

## Appendix S: 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)

### Establish Login Credentials

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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

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

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

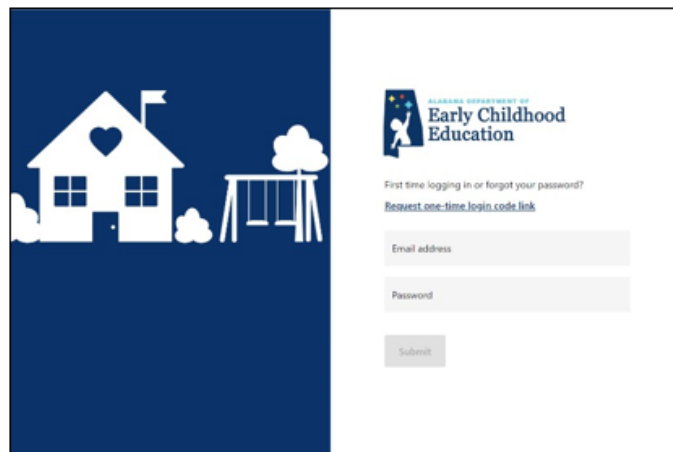
Margaret Trammell ([margaret.trammell@ece.alabama.gov](mailto:margaret.trammell@ece.alabama.gov)), or

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

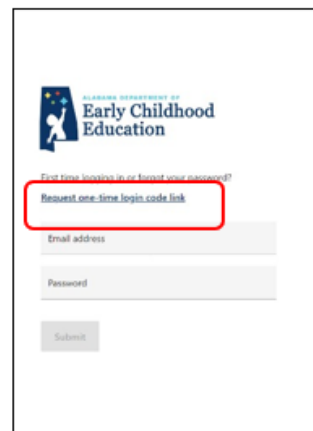
## AlaCEED Home / Login Page for Program Directors

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

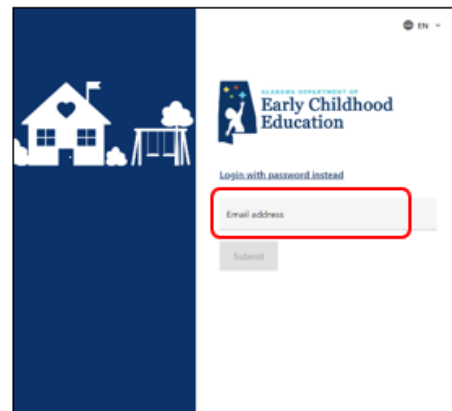
1. Go to [prekprogram.alaceed.alabama.gov](https://prekprogram.alaceed.alabama.gov).  
(Do not type www. before the address.)



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

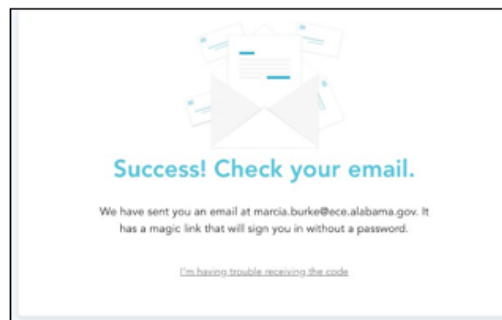


3. Enter the email address that is registered with your pre-k classroom and click Submit. If you don't know your email address, please contact [supportalaceed@ece.alabama.gov](mailto:supportalaceed@ece.alabama.gov).

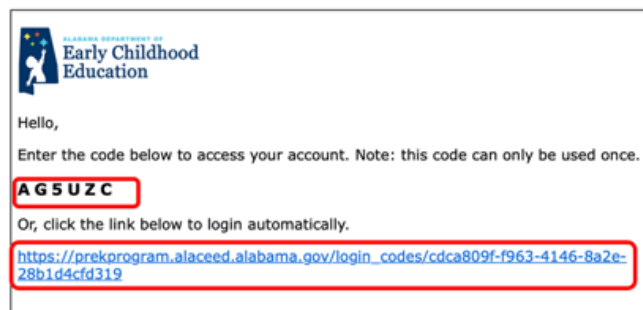


4. You will see a success message once an email has been sent to you. Confirm the email you entered is correct.

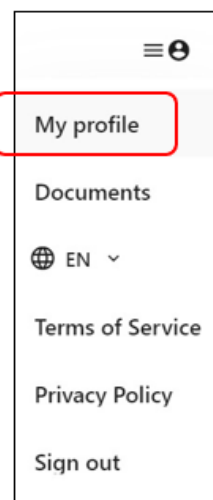
If it's not, click Back and re-enter your email.



5. You will receive a one-time login code and 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 it the next time you log in. Save this password.

