

## Appendix R: Director Guidelines for Pre-Registration



# First Class Pre-K Director's Guide for Pre-Registration and Classroom Data Management using **AlaCEED** (Alabama Childcare and Early Education Dashboard)

To establish login credentials for AlaCEED, directors and registrars must submit an ADECE Personnel Profile Form (PPF) available from Monitors or Region Directors.

All pre-registration and student data for the 2022-23 school year will be managed in AlaCEED. Until June 1, 2022 current year (2021-22) student data will be managed using ASAP.

If you need assistance with ASAP or AlaCEED, contact your Monitor, your Region Director or

Sherri Herring ([sherri.herring@ece.alabama.gov](mailto:sherri.herring@ece.alabama.gov))

Margaret Trammell ([margaret.trammell@ece.alabama.gov](mailto:margaret.trammell@ece.alabama.gov)), or

Marcia Burke ([marcia.burke@ece.alabama.gov](mailto:marcia.burke@ece.alabama.gov))





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

# ***PRE-REGISTRATION TIMELINE***



### **Advertising and Pre-Registration**

- January 15 until random selection drawing
- Recruitment flyers posted in community
- Parents/Guardians provide proof of residence and date of birth and pre-register children in AlaCEED
- Directors can view and monitor pre-registrations in AlaCEED



### **Random Selection Drawing**

- March 1 - 31
- Each program chooses a date and holds a public random selection drawing



### **Random Selection Drawing Results Marked**

- April 1 - 15
- Directors mark each pre-registered child's status in AlaCEED as **Pending** (selected in drawing for an available position) or **Waitlisted** (not selected in drawing for an available position)



### **Parent/Guardian Notification**

- April 16 - 18
- The ADECE sends emails notifying families of Pending or Waitlisted status
- Pending status families asked to accept or decline



### **Enrollment Completion and Class Creation**

- April 19
- Directors change status of children marked as Pending in AlaCEED to Enrolled status (if position is accepted) or Dropped status (if position is declined) based on parent/guardian responses
- Directors assign students with Enrolled status to specific classes in AlaCEED



## Director Pre-Registration Responsibility Breakdown

<p><b>Step 1</b></p>	<ul style="list-style-type: none"> <li>Director oversees community-wide recruitment and advertising of First Class Pre-K Pre-Registration (see English advertising flyer on p. 12 and Spanish version on p. 13)</li> <li>Director views pre-registrations in AlaCEED <b>from January 15<sup>th</sup> until Random Selection Drawing Date</b></li> <li>Director oversees pre-screening of pre-registration applications for eligibility based on residency requirements, age requirements, etc. and changes status in AlaCEED of any student not meeting requirements to Dropped and does not include the student in the random selection drawing to be held in March</li> </ul>
<p><b>Step 2</b></p>	<ul style="list-style-type: none"> <li>Director holds random selection drawing according to First Class Pre-K Guidelines <b>between March 1<sup>st</sup> and 31<sup>st</sup></b> (specific date to be determined and advertised by individual programs)</li> </ul>
<p><b>Step 3</b></p>	<ul style="list-style-type: none"> <li>Director marks drawing results in AlaCEED <b>between April 1<sup>st</sup> and 15<sup>th</sup></b> <ul style="list-style-type: none"> <li>Student selected for available position = mark as Pending</li> <li>Student selected for position on waitlist = mark as Waitlisted with the number indicating the order in which the student was drawn</li> <li>Emails to pending and waitlist students go out from AlaCEED between April 16-18</li> </ul> </li> </ul>
<p><b>Step 4</b></p>	<ul style="list-style-type: none"> <li>Director marks parent responses in AlaCEED for all students with Pending status <b>beginning April 19<sup>th</sup> as parent responses are received</b> <ul style="list-style-type: none"> <li>Parent accepted available position = mark student as Enrolled</li> <li>Parent declined available position = mark student as Dropped</li> </ul> </li> <li>Director contacts parents from whom an accept/decline response has not been received to determine what the student's status should be and marks it in AlaCEED accordingly</li> </ul>
<p><b>Step 5</b></p>	<ul style="list-style-type: none"> <li>Director makes class assignments in AlaCEED <b>beginning April 19<sup>th</sup> as parent responses are received</b> <ul style="list-style-type: none"> <li>All students marked as Enrolled must be assigned to a specific class in AlaCEED by August 1</li> </ul> </li> </ul>



