STATUS	TASK	APPENDIX	SUBMISSION DEADLINE	SUBMISSION FORMAT
	Initial Budget		September 30th	Baseline*Edge*
	Accreditation Documentation		September 30th	Copy to Monitor
	Official Transcripts (new non-certified lead & all auxiliary teachers only)		Within 30 days of hire date	***See Program Guidelines pg. 10 for full details*** Complete the online Teacher Credential Verification form. *See Laserfiche link at the end of the Appendices Upload an unofficial transcript or your teaching certificate number that can be found at: https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx Mail official copy to: Alabama Dept. Early Childhood Education Attn: Teacher Transcripts P.O. Box 302755 Montgomery, AL 36130-2755
	Student Change Report (For new students or change in information for existing students)	Online	As Needed	See Laserfiche link at the end of the Appendices
	Teacher Salary Schedules	A		
	Parent Fee Sliding Scale for Tiered and New Classrooms	B		
	Background Check Verification Form	C	Within 10 days of starting school *or within 10 days of employment date for any new staff hired during the school year	Mail official notarized copy to: Alabama Dept. of Early Childhood Education Office of School Readiness Attention: Background Verification Form P.O. Box 302755 Montgomery, AL 36130-2755
	Health Screening Permission & Review	D	Permission by 20th day of school; parent review by Dec. 15th	On-Site
	Child Health Screening Record	E	October 31st	On-Site

Incident Report Form	F	As Needed (but due to Regional Director within 24 hours of incident)	Electronically to Region Directors
Modified Schedule Request Form	G	As Needed	Electronically to Region Directors
Parent/Family Contract	H	Within 20 days of start of school	Monitors will check onsite
Parent/Family Engagement Sign-In	I	Parent Orientation due within 20 days of start of school	Onsite
Suggested Topics to Cover During Parent/Family Orientation	J		
Yearly plan of Family Engagement Activities & Monthly Calendar/Flyer/Newsletter of Family Engagement Opportunities		Yearly Family Engagement Plan due October 1st, Monthly Calendar/Flyer/Newsletter monthly as applicable	Onsite
Individual Parent/Family Engagement Log	K	As Needed	Onsite
January Budget		January 31st	Baseline*Edge*
Code of Alabama for the Office Of School Readiness	L		
Classroom Inventory and Purchase List	M	Ongoing	Onsite; to be checked by Program Coaches and Monitors
Alabama's Mandatory Child Abuse and Neglect Law	N		
Children with Special Needs	O		
Required Equipment, Materials and Supplies	P	As Needed	
Director, Teacher, Parent End of the Year Surveys		Surveys go out March or April; Deadline for completion is April 30th	Electronically-participant will receive a link to the survey via email
End of year budget	Online	May 31st	Baseline*Edge*
Help Me Grow Universal Resource Form	Q	As Needed	Electronically to care coordinator for your area via email or fax

	Mental Health Consultation Flow Chart	R		
	Director Guidelines for Pre-Registration	S		
	LaserFiche Links	T	As Needed	
	Self-Directed PD Approval Processes with Suggested Online/Virtual Professional Development Opportunities	U	As Needed	