



AlaCEED
Alabama Childcare
and Early Education
Dashboard

Program Director Guide
2022-2023

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Establish Login Credentials

AlaCEED may only be used by personnel who have login credentials established with the Alabama Department of Early Childhood Education.

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

Link to PPF form:

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

Support

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

Sherri Herring (sherri.herring@ece.alabama.gov)

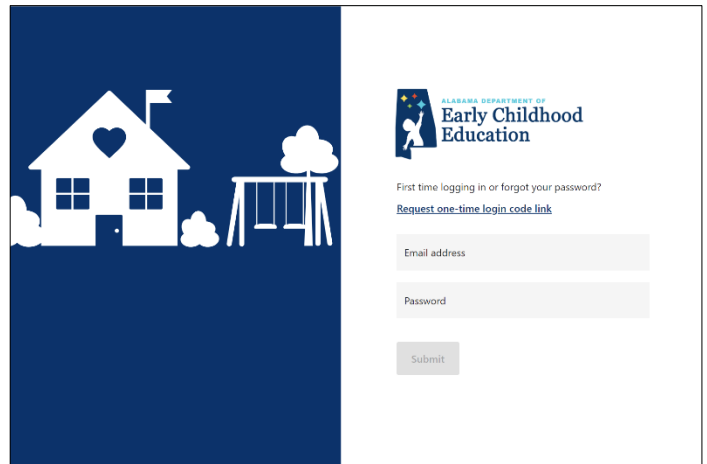
Margaret Trammell (margaret.trammell@ece.alabama.gov), or

Marcia Burke (marcia.burke@ece.alabama.gov)

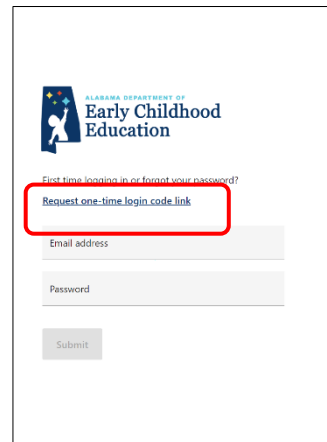
AlaCEED Home / Login Page for Program Directors

Link: <https://prekprogram.alaceed.alabama.gov>

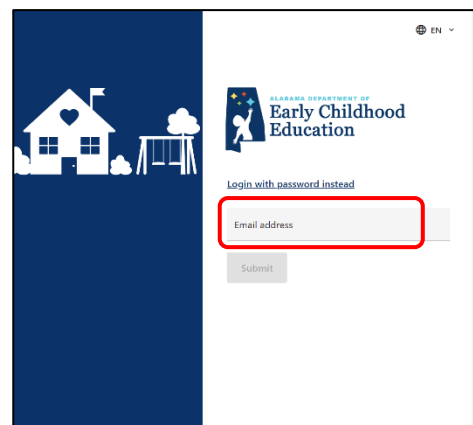
1. Go to prekprogram.alaceed.alabama.gov.
(Do not type www. before the address.)



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

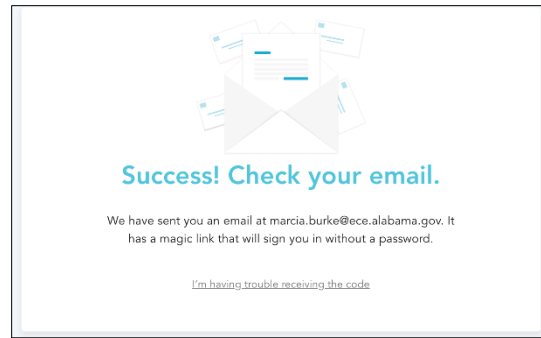


3. Enter the email address that is registered with your pre-k program and click Submit. If you don't know your email address, please contact supportalaceed@ece.alabama.gov.