## Director Pre-Registration Responsibility Breakdown

1. **ADVERTISE - January 15 until Random Drawing Held in March:** Programs place recruitment notices around the community using the advertising flyer provided by the ADECE. They also provide access to the ADECE-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 AlaCEED platform and complete the electronic pre-registration form (using the ADECE-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 AlaCEED 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 1<sup>st</sup> and 31<sup>st</sup>. Directors will follow instructions provided in the *Directors' AlaCEED Guide* to print out a list of all students who have pre-registered for their program, then follow program guidelines to conduct a random selection drawing. For each class a program has, after 18 students 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 waitlist 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 18, the drawing should cease at this point and the 1 or 2 multiple birth siblings should be added to the classroom roster to reach full classroom enrollment. FCPK programs are expected to have full enrollment of 18 students within 2 weeks of school start date.

**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.





(continued)

4. **MARK RESULTS OF RANDOM SELECTION DRAWING - April 1 - 15:** When a parent/guardian pre-pre-registers a student, the student's status in AlaCEED is "pre-registered" meaning the pre-registration is done. After the final drawing deadline date of March 31<sup>st</sup>, all program directors will have two weeks to go into AlaCEED and change each student's status on their pre-registration list from "pre-registered" to either "Pending" (meaning the student's name was selected in the random drawing for a seat in the program) or "Waitlisted" (meaning the student'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' AlaCEED Guide* provided by the ADECE gives detailed instructions for completing this process.
  
5. **PARENT/GUARDIAN NOTIFICATION - April 16 - 18:** The Alabama Department of **Early Childhood Education office** will send emails 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 AlaCEED within this window, parents will not receive these email notifications and the program will be responsible for notifying parents of each student's status as a result of the random selection drawing.
  
6. **COMPLETION - Beginning April 19:** After receiving parent responses, for each student marked in AlaCEED as Pending, the Director must indicate in AlaCEED whether the seat is being accepted or declined. The Director will follow directions in the *Directors' AlaCEED Guide* for marking "Pending" children as "Enrolled" (meaning the student's enrollment process is complete and he/she will be assigned to a class) or "Dropped" (meaning the student declined a position in the program or withdrew from it after being assigned to a class). After a student is marked as "Enrolled" in a program, his/her name will be deleted from any other program's waitlist by the ADECE office.
  
7. **CLASS CREATION – Beginning April 19:** The Director will follow instructions provided in the *Directors' AlaCEED Guide* to go into AlaCEED and assign students to specific classrooms.



## **First Class Pre-K Alabama's Voluntary Pre-K Program PRE-REGISTRATION**

- First Class Pre-K programs are accepting online pre-registration applications for the 2022-2023 school year beginning January 15<sup>th</sup>. (If you need assistance with accessing the online application, contact a local First Class Pre-K school/program.)
- Pre-registration is open to all children four years of age on 9/1/22\* who are residents of Alabama. (Children who are eligible to attend kindergarten are not eligible for pre-k.)
- Registrants must provide a copy of the child's birth certificate. (It may be uploaded into the online pre-registration site or submitted directly to the local First Class Pre-K school/program.)
- Registrants must provide proof of residence – either a current utility bill or copy of a lease or mortgage. (It may be uploaded into the online pre-registration site or submitted directly to the local First Class Pre-K school/program.)
- Public school system pre-k programs may have zoning requirements that determine eligibility for attending a program at a particular school. (Contact the school for attendance zone information.)
- There is no registration fee for First Class Pre-K programs.
- Upon enrollment, a child's immunization record must be provided to the school or program.
- No child will be denied participation on basis of income, sex, race, color, national origin, or disability.

