

Appendix T: Laserfiche Forms

FIRST CLASS PRE-K LASERFICHE FORMS

1. Auxiliary Teacher Waiver Request

- Description: Application for credential requirements for an Auxiliary Teacher to be temporarily waived to allow time for the teacher to acquire the required credentials/certifications.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-ATWR>

2. Classroom Relocation Application

- Description: Request approval to relocate a current OSR First Class Pre-K classroom to a new location.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-CRA>

3. First 5 Consultation Project Facility Agreement

- Description: To be submitted by program director granting facility access for participation in First 5 Consultation Project.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-FFFA>

4. First 5 Consultation Project Parental Consent for IECMHC Services

- Description: To be submitted by Parent/Guardian giving consent for First 5 Consultation Project IECMHC Services.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-FFPC>

5. First 5 Consultation Project Parental Consent Revocation

- Description: To be submitted by Parent/Guardian revoking consent for First 5 Consultation Project IECMHC Services.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-FFPCR>

6. First 5 Consultation Project Request for IECMHC Services

- Description: To be submitted as formal request for First 5 Consultation Project IECMHC Services on behalf of a qualifying child.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-FFRFS>

7. First Class Pre-K Site Details

- Program Director submits beginning of school year information related to program schedule, curriculum, and accreditation.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-FCPKSD>



Appendix T: Laserfiche Forms, cont.

8. Personnel Profile Form

- Description: Collects First Class Pre-K personnel information for grant reporting and the creation and maintenance of accounts, usernames, passwords, and records in programs associated with the Alabama Department of Early Childhood Education.
Link: <https://laserfiche.alabama.gov/Forms/ADECE-PPF>

9. Self-Directed Study PD Approval

- Description: Teachers in the DECE LEA use this form to apply for approval to receive professional development credit hours for completing online training/webinars that did not originate from the DECE. This application is not for teachers employed by an ALSDE LEA. Those teachers should seek approval through their own LEA.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-SDSPDA>

10. Student Change Report

- Description: Report a status change related to a First Class Pre-K student including new enrollment, withdrawal, name change, modified attendance, or IEP referral/results.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-SCR>

11. Teacher Credential Verification Form

- Description: Lead and Auxiliary Teachers submit information allowing the department to verify teaching credentials and certifications.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-TCVF>