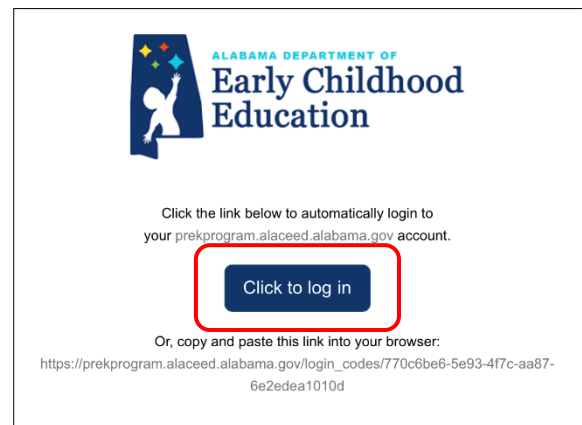


4. You will see a success message once an email has been sent to you. Confirm the email you entered is correct.

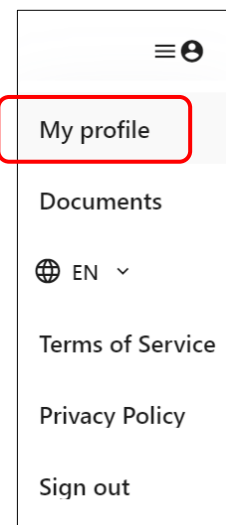
If it's not, click Back and re-enter your email.



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 you Spam folder.



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



7. Set your password so you can use it the next time you log in. Save this password.

A screenshot of a "Update password" form. The title "Update password" is at the top and is highlighted with a red rectangle. Below the title, there are two input fields: "New password" and "Confirm new password". At the bottom of the form, there is a "Save" button.

Pre-Registration Responsibilities Timeline

Step 1

Jan. 15th
until
Random
Selection
Drawing

- 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)
- Director views pre-registrations in AlaCEED 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 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

Step 2

March 1st
through
March 31st

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

Step 3

April 1st
through
April 15th

- Director marks drawing results in AlaCEED between April 1st and 15th
 - Student selected for available position = mark as Pending
 - Student selected for position on waitlist = mark as Waitlisted with the number indicating the order in which the student was drawn
 - Emails to pending and waitlist students go out from AlaCEED between April 16-18

Step 4

Beginning
April 19th

- Director marks parent responses in AlaCEED for all students with Pending status beginning April 19th as parent responses are received
 - Parent accepted available position = mark student as Enrolled
 - Parent declined available position = mark student as Dropped
- 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

Step 5

Beginning
April 19th

- Director makes class assignments in AlaCEED beginning April 19th as parent responses are received
 - All students marked as Enrolled must be assigned to a specific class in AlaCEED by August 1

Pre-Registration Information

1. **Advertise – January 15th until random drawing held in March**

- Programs place recruitment notices around the community using the advertising flyer provided by the ADECE.
- Programs provide access to the ADECE-provided *Pre-Registration Parent Guide*.

2. **Pre-Registration - January 15th until random drawing held in March**

- Parents go online to the AlaCEED platform and complete the electronic pre-registration form using the ADECE-provided illustrated guide.
- Parents 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.
- 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* included in this document.

AlaCEED Requirement: All grantees must utilize the AlaCEED online pre-registration program. Please do not request an exception to this requirement.

3. **Random Selection Drawing – March 1-31**

- All programs hold a public random selection drawing between March 1st and 31st.
- Directors follow instructions provided in this guide to print a list of all students who have pre-registered for their program, then follow program guidelines to conduct a random selection drawing.
- Eighteen pre-registrants should be drawn for each classroom a program has. (i.e., for 2 classrooms, draw 36 names) Then the remaining pre-registrants continue to be drawn and numbered for the wait list in the order they are drawn.
- First Class Pre-K (FCPK) programs are expected to have full enrollment of 18 students within 2 weeks of school start date.

Twins/Triplets/Etc.: If a program has multiple birth siblings all names should be placed in the drawing separately. If one, but not all, multiple birth siblings are drawn, the drawing should cease before the classroom enrollment cap is reached and the multiple birth siblings should be added to the list of selected pre-registrants.

Automatic Advancement: If a classroom is located in a center that has a program for 3-year-old children, those children may not automatically be moved up to a FCPK classroom unless the program is federally mandated. They must pre-register and be placed in the public random selection.

4. **Mark Results of Random Selection Drawing – April 1st – 15th**

- When a parent pre-registers a student, the student's status in AlaCEED is "pre-registered."
- After the final drawing deadline date of March 31st, all program directors have **two weeks** to change each pre-registered student's status in AlaCEED 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 the two-week window to mark random drawing results, but may do this as soon as their drawing has been conducted. Detailed instructions for completing this process are included in this guide.

5. **Parent Notification – April 16th – 18th**

- Mass emails will be sent from AlaCEED by ADECE staff to each pre-registrant family notifying them of their pending or waitlisted status for each program they selected.
- The email instructs families to contact the director of each program for which they were selected and 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.*
- If students are not marked as Pending or Waitlisted in AlaCEED by April 18th, parents will not receive the email notification and the program will be responsible for notifying parents of each student's status as a result of the random selection drawing.
- Directors may **opt out** of having mass email notifications sent by ADECE staff. Submit a written request to the Region Director prior to April 15th to opt out.