A screenshot of a "Update password" form. The title "Update password" is in a red box. Below it are two input fields: "New password" and "Confirm new password". At the bottom left is a "Save" button.

## Pre-Registration Responsibilities Timeline

<p><b>Step 1</b></p> <p>Jan. 15<sup>th</sup> until Random Selection Drawing</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. 7 and Spanish version on p. 8)</li> <li>• Director views pre-registrations in AlaCEED from January 15<sup>th</sup> until Random Selection Drawing Date</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> <p>March 1<sup>st</sup> through March 31<sup>st</sup></p>	<ul style="list-style-type: none"> <li>• Director holds random selection drawing according to First Class Pre-K Guidelines between March 1<sup>st</sup> and 31<sup>st</sup> (specific date to be determined and advertised by individual programs)</li> </ul>
<p><b>Step 3</b></p> <p>April 1<sup>st</sup> through April 15<sup>th</sup></p>	<ul style="list-style-type: none"> <li>• Director marks drawing results in AlaCEED between April 1<sup>st</sup> and 15<sup>th</sup> <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 ADECE April 16-18</li> </ul> </li> </ul>
<p><b>Step 4</b></p> <p>Beginning April 19<sup>th</sup></p>	<ul style="list-style-type: none"> <li>• Director marks parent responses in AlaCEED for all students with Pending status beginning April 19<sup>th</sup> as parent responses are received           <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> <p>Beginning April 19<sup>th</sup></p>	<ul style="list-style-type: none"> <li>• Director makes class assignments in AlaCEED beginning April 19<sup>th</sup> as parent responses are received           <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>

## Pre-Registration Information

1. **Advertise – January 15<sup>th</sup> 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 15<sup>th</sup> 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 1<sup>st</sup> and 31<sup>st</sup>.
  - 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 1<sup>st</sup> – 15<sup>th</sup>**

- When a parent pre-registers a student, the student's status in AlaCEED is "pre-registered."
- After the final drawing deadline date of March 31<sup>st</sup>, 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 16<sup>th</sup> – 18<sup>th</sup>**

- 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 18<sup>th</sup>, 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 no later than April 14<sup>th</sup> to opt out.

**6. Class Assignments – Beginning April 19<sup>th</sup>**

- 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).



## Helpful Hints for Assisting Families with Pre-Registration

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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 support 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 near 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 Process Guide

1. Using any Internet-connected device, go to <https://prek.alacced.alabama.gov/>.

This is the landing page.

2. To search for First Class Pre-K sites, click “Search for sites” or begin pre-registration by clicking “Pre-Register.” Note that there are separate buttons for the current school year and upcoming school year. Be sure to select the appropriate one for the age of the child.

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

Alabama's nationally recognized First Class Pre-K programs accepts pre-registration applications here. To be eligible to participate, a child must be an Alabama resident and 4 years old (and not yet 5) on September 1st of the school year for which he/she is being pre-registered. Pre-registration for an upcoming school year begins on January 15th.

The online pre-registration form must be completed in its entirety and requires each family to enter a **valid email address** to establish the account. If you need help with the pre-registration process, please reach out to the program or school where you are applying for assistance with completing the pre-registration form. If your family has more than one child eligible for Pre-K, only one family account is needed.

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 and provided with a list of documents/information needed to complete the registration process. Children who are not selected will be placed on a waiting list for any future available spaces.

Note that families may pre-register children for multiple program locations; however, public school programs may restrict eligibility by school zones. 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](#) [School Year 2022-2023](#) [School Year 2023-2024](#)

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.

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.

**Pre-Register**

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

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

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

☒ 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 a parent account:**

Create an account using parent's first and last name 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

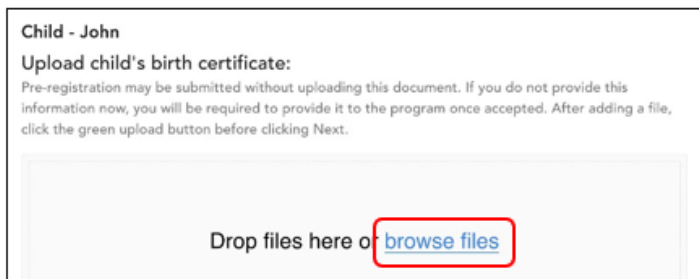
Confirm password

The password must be 8 characters with 3 out of 4 of the following: Lowercase characters, Uppercase characters, Numbers, Symbols.

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.



