

Alabama First Class Pre-K Pre-Registration
Parent Guide (Page 1 of 2)

- 1** NOTE: If you already have an email address, skip to step 5. 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.

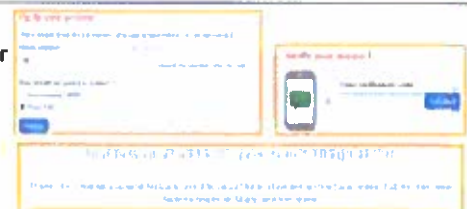


- 3** Type your desired username under Choose your username. Your email address will be your username followed by "@gmail.com" which is already typed for you. Enter a password for your Gmail account under both Create a password and Confirm your password.



- 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.



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

- 7** 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.

Alabama First Class Pre-K Pre-Registration
Parent Guide (Page 2 of 2)

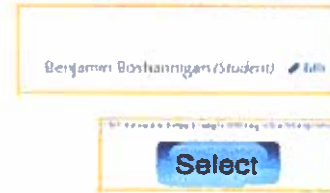
Fill in required fields about the child with correct information. You will repeat this process for each child you are pre-registering.

- 9** 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.



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.

- 10** Click the Select button at the bottom of the screen to begin selecting the schools/programs for which you wish to pre-register.



Carefully read the directions provided for selecting schools/programs.

- 11** 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.



Click the Register Now button beside each school/program you are interested in having your child attend.

- 12** 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.



On the Pre-Registration Summary page, read the information provided and make corrections as needed.

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



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

- 14** 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.



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.

- 15** 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!