6. **Class Assignments – Beginning April 19th**

- For each child with Pending status whose parent accepts the offered position, follow directions in this guide for marking him/her "Enrolled" (meaning the student's enrollment process is complete and he/she will be assigned to a class). Follow instructions in this guide to assign each Enrolled student to a classroom.
- If a parent declines a position for a child with Pending status, follow directions in this guide for marking him/her "Dropped" (meaning the student declined a position).



FIRST CLASS PRE-K PRE-REGISTRATION Alabama's Voluntary Pre-K Program

- Online pre-registration for the upcoming school year begins January 15th. For assistance accessing the online application, contact a local First Class Pre-K 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.
- A copy of the child's birth certificate must be provided. It may be uploaded into the online pre-registration site or submitted directly to the local First Class Pre-K program.
- Proof of residence in Alabama must be provided. It may be uploaded into the online pre-registration site or submitted directly to the local First Class Pre-K 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 _____

To pre-register, go online to:

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



Acceptance into a First Class Pre-K program is strictly through random selection drawing. Presence at drawing is not required. 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

APLICACIÓN

- Estamos aceptando solicitudes de pre-inscripción en línea (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 9/1/2022* y que sean 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

Preinscripción 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: _____

*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.

Helpful Hints for Assisting Families with 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 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 apply for public assistance and other types of federal financial support already complete online applications for these programs. Note that the pre-registration application may be completed on any Internet-connected device, including smartphones.

Pre-Registration Parent Guide

1. Using any Internet-connected device, go to <https://prek.alacounty.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](#)

2. To search for First Class Pre-K sites, click “Search for sites” or begin pre-registration by clicking “Pre-Register.”

3. To search, enter a zip code or complete address in the search box.

A list and a map view will display sites near the address as well as distance from it.

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

[Submit](#)

4. Sites may be selected by clicking the heart so they will appear in the pre-registration application. More information about the site can be viewed by clicking “View more information.” The map is interactive and will zoom in or out to change the area being viewed.

selection on this page. You can choose to do that in the application.

Pre-Register

Rock Quarry Elementary School [View more information](#) [Heart](#)
2000 Rock Quarry Drive, Tuscaloosa, 35406, 0.9 miles away

Verner Elementary School [View more information](#) [Heart](#)
2701 Northridge Road, Tuscaloosa, 35406, 1.9 miles away

Map showing locations of schools (Coker, Nor, Peterson, Woodland Forest, etc.)

5. After selecting “Pre-Register,” create an account by entering the information requested.

[Globe icon](#) **EN**
English
Español

Click the globe beside “EN” in the upper right corner of your screen to select Español and have the form displayed in Spanish.

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

6. The pre-registration process will allow a copy of the child's birth certificate and proof of residence to be uploaded, or these may be presented at the program site at a later date.

The first screenshot shows the 'Child - John' header and the instruction 'Upload child's birth certificate:'. Below this is a text box stating: 'Pre-registration may be submitted without uploading this document. 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.' Below the text is a large grey area with the text 'Drop files here or' followed by a blue link 'browse files' which is highlighted with a red box.

The second screenshot shows the same header and instruction, but now a file is selected. At the bottom, there is a green button labeled 'Upload 1 file' which is highlighted with a red box.

The third screenshot shows the 'Upload complete' status. At the bottom right, there is a blue button labeled 'Done' which is highlighted with a red box.

Click “browse files” and select the document or image on your device to be uploaded.

Click the green “Upload” button.

Then click “Done.”

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

The screenshot shows the 'Confirm your pre-registration information.' section. Below the heading is a text box stating: 'By submitting this application, you attest that the information in this application is correct to the best of your knowledge.' Below this is a checkbox labeled 'I agree' which is checked. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Confirm and submit' button which is highlighted with a red box.

8. When the pre-registration form is submitted, a confirmation email will be sent to the email address provided. Programs hold random selection drawings between March 1st and 31st. Notification emails informing whether the child's name was selected or waitlisted will be sent between April 16th and 18th.

Automatic Pre-Registration Confirmation Email

When a pre-registration form is submitted, AlaCEED automatically sends this email to the registrant.