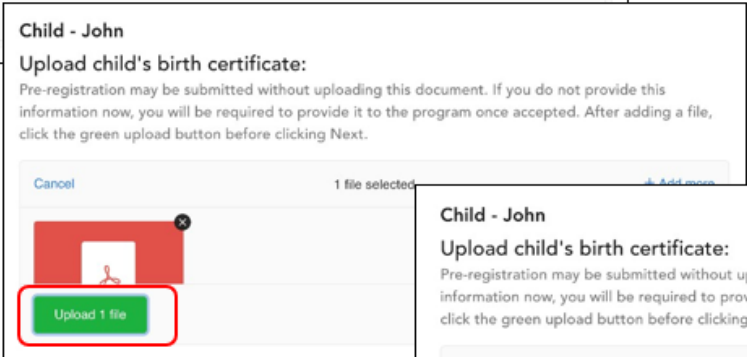
6. The pre-registration process will allow a copy of the child's birth certificate and proof of residence to be uploaded, or these may be presented at the program site at a later date.



**Child - John**  
Upload child's birth certificate:  
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.

Drop files here or browse files

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

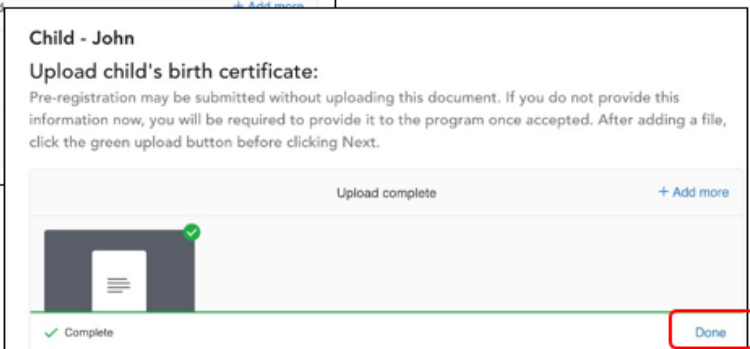


**Child - John**  
Upload child's birth certificate:  
Pre-registration may be submitted without uploading this document. If you do not provide this information now, you will be required to provide it to the program once accepted. After adding a file, click the green upload button before clicking Next.

Cancel 1 file selected Add more

Upload 1 file

Click the green “Upload” button.  
Then click “Done.”



**Child - John**  
Upload child's birth certificate:  
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.

Upload complete + Add more

Done

7. 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

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 1<sup>st</sup> and 31<sup>st</sup>. Notification emails informing whether the child's name was selected or waitlisted will be sent between April 16<sup>th</sup> and 18<sup>th</sup>.

## 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.

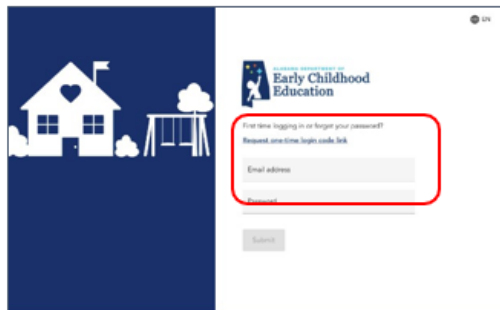
[View your pre-registration](#)

## Student Status Labels

<b>Pre-registered</b>	child's online pre-registration has been submitted
<b>Pending</b>	child's name was drawn in the random selection drawing for an available position in a class
<b>Waitlisted</b>	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
<b>Enrolled</b>	child accepted an offered available position in a class
<b>Dropped</b>	child declined to accept an offered position in a class, withdrew from a class, or was not eligible

## Directors' Enrollment Management Guide

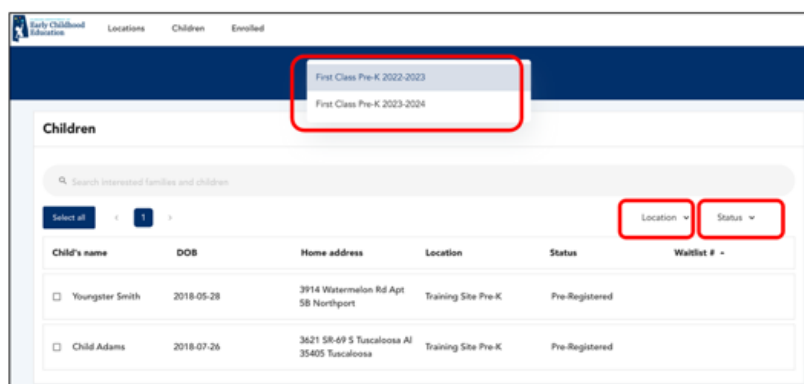
1. Log in at  
<https://prekprogram.alacounty.alabama.gov>.