**Pre-Registration Dates: January 15 – March \_\_\_\_\_**

**Pre-Registration Application: To pre-register, go online to**

**<https://prek.alaceed.alabama.gov>.**

**Acceptance into a First Class Pre-K program is strictly through a random selection drawing. Parent/Guardian does not have to be present at drawing. Email notices of acceptance status will be sent in mid-April.**

### **Random Selection Drawing Details**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

\*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.



## **Pre-K de Primera Clase: Programa de Pre-K Voluntario de Alabama Pre-Inscripción**

- Estamos aceptando solicitudes de pre-inscripción en línea para el año escolar 2022-2023 (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 9/1/2022\* y que sean residentes del estado de Alabama.
- Los registrantes 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 registrantes 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 pre-inscripción: 15 de enero – \_\_\_\_\_ de marzo**

**Pre-inscripción aplicación: Vaya en línea a**

**<https://prek.alaceed.alabama.gov>.**

**La aceptación es estrictamente a través de sorteo al azar que se llevará. El padre / tutor no tiene que estar presente en el sorteo. Las notificaciones serán enviadas no más tarde del 16 de abril.**

**Detalles de dibujo al azar**

**Fecha: \_\_\_\_\_**

**Hora: \_\_\_\_\_**

**Sitio: \_\_\_\_\_**

\* 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 the amount of typing 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 already complete online applications for these programs.





ALABAMA DEPARTMENT OF  
Early Childhood  
Education

## How families apply to First Class Pre-K:

Using a tablet, desktop computer, or smartphone, a parent may access the platform by typing in this address in the search bar:

[prek.alaceed.alabama.gov](http://prek.alaceed.alabama.gov)

This is the landing page.

### Welcome to Alabama First Class Pre-K Online Pre-Registration

Alabama's nationally recognized First Class Pre-K programs are now accepting pre-registration applications for the 2022-2023 school year. To participate, each child must provide a birth certificate documenting that he/she is 4 years old (and not yet 5) on or before September 1, 2022 and must also be an Alabama resident (documented with proof of residence such as a current utility bill or copy of a lease or mortgage) throughout enrollment.

The online pre-registration form must be completed in its entirety. It is especially important that names and addresses entered into the form are spelled correctly and capitalized where needed. This information will go into our official database exactly as it is entered.

Submitting this form places your child in the Alabama First Class Pre-K random selection process. If your child's name is drawn for a space in a program you have selected, you will be notified in mid-April. Children who are not selected will be placed on a waiting list for any future available spaces.

This online pre-registration process requires that each family enter a valid email address to establish an account. If your family has more than one child eligible for Pre-K, only one family account is needed. Families may pre-register children for multiple program locations.

Note that public school programs may restrict eligibility by school zones. Proof of residence (current utility bill or copy of lease or mortgage) is required and may be uploaded to your pre-registration account or submitted in person directly to each program for which you pre-register. Additionally, some programs may charge tuition or fees based on the size of your household and income using Department of Health and Human Services guidelines.

Please create only one account. Duplicate accounts will be deleted and may result in delayed pre-registration.

Search for sites

Pre-Register

To search for nearby First Class Pre-K sites, click Search for Sites or, to begin the pre-registration application, click Pre-Register.

Search for sites

Pre-Register

When searching, enter a zip code or an address with city and state in this box.

A map view will show sites near the address entered and the distance from the address.

Discover First Class Pre-K sites near you  
Enter your zip code or complete street address including your city and state.

Search by address

Submit

When sites are displayed, clicking on the heart ♥ to favorite one or more sites requires creation of an account, then multiple sites may be selected and saved, and will appear in the application. More information about the site can be viewed by clicking View more information.

your application. However, you do not have to make a selection on this page. You can choose to do that in the application.

### Pre-Register

#### YMCA Huntsville Childhood Education Center

2000-A Vernon Ave SW, Huntsville, 35805, 0.8 miles away

View more information

#### Sonnie Hereford Elementary School

2755 Wilson Dr NW, Huntsville, 35816, 1.3 miles away

View more information

A parent creates an account by entering a first and last name, an email address, and creating a password. After clicking on Pre-Register, the parent enters family and child information as requested.