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](#)

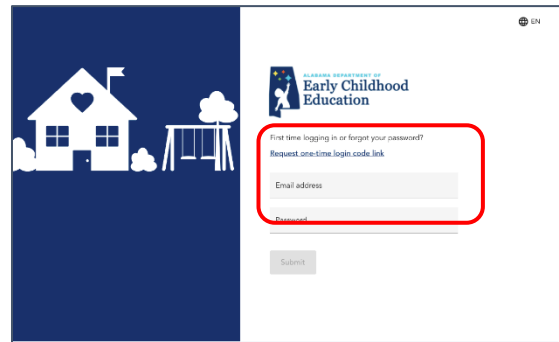
Student Status Labels

Pre-registered	child's online pre-registration has been submitted
Pending	child's name was drawn in the random selection drawing for an available position in a class
Waitlisted	child's name was drawn after all available positions were filled so his/her name has been added to the waiting list in the order it was drawn
Enrolled	child accepted an offered available position in a class
Dropped	child declined to accept an offered position in a class, withdrew from a class, or was not eligible

Directors' Enrollment Management Guide

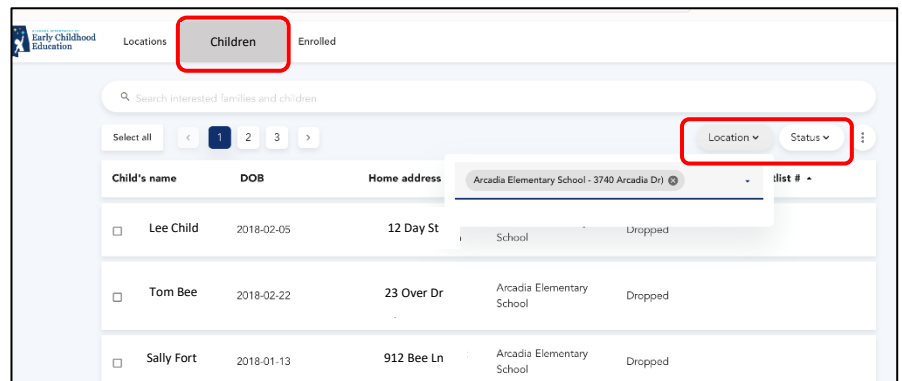
1. Log in at

<https://prekprogram.alaceed.alabama.gov>.



2. Click on the “Children” tab to view all children who have pre-registered for your site.

If you manage more than one site, you may filter by location. You may also filter by child’s status.



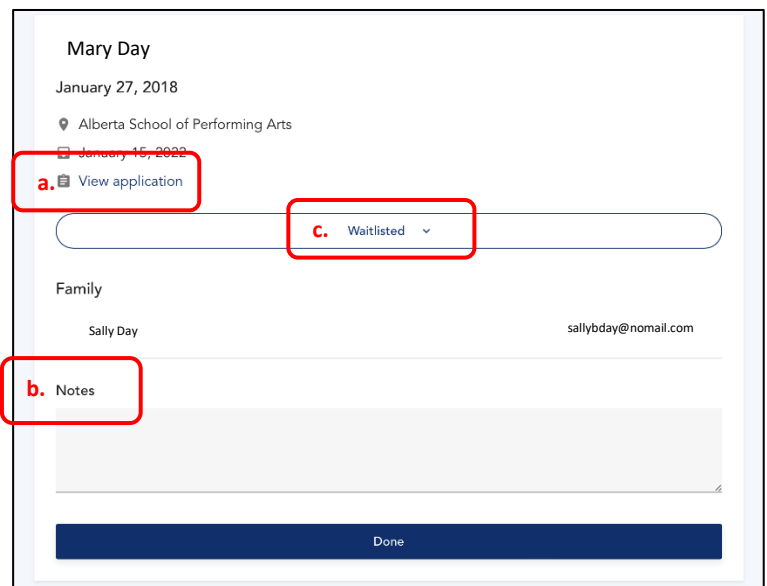
3. Click on a child’s name to complete the following tasks.

a. View the entire pre-registration form.

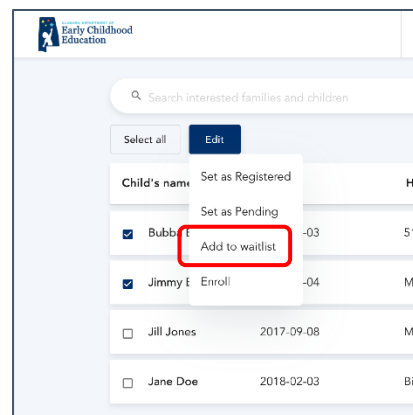
b. Add notes to the child’s record.

c. Change child’s status.