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

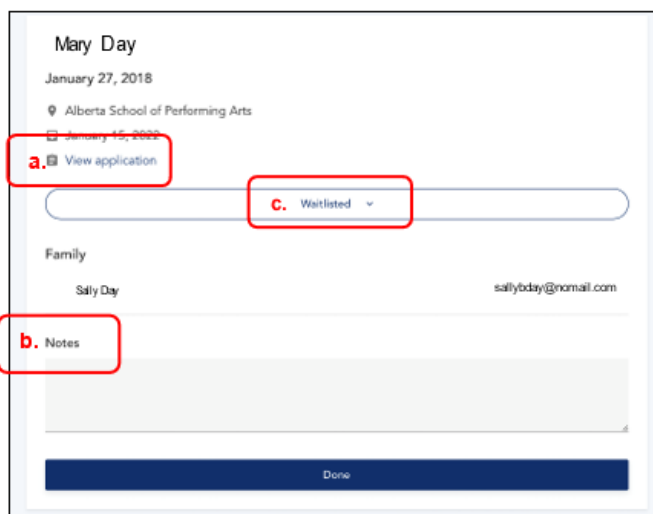
Select the school year you wish to view: 2022-23 OR 2023-24 at the top of the screen.

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

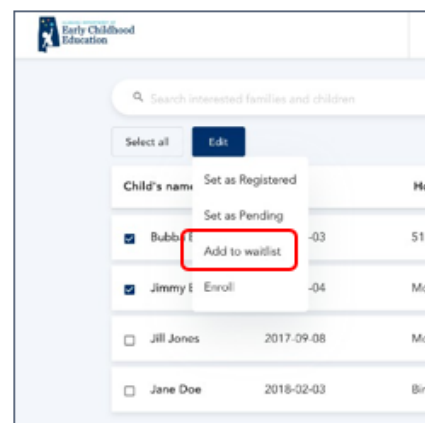


3. Click on a child’s name to complete the following tasks.
  - a. View the entire pre-registration form.
  - b. Add notes to the child’s record.
  - c. Change child’s status.

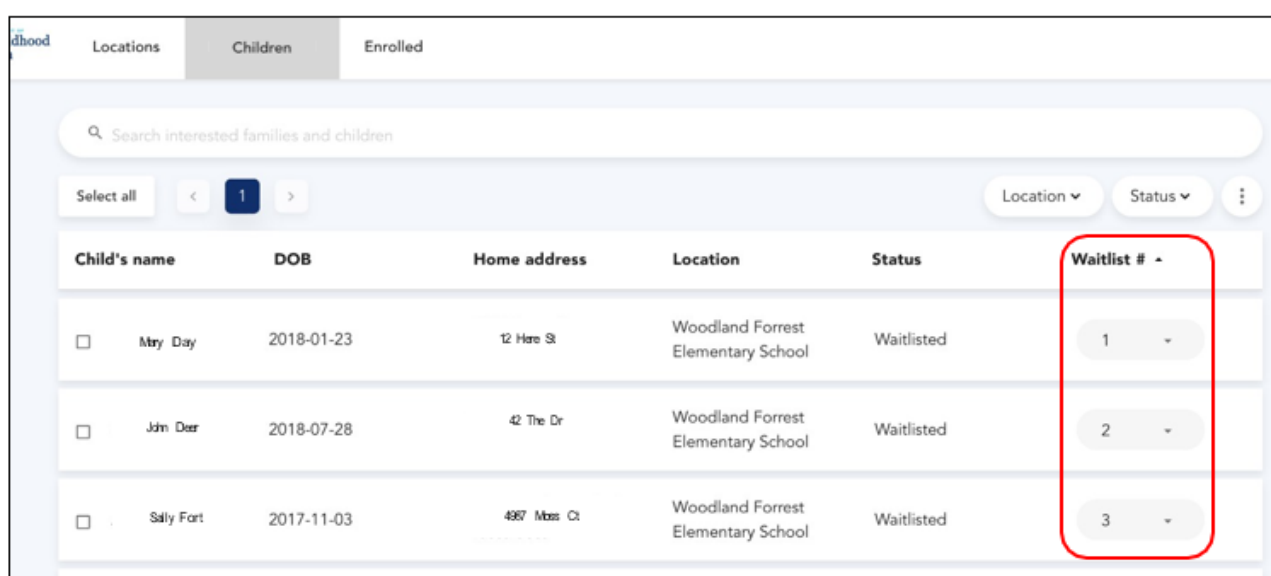
After the random selection drawing, set each child’s status to Pending or Waitlisted (as explained in #4).



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.”