### Create an account:

Create an account to pre-register and select First Class Pre-K site(s) where you are interested in having your child(ren) attend. Note: It is very important that names are spelled correctly and capitalized properly because information goes into the registration database exactly as entered. Log in if you already have an account.

First name

Last name

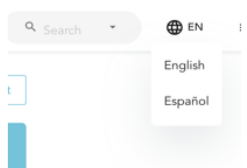
Email

Password



(continued)

By clicking the globe with EN in the upper right corner of the screen, then selecting Español, the application may be viewed in Spanish.



**¡Bienvenido! Nos encargaremos de que el registro sea rápido y fácil.**

Por favor, ingrese la dirección principal de su familia. Esta debe ser una dirección física, no un apartado de correos.

Dirección

123 4th St

Ciudad

Anywhere

Estado

Alabama

Código postal

35404

Sites may be selected or added to favorites before completing and submitting the application.

**Select the site(s) you are interested in having this child attend.**

Selecting a site indicates you wish to be included in the random selection at that site for available positions in First Class Pre-K classrooms there. The random selection will take place between March 1-31. Directions: (1) Search for First Class Pre-K sites near you. (2) In the list of search results, note the type of program and street address of each site listed. Be sure you live close enough to the location of the program before you choose to register for it. Also note that public school programs may have zoning requirements that determine whether or not you are eligible to attend a pre-k at a particular school. You will have the opportunity, prior to submitting this pre-registration form, to provide proof of residence by uploading it. If you choose not to use the upload feature, you must submit proof of residence directly to the school/program. (3) Check the box beside the name of each site you are interested in having your child attend. (4) When you are finished selecting sites, proceed with the application.

☒ **Chatom Elementary School**  
592 Ray Coaker Highway, Chatom, 36518

☒ **Spot for Tots Daycare and Learning Center**  
92 Jefferson Ave., Chatom, 36518

The parent may upload a copy of the child's birth certificate and proof of residence as parts of the application, or they may present these at the site at a later date.

Child - Tommy

**Upload child's birth certificate:**

If you do not provide this information now, you will be required to provide it to the program once accepted. After adding a file, click the green upload button before clicking Next.

Drop files here or [browse files](#)

**Upload proof of residence:**

This can include a lease, property deed, phone bill, or utility bill. If you do not provide this information now, you will be required to provide it to the program once accepted. After adding a file, click the green upload button before clicking Next.

Drop files here or [browse files](#)

Information must be reviewed and confirmed. Then the pre-registration form may be submitted.

**Confirm your pre-registration information.**

By submitting this application, you attest that the information in this application is correct to the best of your knowledge.

☒ I agree

[Back](#)

[Confirm and submit](#)

Parents will receive a confirmation email after submitting the pre-registration application. After the random selection drawing, emailed notifications for pending and waitlisted students will be sent April 16-18.



## AlaCEED Student Status Label Key and Pre-Registration Confirmation Email Template

### STUDENT STATUS LABELS AND MEANINGS IN AlaCEED

Pre-registered = 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 in the order that his/her name was drawn

Enrolled = student accepted an available position in a First Class Pre-K classroom; the director will assign the student to a classroom

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

### Automatic Confirmation Email Received after Submitting Pre-Registration



**Thank you for your pre-registration!**

*Please carefully read the following important information.*

For each of the sites 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 has been 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 site 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 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 site if a position in a class becomes available for your child.

[View your pre-registration](#)



## First Class Pre-K Directors' Pre-Registration and AlaCEED Guide

### How to login and reset password for Directors:

1) Go to [prekprogram.alaceed.alabama.gov](http://prekprogram.alaceed.alabama.gov). (Do not type "www." before the address.)

A screenshot of the login page for the Alabama Department of Early Childhood Education. The page has a dark blue header with the department's logo. Below the header, there is a large blue square on the left containing a white silhouette of a house with a heart on its roof and a swing set. To the right of this square is a white login form. The form includes the text "First time logging in or forgot your password?" and a link "Request one-time login code link". Below this are two input fields labeled "Email address" and "Password", followed by a "Submit" button.

2) The first time you log in, click "Request one-time login code link."