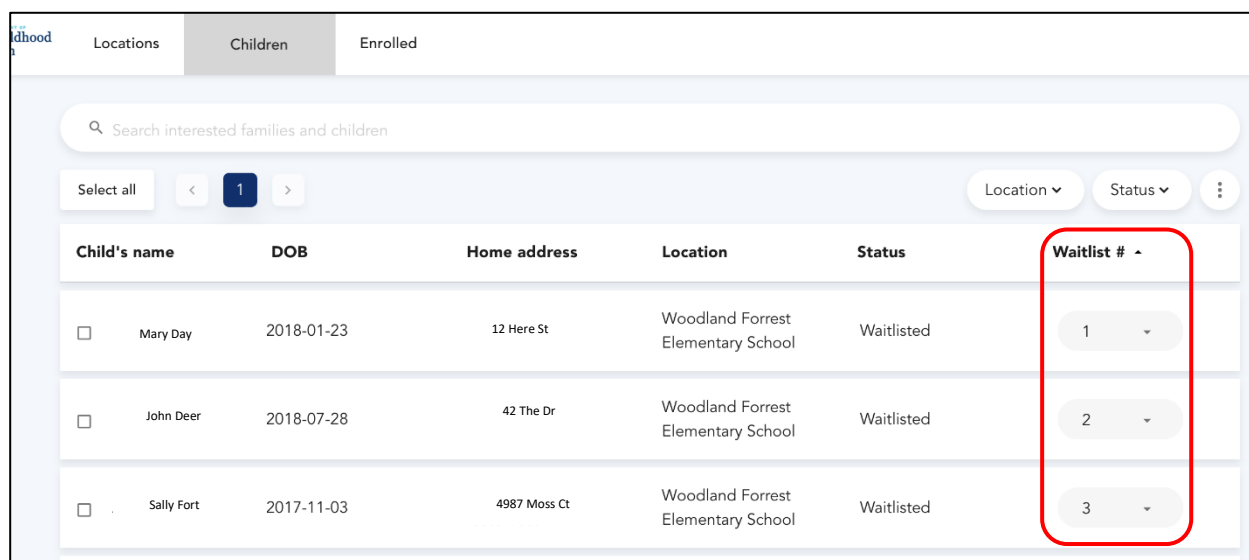
After the random selection drawing, set each child’s status to Pending or Waitlisted (as explained in #4).



4. For children who belong on the Waitlist (they were not selected for an available position in the random selection drawing), select each name, click “Edit” then click “Add to waitlist.”



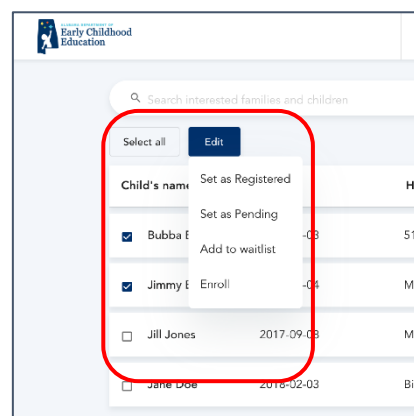
5. To assign a waitlist number to a child, change the dropdown number under “Waitlist#.”



If a vacancy becomes available, contact the first child on the waitlist. When a child is removed from the list, the remaining students will not be re-numbered. To fill another vacancy, proceed using the lowest remaining number on the list.