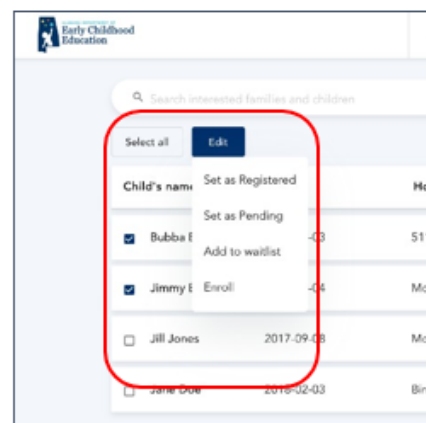
5. To assign a waitlist number to a child, change the dropdown number under “Waitlist#.”



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, however all enrolled children must be assigned to a class by August 1<sup>st</sup>.

**Enroll Mary Day**

What location will they enroll in?

Rock Quarry Elementary School

What program or class will they enroll in?

Rock Quarry Elementary Pre-K 2

Cancel

Enroll

8. To drop an enrolled student, click on the student’s name in the list of enrolled students, then click on “Drop” at the bottom of the screen.

When a student withdraws during the school year, it is the Director’s responsibility to change the student’s status from “enrolled” to “dropped.”

**Louis Duck**

Birthdate: May 5, 2018

Training Site Pre-K

Enrolled on July 12, 2022

[View application](#)

Training Site Pre-K 1

**Family**

Donald Duck 205-987-6541 disneydad@nomail.com

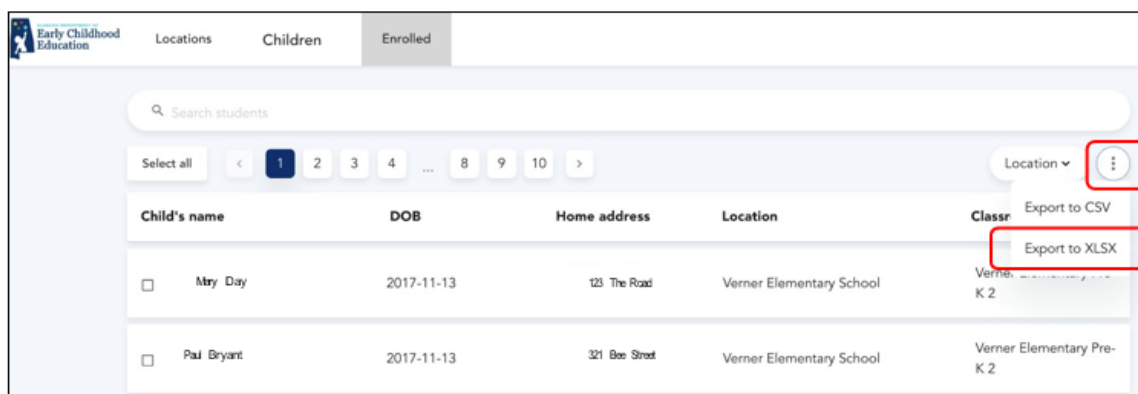
**Notes**

Done

Drop

## Print Student Roster

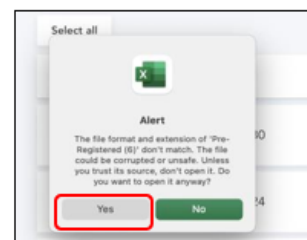
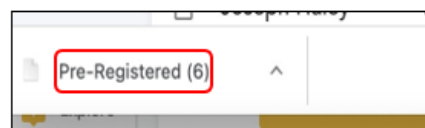
1. To download and print a list of pre-registered or enrolled students, filter by location if necessary, then click the circle with 3 vertical dots at the top right of the screen. Select “Export to XLSX.”



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

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### Deadline to Set a Status for Each Student: April 15<sup>th</sup>

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 16<sup>th</sup> through 18<sup>th</sup>

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 14<sup>th</sup>. Those that opt out are responsible for contacting parents on their own.

### Pending Status Follow-up

Beginning April 19<sup>th</sup>, 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, change 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 school year 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 is at the top. Below it are buttons for 'Select all', 'Edit', and 'Message' (highlighted with a red box). To the right are filters for 'Location' and 'Status' (both highlighted with red boxes). A table lists children with columns: Child's name, DOB, Home address, Location, Status, and Waitlist #. Two children are listed: Paul Bryant and Maria Chip. Checkboxes in the first column of the table 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"/> Maria Chip	2018-05-14	321 Hare 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 has a 'Subject' field with the placeholder 'Type subject here' and a 'Body' field with the placeholder 'Type email message here'. At the bottom are 'Cancel' and 'Send' buttons, with the 'Send' button highlighted by a red box.