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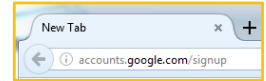## Alabama's Voluntary Pre-K Program
PRE-REGISTRATION PARENT GUIDE

1 NOTE: <u>If you already have an email address, skip to step 5.</u> You must have a **valid email address** to pre-register.
If you do not already have a valid email address, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.

2 In the address field at the top of the screen, type in *accounts.google.com/signup* and hit Enter.

Enter your First and Last Name in the displayed fields.

3 Type your desired username under **Choose your username**. Your email address will be your username followed by "@gmail.com" which is already typed for you. Enter a password for your Gmail account under both **Create a password** and **Confirm your password**.

Enter your birth date and gender in the fields provided. Skip to the bottom and click **Next step.** Scroll to the end of the *Privacy and Terms* and click **I Agree**.

4 You may be asked to **verify your account**. If so, enter a phone number and indicate whether you wish to receive a **verification code** by a text message or voice phone call, then click Continue.
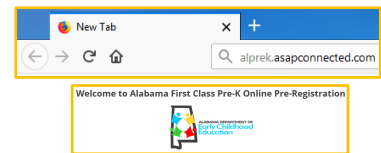
When you receive the verification code, enter it and click **Continue**. You will receive a welcome message stating your newly created **email address**.

5 To **begin pre-registration**, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.
Note: As you fill in pre-registration information, type carefully using correct capital and lowercase letters. The information you enter will go directly into our database.

6 In the address field at the top of the screen, type in *alprek.asapconnected.com* and hit Enter. (Do not use "www" in the address.) You will see the First Class Pre-K Online Pre-Registration welcome page. **Carefully read** the information provided, then click the link at the bottom to go to the next page.

7 Read the additional information provided carefully, then select the **Create An Account** button. Each family may create **only one account.**

Fill in required fields about your family with **correct information**. *An error message will display if all required fields are not completed. Those with red asterisks beside them are required.*
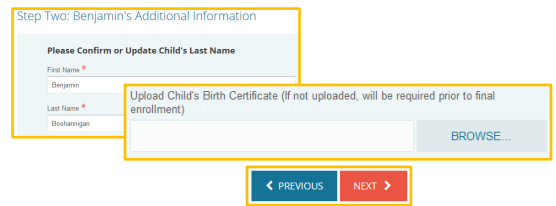
You may upload **proof of residence** (current utility bill or copy of lease or mortgage). If you do not, you must **deliver** a copy to each school/program for which you pre-register.

8 At the **Create Your Login Info** section, enter a valid email address and create a password for your Pre-Registration Account.

Next, provide the First Name of the child you are pre-registering **as it appears on the Birth Certificate**. You may pre-register an eligible sibling by clicking the *Add Another Child* button. Click **Next.**
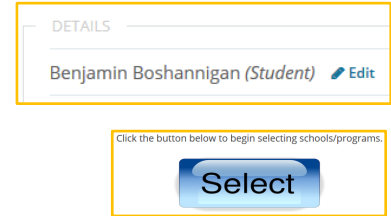
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Fill in required fields about the child with correct information. You will repeat this process for each child you are pre-registering.

Note that you may upload a copy of your child's **birth certificate**. If you do not, you must deliver a copy as proof of age to each school/program for which you pre-register. When fields are complete, click **Next.**

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After you have entered information for each child you are pre-registering, you will be asked to carefully review what you have entered, and will be given the opportunity to edit and correct any mistakes. *Please ensure that names and addresses have been entered correctly.*
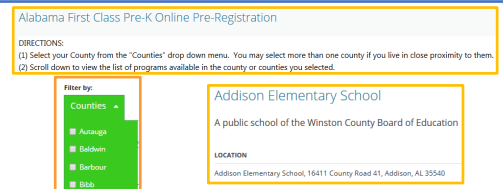
Click the **Select** button at the bottom of the screen to begin selecting the schools/programs for which you wish to pre-register.

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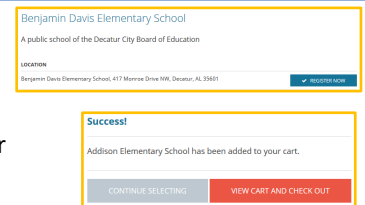Carefully read the **directions** provided for selecting schools/programs.

Select one or more **counties** from the green drop-down menu at the top left of the screen, then scroll down to view the list of schools/programs available in the county or counties you selected.

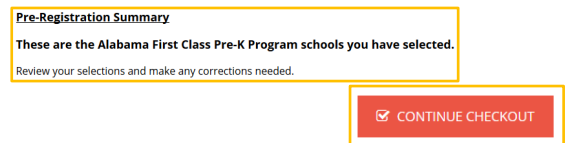Note that the **program type** and **address** of each school/program is provided.

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Click the **Register Now** button beside each school/program you are interested in having your child attend. Note: If registering for a public school, verify with the school system that your residence meets its zoning requirements before selecting that location.

After each selection, you will have the opportunity to continue **selecting schools/programs** or to check out. After all desired programs have been selected, click the button to proceed to Checkout.
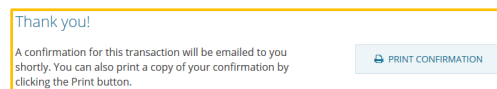
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On the **Pre-Registration Summary** page, read the information provided and make corrections as needed.

Then click the **Continue Checkout** button at the bottom of the page.

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If you wish, click the **Print Confirmation** button to keep a record of your pre-registrations.

To **finalize** your pre-registration, you must click the **Log Out** button at the bottom of the confirmation page. Once this is done, you will receive an **email confirmation** of your pre-registration.

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What happens next?
All First Class Pre-K programs will hold their random drawings between the dates of **March 1st and 31st**. Programs will draw names to fill their available positions, then continue drawing names to determine the order of names to go on the waiting list.

During the **week of April 16th**, families will receive **emails** notifying them of their child's **pending** (selected for an available position) or **waitlisted** status for each program they selected. This notice will go to the email address provided at pre-registration. For each program in which the child was chosen for an available position, the parent/guardian should contact the director of the program to accept or decline the position.

We appreciate your interest in having your child participate in Alabama's nationally recognized First Class Pre-K Program!