A screenshot of the login page, identical to the one above. A red arrow points from the text in the previous block to the link "Request one-time login code link" in the login form.

3) Enter the email address that is registered with your pre-k classroom and click Submit. If you don't know your email address, please contact [supportalaceed@ece.alabama.gov](mailto:supportalaceed@ece.alabama.gov).

A screenshot of the login page, identical to the one above. A red arrow points from the text in the previous block to the "Email address" input field in the login form.

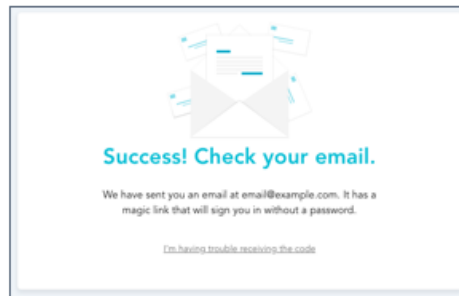


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### How to log in and reset password:

4) You will see a success message once an email has been sent to your email. Confirm the email you entered is correct.

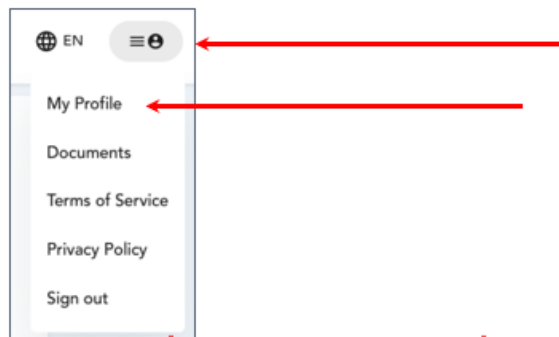
If it's not, click back and re-enter your email.



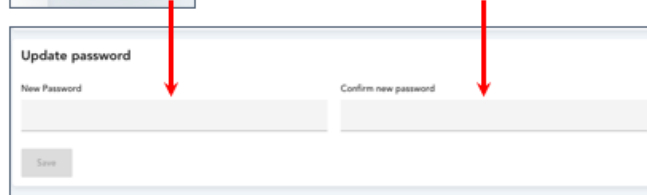
5) You will receive a one-time login link in your email. When you click on the link, it will automatically log you in. If you don't get the login link within 5 minutes, check your spam folder.



6) Once you've logged in, go to My Profile from the account menu.



7) Set your password so you can use a password next time you log in. Save this password.





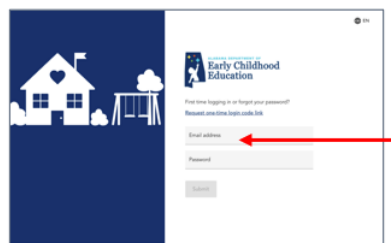


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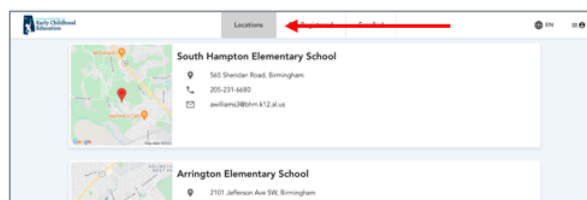
(continued)

### How to view Pre-Registrations:

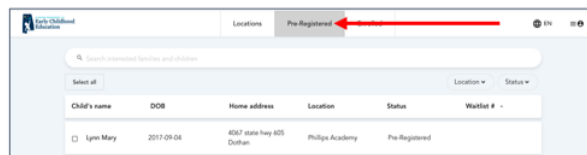
1) Go to [prekprogram.alaceed.alabama.gov](http://prekprogram.alaceed.alabama.gov). Directors will have access to their pre-registrant information at all times by logging in to the AlaCEED site.



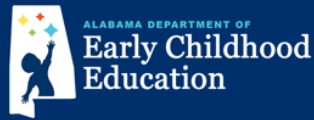
2) Confirm that all the locations you manage appear on the locations page. If anything is incorrect, please contact [supportalaceed@ece.alabama.gov](mailto:supportalaceed@ece.alabama.gov).



