beside the "View Reports:" prompt, choose the "Class Roster Report" from the dropdown menu. Then click "Go."



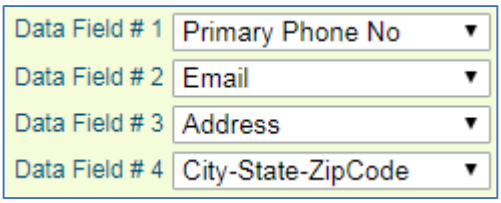
5. Set the filter fields to the following settings.

- Time Period = Classrooms 2019-20
- 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

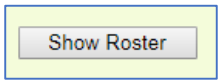


6. Set the four Data Field filters to your preferences or use the following settings.

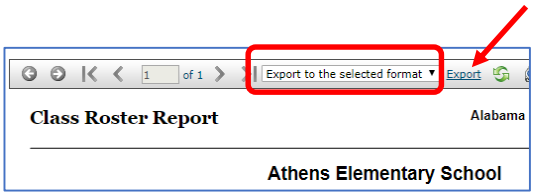
- Data Field #1 = Primary Phone Number
- Data Field #2 = Email
- Data Field #3 = Address (this will be street only)
- Data Field #4 = City-State-ZipCode



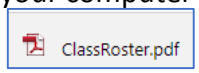
7. Click the "Show Roster" button and a preview will display at the bottom of the screen.



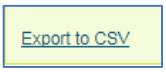
8. To export a PDF of the roster, click the down arrow beside the "Export to the selected format" prompt above the preview and choose "Acrobat (PDF) file" then click the blue "Export" link.



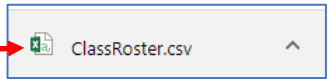
9. Find the PDF document at the bottom left corner of your computer screen and click to open it.



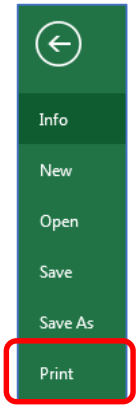
10. To export a printable roster with headings above the columns, click the "Export to CSV" link at the bottom left of the window.



11. 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.

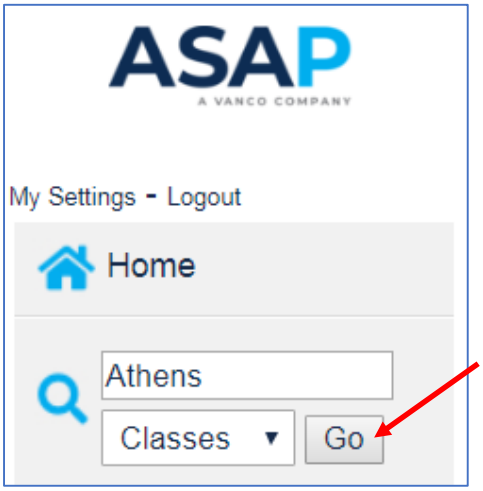


12. When the document opens, you can sort and customize it just as you would any spreadsheet. When ready to produce a hard copy, click "File" in the top left corner of the window, then select "Print."

