

Appendix T: Electronic Forms

First Class Pre-K Laserfiche forms are available at laserfiche.alabama.gov/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.
- 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.
- 3. Classroom Relocation Application**
Description: Request approval to relocate a current OSR First Class Pre-K classroom to a new location.
- 4. First Class Pre-K Site Details**
Description: Program Director provides beginning of school year information related to program schedule, curriculum, and accreditation.
- 5. 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.
- 6. First 5 Consultation Project Parental Consent Revocation**
Description: To be submitted by Parent/Guardian revoking consent for First 5 Consultation Project IECMHC Services.
- 7. First 5 Consultation Project Request for IECMHC Services**
Description: A formal request for First 5 Consultation Project IECMHC Services on behalf of a qualifying child.
- 8. Incident Report Form**
Description: 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, contact your Region Director immediately.
- 9. Increase in Enrollment Waiver Application**
Description: Program Director request permission for a waiver to increase classroom enrollment.
- 10. 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.
- 11. Modified Schedule Request**
Description: Requests permission to modify a child's schedule for attending First Class Pre-K.

12. Permission to Purchase

Description: Requests permission to spend OSR funds for purchases over \$300, as required by First Class Pre-K Program Guidelines.

13. 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.

14. 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.

15. Spending Plan

Description: Report expenditures of OSR funds (other than those designated for salaries and benefits) remaining after May 31. Submit by June 15. Funds must be spent no later than September 30.

16. 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.

17. Teacher Credential Verification Form

Description: Lead and Auxiliary Teachers submit information allowing the department to verify teaching credentials and certifications.