3) Click on the "Pre-Registered" tab. This is where all children who are pre-registered, pending, waitlisted, or dropped appear.



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



(continued)

4) To limit results, you can filter by location (if applicable).

Search by name or address

Address	Location	Status
35633	RSA OSR Head Start - 300 Monroe Street	
St Millbrook	RSA OSR Head Start	Waitlisted
35640	RSA OSR Head Start	Registered
3201	RSA OSR Head Start	Registered

5) To limit results, you can also filter by status.

Location ▼ Status ▼

- ☒ Pre-Registered
- ☐ Pending
- ☐ Waitlisted
- ☐ Dropped

6) You can also sort by name, DOB, location, or status by clicking on any of the headers in the table.

Child's name	DOB	Home address	Location	Status	Waitlist #
Glenn Johnson	2018-06-02	678 Cat Street Birmingham	Arrington Elementary School	Pre-Registered	

7) Clicking on a student's name will allow you to see all information submitted as part of the application. Click "View application."

Glenn Johnson  
June 2, 2018  
Arrington Elementary School  
December 31, 2021  
[View application](#)

Family  
Debbie Reynolds  
us@ber.com

Notes

Done



(continued)

### How to change a student's status:

1) To limit the number of students visible at one time, filter by location (if applicable) or status.

Address	Location	Status	Count
35633	RSA OSR Head Start - 300 Monroe Street	Waitlisted	1
St Millbrook	RSA OSR Head Start	Registered	
Male Dr SW, 35640	RSA OSR Head Start	Registered	
Edge Ave, 35701	RSA OSR Head Start	Registered	

2) To drop a student, click on the name. Select the button that is displaying the current status with the down arrow.

Set the status to Dropped. You will be asked, "Are you sure you want to drop this child?" Add any notes about why you are dropping the child, then select "Yes, drop child."

Glenn Johnson  
June 2, 2018  
Arrington Elementary School  
December 31, 2021  
View application

Pre-Registered

Status

- Pre-Registered ✓
- Pending
- Waitlisted
- Enrolled
- Dropped**

3) Once the random drawing has taken place, you can move students to Pending status by selecting a single student, multiple children, or clicking "Select all" to select all students that are currently being displayed. Click "Edit" then "Set as Pending."

These students will have Pending status which means they have a spot, and you are waiting for confirmation from the family to enroll them.

Search interested families and children

Select all Edit

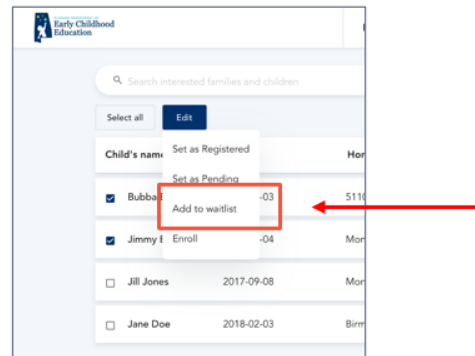
Child's name	Status	Age	Gender
Bubba	Set as Pending	-03	511
Jimmy I	Add to waitlist	-04	Mor
Jill Jones	Enroll	2017-09-08	Mor
Jane Doe		2018-02-03	Bir



(continued)

4) Once the random drawing has taken place, you can move student to the waitlist by selecting a single child, multiple children, or clicking “Select all” to select all students who are currently being displayed. Click “Edit” then “Add to waitlist.”

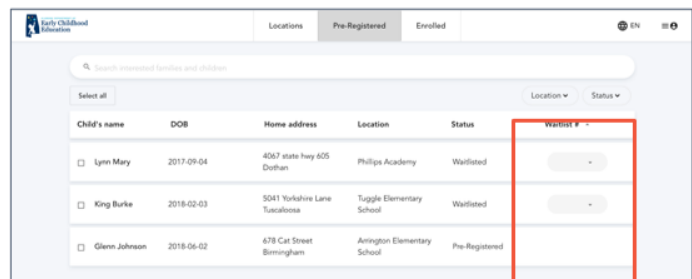
These students will have Waitlisted status which means they did not receive a spot in the random selection drawing.