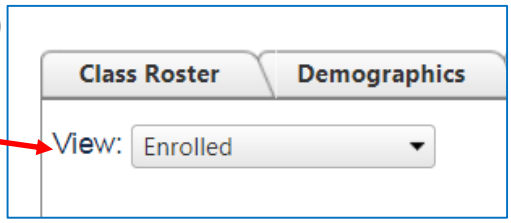


PRINT ONE-PAGE COMPREHENSIVE REPORT FOR AN INDIVIDUAL STUDENT

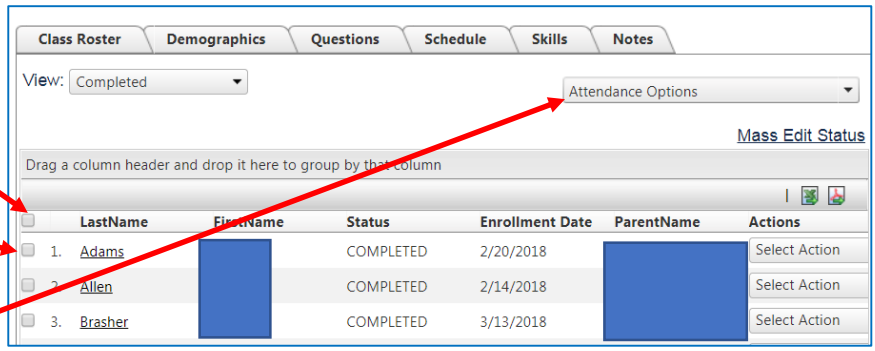
1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."
3. In the Search field on the left sidebar, enter the name of your school, select Classes from the dropdown menu, and click Go. Locate the class's name you are looking for in the returned list of search results and click View Details. Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the date listed. To work with a particular Program or Class, locate the correct date range for the relevant school year. (Note that the school/program will have a 9-digit alphanumeric code but the class will have a 13-digit alphanumeric code including a period followed by the last 3 characters.)



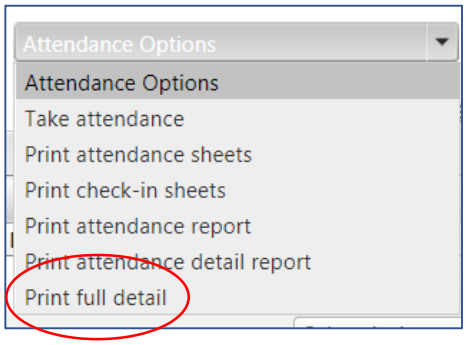
4. On the Class Detail page, change the View dropdown to show the category of students you want to see (Enrolled, Completed, etc.)



5. Click the box to the left of LastName to select all students. Or click the box beside the name or names of specific students.
6. Click on Attendance Options.

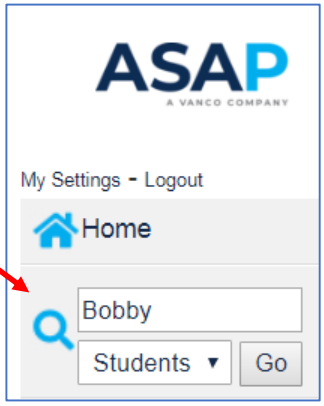


7. From the Attendance Options dropdown, select Print Full Detail.
8. On the next screen, select PRINT.
9. One 8.5 x 11" page per student will print containing all entered information about the student and family.



Note: Until March 1st, this one page full detail report for each student will print ONLY for students with ENROLLED status. After March 1st, it will be available for COMPLETED students.

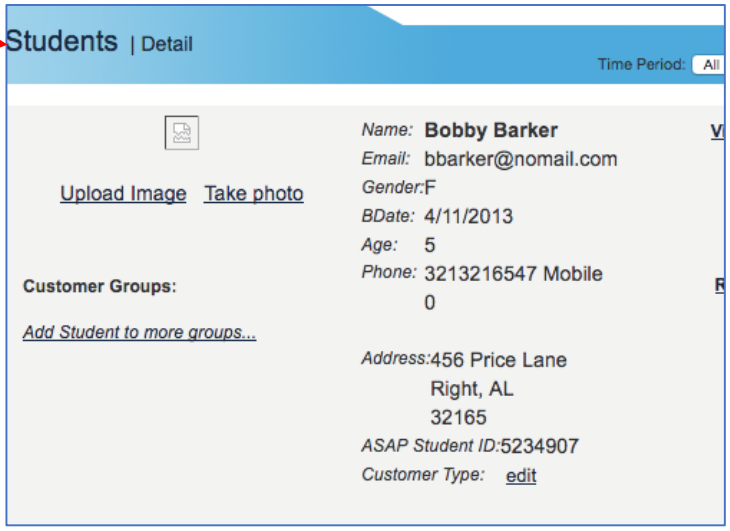
STUDENT DETAIL PAGE

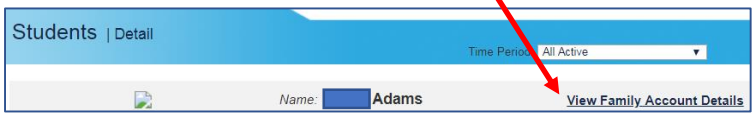


1. In the Search field on the left sidebar, enter the name of a student, select Students from the dropdown menu, and click Go.

