

## Appendix S: Electronic 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. Behavior Support Request

- Description: Submit information about a child in First Class Pre-K with challenging behaviors to request help from the CONNECT team.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-BSR>

#### 3. Classroom Attendance Report

- Description: To be completed by the Director or Teacher to report classroom attendance to the Department of Early Childhood Education.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-CAR>

#### 4. 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>

#### 5. First Class Pre-K Site Details

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

#### 6. 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>

#### 7. 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>

### 8. First 5 Consultation Project Request for IECMHC Services

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

### 9. Grantee Change Notification

- Description: RD or DECE Administrator reports changes to existing First Class Pre-K classrooms/programs other than personnel or new classrooms. (i.e. defunding, relocation, name change, funding change, delivery type change)

Link: <https://laserfiche.alabama.gov/Forms/ADECE-GCN>

### 10. Incident Report Form

- Description: This form is used to report serious accidents, injuries, medical situations, or behavior incidents. Incidents involving a crime or traffic incident should be reported directly to the police. If possible, the report should be completed within 24 hours of the event. For extreme incidents, send form and contact your Region Director immediately.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-IRF>

### 11. Increase in Enrollment Waiver Application

- Description: Program director submits to request permission for a waiver to increase classroom enrollment.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-IEWA>

### 12. Lead Teacher Waiver Request

- Description: Application for credential requirements for a Lead Teacher to be temporarily waived to allow time for the teacher to acquire the required credentials/certifications.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-LTWR>
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### 13. New Pre-K Classroom Notification

- Description: Official notification for First Class Pre-K newly awarded grants and/or new classrooms to be added to department databases and digital programs.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-NPKCN>

### 14. Non-Staff Receipt of Property

- Description: Completed when a non-staff person receives ADECE material.
- <https://laserfiche.alabama.gov/Forms/ADECE-NSROP>

### 15. Parent Survey for Student Withdrawal

- Description: Parent of student withdrawn from a First Class Pre-K classroom completes survey to provide feedback.
- Link: <https://laserfiche.alabama.gov/Forms-ADECE-PSSW>

### 16. Permission to Purchase

- Description: Requests permission to spend OSR funds for purchases over \$300, as required by First Class Pre-K Program Guidelines.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-PTP>

### 17. Personnel Change Notification for FCPK DECE Staff

- Description: Used to ensure that the correct Region Director, Monitor, and/or Coach are connected to the appropriate classroom(s). Completed by the Region Director or DECE Administrator and *only* used for Region Director, Monitor, and Coach classroom assignments.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-PCNFDS>

### 18. 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>

### 19. Reduction in Enrollment Waiver Application

- Description: Region Director submits a recommendation to OSR Director regarding a program's request for a Reduction in Enrollment Waiver, and OSR Director provides ruling on request to RD to be communicated to program director.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-REWA>

### 20. Second Semester Registration

- Description: Parents complete application for child who is not currently enrolled in a First Class Pre-K program to participate during the second semester of the current school year.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-SSR>

### 21. 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>

### 22. Spending Plan

- Description: Report expenditures of OSR funds (other than those designated for salaries and benefits) remaining after May 31<sup>st</sup>. Submit by June 15<sup>th</sup>. Funds must be spent no later than September 30<sup>th</sup>.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-SP>

### **23. 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>

### **24. Supply and Materials Redistribution**

- Description: Submitter provides a list detailing all supplies, materials, and/or furniture collected from a classroom or site no longer funded as well as the new location to which each item is being taken.
- Link: <https://laserfiche.alabama.gov/Forms/ADECE-SMR>

### **25. 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>