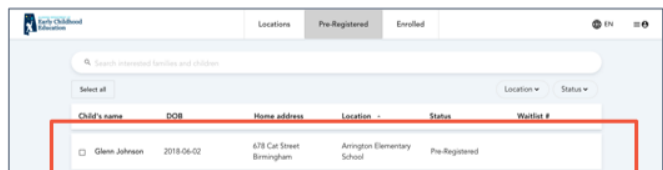
5) Once you add a student to the waitlist, an option will appear to assign a waitlist number.

You can set a student's placement on the waitlist by changing the dropdown number.

If you change a student's status and remove them from the waitlist, the placement will disappear. The remaining students will not be re-ordered. Proceed using the lowest numbered student on the waitlist.



6) If you need to find a child, search their first or last name in the search bar at the top of the Pre-Registered page.





(continued)

### **Marking students as Enrolled in a classroom:**

1) Once the student has accepted an available position in a First Class Pre-K Classroom, you will move them to Enrolled status.

You can change students to Enrolled status by selecting a single student, multiple students, or clicking “Select all” to select all students that are currently being displayed. Click “Edit” then “Enroll.”

Child's name	DOB	Home address	Location	Classroom
<input checked="" type="checkbox"/> Bubba I	-03	5116		
<input checked="" type="checkbox"/> Jimmy L. Enroll	-04	Mor		
<input type="checkbox"/> Jill Jones	2017-09-08	Mor		
<input type="checkbox"/> Jane Doe	2018-02-03	Birr		

2) When you click Enroll, you will be able to set the location (if you manage multiple locations), and also the classroom. It is not mandatory to select the classroom at the same time you are setting Enrolled status.

Enroll all selected

Location

South Hampton Elementary School

What program or class will they enroll in?

Yes, enroll these students

3) When the student is enrolled, they will appear in the Enrolled tab. From the Enrolled list, the student may be assigned to a classroom.

Child's name	DOB	Home address	Location	Classroom
<input type="checkbox"/> King Burke	2018-02-03	5041 Yorkshire Lane Tuscaloosa	Arington Elementary School	
<input type="checkbox"/> Glenn Johnson	2018-06-02	678 Cat Street Birmingham	Arington Elementary School	
<input type="checkbox"/> Lynn Mary	2017-09-04	4067 state hwy 605 Dothan	Arington Elementary School	Arington Elementary Pre-K 1





## AlaCEED Student Status Notes

### **By April 15<sup>th</sup>:**

Directors should have changed the status in AlaCEED of all pre-registered students with Pre-Registered status to PENDING (if selected in the drawing), WAITLISTED (drawn after the predetermined number of seats — 18) or DROPPED (if the student did not meet program requirements or is a duplicate entry).

### **Between April 16<sup>th</sup> and 18<sup>th</sup>:**

Only students who have a status of PENDING or WAITLISTED in AlaCEED 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 AlaCEED as pre-registered.
- If a program has space for the newly pre-registered student, the status should be changed from pre-registered 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.
- An automatic email will not be sent for pre-registration applications entered after April 13<sup>th</sup>. Directors will be responsible for contacting those families individually.

### **Beginning May 1<sup>st</sup> and Throughout the School Year:**

No student should remain in AlaCEED with pre-registered status. ALL students should have one of the following status indicators as appropriate:

1. PENDING—selected in the 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 residency requirements, or student entry was a duplicate
4. ENROLLED — student accepted a position and has been assigned to a classroom



## Additional Information for Directors

- **Program Directors May Begin Contacting Parents on April 19<sup>th</sup>:** After the April 16<sup>th</sup> – 18<sup>th</sup> 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 19<sup>th</sup>. After receiving parent responses, for each child marked as PENDING, the director should confirm in AlaCEED whether the seat is being accepted or declined. At this point, the director will follow directions in the AlaCEED Guide for marking children as ENROLLED 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 ENROLLED 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 ENROLLED in a program and assigned to a class will be dropped from all 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.

## Email Notification of Student Selection

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



## Email Notification of Waitlisted Student

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



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- **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.
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