

Appendix A: FCPK Documentation Timeline

Deadline Specific Documentation		
Submission Deadline	Task	Submission Format
1 st 10 days of school *Or within 10 days of employment date for any new staff hired during the school year	Background Check Verification Form (Appendix C)	Mail official notarized copy to: Alabama Dept. of Early Childhood Education Office of School Readiness Attention: Background Verification Form P.O. Box 302755 Montgomery, AL 36130-2755
By 20 th day of school (permission)	Health Screening Permission Form and Review Form (Appendix D)	Monitor reviews on-site
By 20 th day of school	Parent/Family Contract (Appendix H)	Monitor reviews on-site
September 30	Initial Budget	ECEData
September 30	Accreditation Documentation	Monitor reviews on-site
October 1	Yearly plan of Family Engagement Activities	Monitor reviews on-site
October 31	Child Health Screening Record (Appendix E)	Monitor reviews on-site
December 15 (parent review)	Health Screening Permission Form and Review Form (Appendix D)	Monitor reviews on-site
January 31	Amended Budget	ECEData
April/May (refer to monitor checklist)	Final Budget	ECEData

Ongoing/As Needed Documentation		
Submission Timeline	Task	Submission Format
Within 30 days of expenditure	Expenditure Documentation Form	Laserfiche https://laserfiche.alabama.gov/Forms/ADECE-FCPKED
Prior to placement of field experience student/intern	Field Experience and Internship Acknowledgement Form	Laserfiche https://laserfiche.alabama.gov/Forms/ADECE-FEIAF
As needed	Help Me Grow Universal Resource Form (Appendix R)	Email to: referrals@smartstartalabama.org
Within 24 hours of incident	Incident Report Form	Laserfiche https://laserfiche.alabama.gov/Forms/ADECE-IRF
Ongoing	Individual Parent/Family Engagement Log	Monitor reviews on-site
Within 30 days of hire date	Official Transcripts (All New Teachers)	Online or Mail Request official transcript be sent from college/university to officialtranscript@ece.alabama.gov OR Alabama Dept. Early Childhood Education Attn: Teacher Transcripts P.O. Box 302755 Montgomery, AL 36130-2755

Ongoing	Parent/Family Engagement Sign-in (Appendix I)	Monitor reviews on-site
As needed (prior to purchase of single item over \$300)	Permission to Purchase	Laserfiche https://laserfiche.alabama.gov/Forms/ADECE-PTP
As needed	Request for Modified Schedule	Laserfiche https://laserfiche.alabama.gov/Forms/ADECE-RMS
ASAP when a change occurs	Student Change Report (For new students or change in information for existing students)	Laserfiche https://laserfiche.alabama.gov/Forms/ADECE-SCR
Before any new teacher is hired	Teacher Credential Verification Form	Laserfiche https://laserfiche.alabama.gov/Forms/ADECE-TCVF