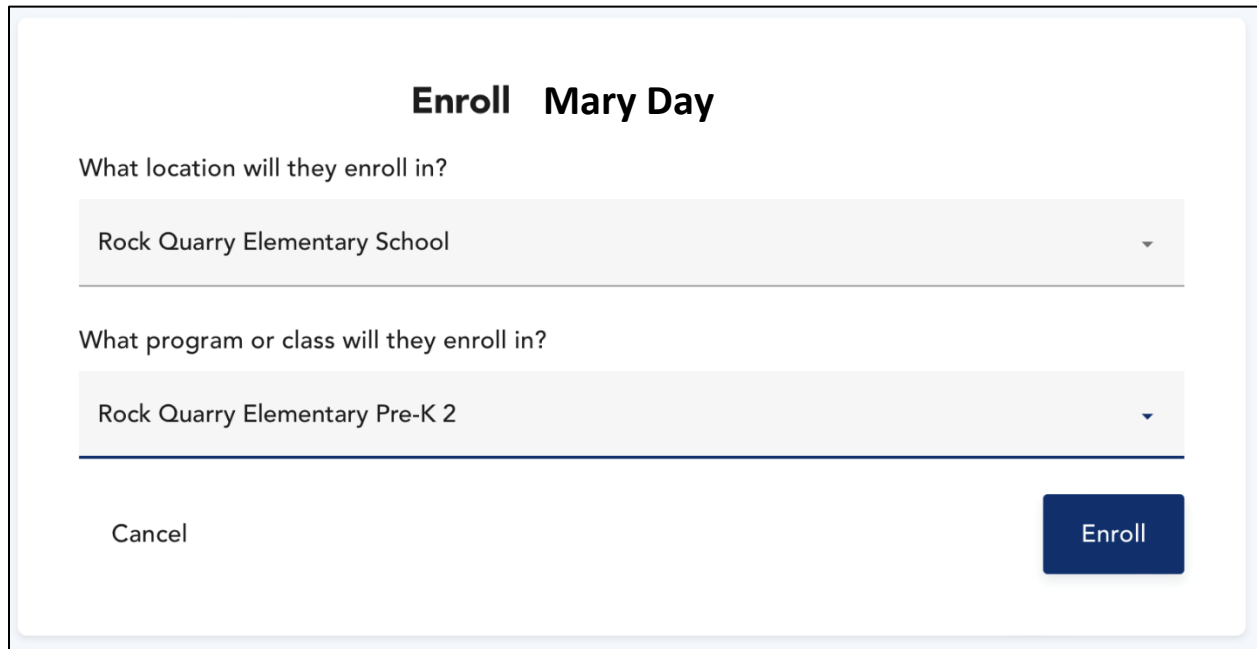
6. Once a child has accepted a position, change the status to “Enrolled.” You may select a single child, or select multiple children by clicking “Select all” to change the status of all children being displayed.

Click “Edit” then “Enroll.”



7. Once a child's status is "Enrolled," select the name, then select the Location, then the classroom number.

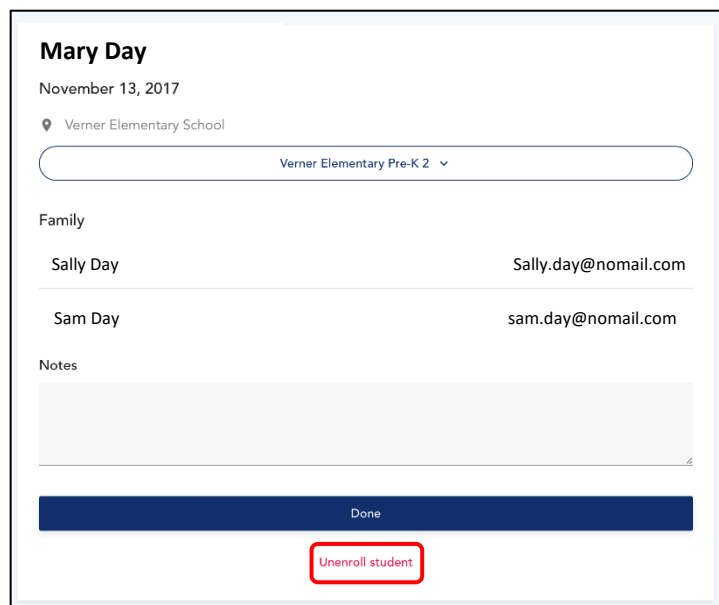
It is not mandatory to select the classroom immediately when setting a child's status to Enrolled.



The form is titled "Enroll Mary Day". It contains two dropdown menus. The first dropdown is labeled "What location will they enroll in?" and has "Rock Quarry Elementary School" selected. The second dropdown is labeled "What program or class will they enroll in?" and has "Rock Quarry Elementary Pre-K 2" selected. At the bottom left is a "Cancel" button, and at the bottom right is a blue "Enroll" button.

