## **Pre-Registration Process Guide**

1. Using any Internet-connected device, go to <a href="https://prek.alaceed.alabama.gov/">https://prek.alaceed.alabama.gov/</a>.

This is the landing page.

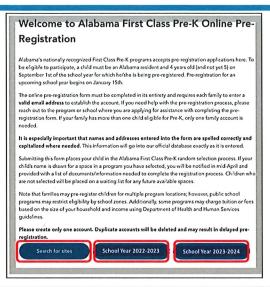
- 2. To search for First Class Pre-K sites, click "Search for sites" or begin pre-registration by clicking "Pre-Register." Note that there are separate buttons for the current school year and upcoming school year. Be sure to select the appropriate one for the age of the child.
- 3. To search, enter a zip code or complete address in the search box.

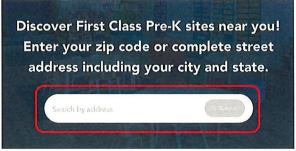
A list and a map view will display sites near the address as well as distance from it.

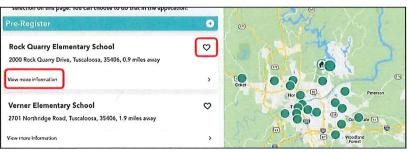
- 4. Sites may be selected by clicking the heart so they will appear in the pre-registration application. More information about the site can be viewed by clicking "View more information." The map is interactive and will zoom in or out to change the area being viewed.
- 5. After selecting "Pre-Register," create a parent account by entering the information requested.



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

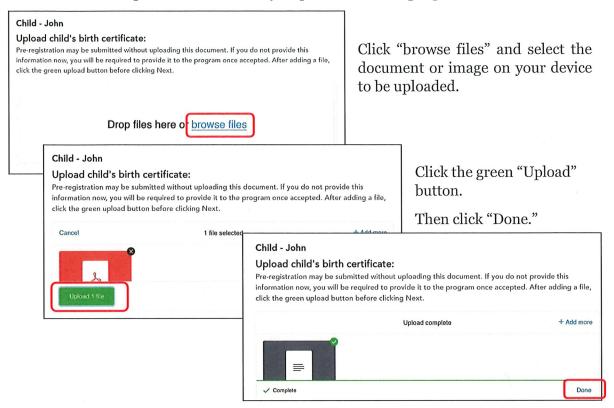






Create a parent	account:
where you are interested in havin	first and last name to pre-register and select First Class Pre-K site(s) g your child(ref) attend. Note: It is very important that names are spelled r because information goes into the registration database exactly as
entered. Log in if you already ha	re an account,
First name	Last name
Email	
Password	
Confirm password	
The password must be 8 characters Numbers, Symbols.	with 3 out of 4 of the following: Lowercase characters, Uppercase characters,
This site is protected by reCAPTCH	A and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply.
Sion up	

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.



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



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