2. Locate the student's name in the returned list of search results and click View Details.

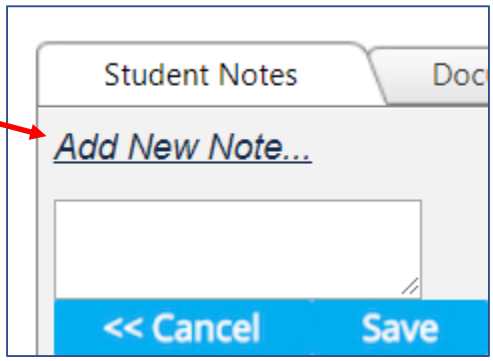
3. On the Student Detail page that appears, you can view everything about the student. (You can also click on the "View Family Account Details" link in the top right corner of the page and view all details about the family.)



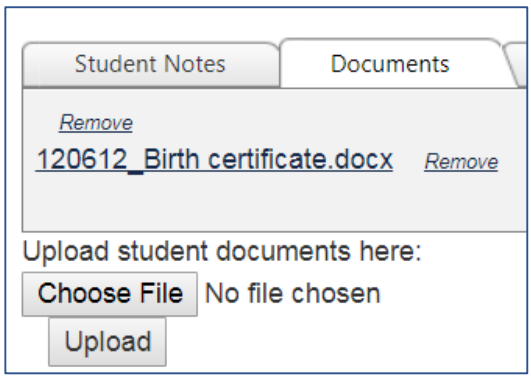


4. To add a custom Note to a student's record, in the second row of tabs on the Student Detail page, click "Student Notes" then "Add New Note."

5. Type the information you want added to the student's record and save it.



6. To view any uploaded documents attached to the student's record, in the second row of tabs on the Student Detail page, click "Documents." This is where a student's proof of residence and/or birth certificate will be stored if they were uploaded by the parent.



STUDENT DETAIL PAGE (continued)

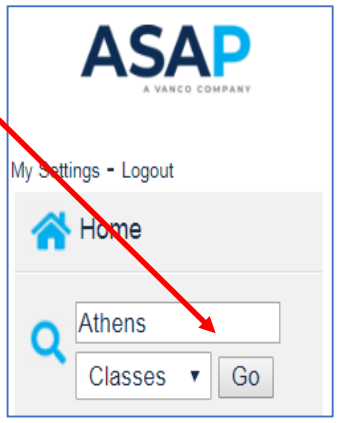
7. In the third row of tabs on the Student Detail page, the section below the "Custom Data" tab contains answers to questions posed on the pre-registration form about the student and his/her family.

Custom Data | Medical Info

Child Lives With:	Hispanic Legal Guardian 1
Does this child have an IEP (Individualized Education Plan)?	No
Has this child attended Head Start or Early Head Start?	Yes, less than 1 year
Has this child attended a center-based childcare program?	Yes, 1 year
Has this child attended a home-based childcare program?	Yes, less than 1 year
Has this child participated in a home visiting program?	Yes, 1 year
Is this child in foster care?	No
Does this child, family or household meet the definition of homeless?	Yes
Number of people living in this household?	4
Gross Yearly Family Income	$11,000 - $30,000
Does anyone in your household participate in or receive Childcare Subsidy?	Yes
Does anyone in your household receive TANF (Temporary Assistance for Needy Families)?	Yes
Does anyone in your household receive WIC (Women, Infants, Children) food assistance?	Yes
Does anyone in your household participate in Free/Reduced Price meals program at school?	No
Does anyone in your household receive SNAP (Supplemental Nutrition Assistance Program) funds?	Yes

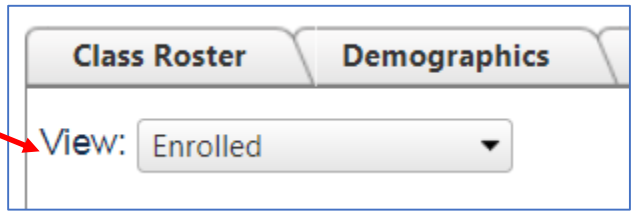
USEFUL VIEWS AND REPORTS FOR CHECKING ADDRESSES

1. In the Search field on the left sidebar, enter the name of your school, select Classes from the dropdown menu, and click Go.