8. Once a child is set to "Enrolled" status, no other status may be selected without *first* unenrolling the student.

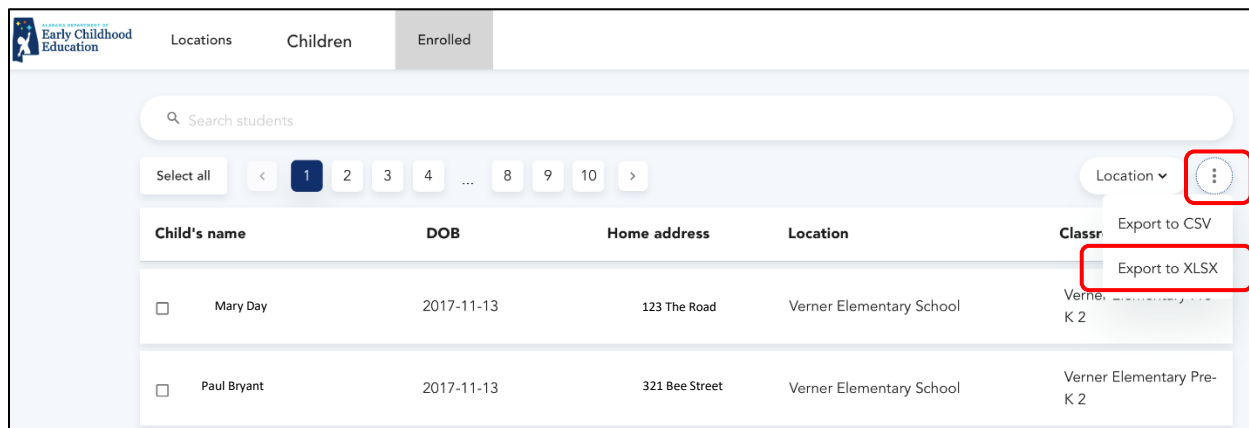
Select "Unenroll student" at the bottom of the child's window.



The profile is for "Mary Day" with a date of "November 13, 2017". The location is "Verner Elementary School" and the program is "Verner Elementary Pre-K 2". Under the "Family" section, there are two entries: "Sally Day" with email "Sally.day@nomail.com" and "Sam Day" with email "sam.day@nomail.com". There is a "Notes" section with a text area. At the bottom, there is a blue "Done" button and a red-outlined button labeled "Unenroll student".

Print Student Roster

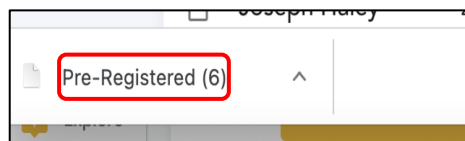
1. To download and print a list of pre-registered students, filter by location if necessary, then click the circle with 3 vertical dots at the top right of the screen. Select “Export to XLSX.”



2. All students with their data will download to an Excel spreadsheet. The file name will appear at the bottom left of the screen. Click on the name of the file to open it.

If an “Alert” message appears, select “Yes.”

If you have trouble manipulating the file, contact Support.



Student Status Requirements

Deadline to Set a Status for Each Student: April 15th

Directors must set the status of all pre-registered students to one of the following:

- “Pending” if selected for an available position in the drawing
- “Waitlisted” selected after names have been drawn for all available positions
- “Dropped” if the student is not eligible for the program or is a duplicate entry

Automatic Email Notifications: April 16th through 18th

Students marked Pending or Waitlisted will be sent an email notification of their status by the ADECE (see examples following).

Sites that do not want this mass notification sent to parents *must* notify Support *in writing* via email no later than April 14th. Those that opt out are responsible for contacting parents on their own.

Pending Status Follow-up

Beginning April 19th, directors must contact families of children whose status is Pending and who have not accepted or declined the offered position.

- If the position is accepted, change the child’s status to Enrolled.
- If the position is declined, changed the child’s status to Dropped.

Status of Children who Pre-Register After Drawing Has Been Held

Children who pre-register after the random selection drawing has been held must have their Pre-Registered status changed as soon as possible. No child should have Pre-Registered status once the drawing is done.

- Change to Pending if a position is available in a class, contact the family, then change to Enrolled if position is accepted or Dropped if declined.
- Change to Waitlisted if no position is available. Add the child to the bottom of the existing waitlist. Notify the family of the status.

Students Enrolled in Multiple Sites

Parents will sometimes accept offered positions at more than one site. The ADECE staff begins contacting these families during the summer to obtain the final selection and mark the child's status accordingly.

Students Enrolled but On Other Waitlists

After school begins, children who are marked Enrolled in any program will be dropped from all waitlists by the ADECE.

Withdrawn Student Status

Children withdrawn during the schoolyear must be marked by the director as "Dropped."

Status Notification Emails

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



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}.

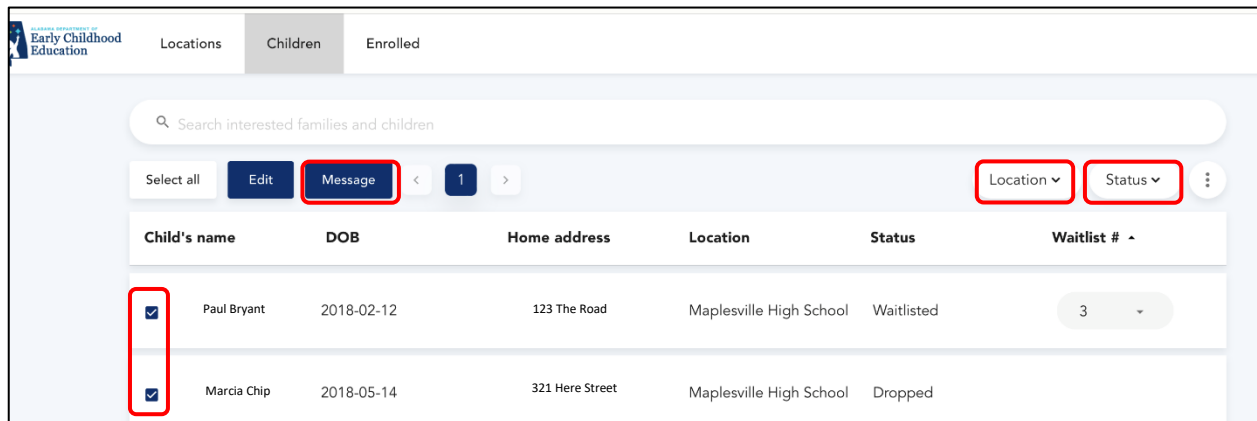
Thank you!

Alabama's First Class Pre-K Program



Email Parents from AlaCEED

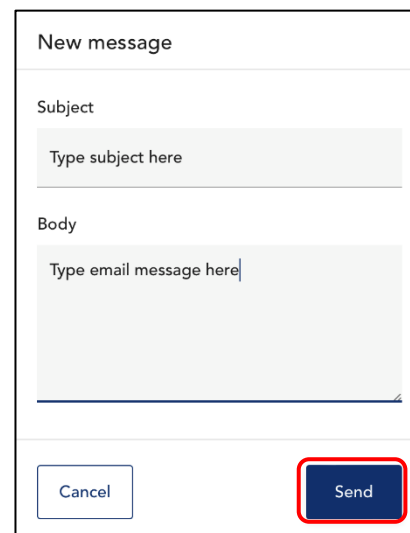
1. Use the “Location” or “Status” filters to display the child(ren) whose parent(s) you want to contact.
2. On the “Children” tab or the “Enrolled” tab, select at least one child’s name by clicking the box, and the “Message” tab will appear as shown below.



The screenshot shows the AlaCEED interface with the 'Children' tab selected. A search bar at the top says 'Search interested families and children'. Below it are buttons for 'Select all', 'Edit', and 'Message' (highlighted with a red box). To the right of these buttons are filters for 'Location' and 'Status' (both highlighted with red boxes), and a dropdown menu. Below the buttons is a table with columns: 'Child's name', 'DOB', 'Home address', 'Location', 'Status', and 'Waitlist #'. Two children are listed: Paul Bryant (DOB: 2018-02-12, Address: 123 The Road, Location: Maplesville High School, Status: Waitlisted, Waitlist #: 3) and Marcia Chip (DOB: 2018-05-14, Address: 321 Here Street, Location: Maplesville High School, Status: Dropped). The checkboxes for both children are highlighted with red boxes.

Child's name	DOB	Home address	Location	Status	Waitlist #
<input checked="" type="checkbox"/> Paul Bryant	2018-02-12	123 The Road	Maplesville High School	Waitlisted	3
<input checked="" type="checkbox"/> Marcia Chip	2018-05-14	321 Here Street	Maplesville High School	Dropped	

3. Click the “Message” tab to cause the “New message” window (shown below) to open.
4. In the message window, enter the subject, then type your email in the Body section.
5. Click “Send” to email the message to the parent(s) of the child(ren) you selected.



The 'New message' window is shown. It has a 'Subject' field with the placeholder text 'Type subject here' and a 'Body' field with the placeholder text 'Type email message here'. At the bottom are two buttons: 'Cancel' and 'Send' (highlighted with a red box).