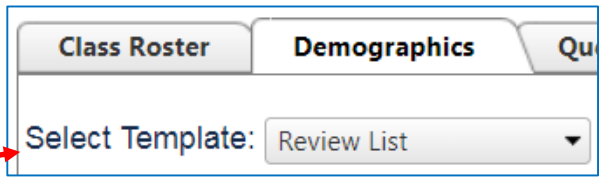
2. Locate the class's name in the returned list of search results and click View Details. Note that, when pre-registration is underway for a new upcoming school year, both the current school year classes AND the upcoming school year classes will be displayed. The difference can be distinguished by looking at the date listed. To work with a particular Program or Class, locate the correct date range for the relevant school year. (Note that the school/program will have a 9-digit alphanumeric code but the class will have a 13-digit alphanumeric code including a period followed by the last 3 characters.)

3. Beside the View prompt under the Class Roster tab, choose the category of student status you wish to see (i.e. Enrolled, Completed, etc.).

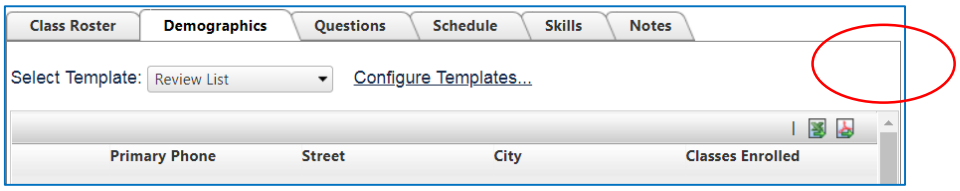


4. Click the Demographics tab to the right of the Class Roster tab.

5. Select Review List from the "Select Template" dropdown menu.



6. Scroll to the far right of the screen to select the Excel icon or the PDF icon. (The PDF version cannot be sorted or rearranged.)



7. Each of these export formats will produce a downloaded report containing the following information:
   - Student name
   - Date account was created
   - Parent email address
   - Primary phone number
   - Street address, City
   - Classes for which the student is pre-registered

Note: Parent email addresses may be copied from the Excel export and pasted into an email program for sending group emails. Be sure to protect the privacy of the recipients by pasting the email addresses into the BCC address field of the email and use your own email address in the TO address field.

Additional Information for Directors

- **Program Directors May Begin Contacting Parents on April 19th**: After the April 16th – 18th period when parents are notified of their child's status based on the random selection drawings through mass emails from the Department of Early Childhood Education, program directors do not have to wait to hear from parents to determine whether an available position in their program is being accepted or declined. Directors may contact parents to request a decision at any time beginning April 19th. 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.

- **Students Whose Parent Accepts a Position in More Than One Program:** There is no way to prevent parents from doing this. However, in July, the Department of Early Childhood Education will attempt to identify students who are marked COMPLETED in more than one class, contact the families for a decision limited to one class, and drop the students from class(es) not selected. If a child is still assigned to more than one class once school begins, the director should note when the child doesn't show up for class, contact the family, and drop the child if he has begun school in another program.

- **Students Removed from Other Wait Lists After Being Assigned to a Class**: Once the school year has begun, a child who is marked as COMPLETED in a program and assigned to a class will be dropped from any other programs' waiting lists. This will be done by the Department of Early Childhood Education Office and should not be attempted by a program director.

- **Enrolling After Initial Registration Process is Complete:** Families who pre-register after the initial random selection drawing has been conducted will follow the same online pre-registration process and directors should mark them as PENDING or WAITLISTED as their pre-registration is completed, depending on availability of Pre-K class positions in the program.

- **Marking Status of Withdrawn Child**: Children who withdraw from a class during the year should be marked by the director as DROPPED.

- **Parent Contract and ASQ Forms:** 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.

- **Newly Selected Grant Recipient Sites**: Will be notified of registration process timeline following the grant award