











Appendix B: FCPK Program Laserfiche Directory

Laserfiche Form	Purpose	Link	QR Code
Budget Expenditure Documentation	Submit documentation of expenditures of OSR funds	https://laserfiche.alabama.gov/Forms/ADECE-FCPKED	
DHR Probation/Suspension Notification	Notify ADECE of probation or suspension from DHR within 24 hours	https://laserfiche.alabama.gov/Forms/ADECE-DHRPN	
Field Experience and Internship Acknowledgement Form	Inform ADECE of field experience/ internship placement.	https://laserfiche.alabama.gov/Forms/ADECE-FEIAF	
Incident Report Form	Inform RD of incident at site. Complete within 24 hours of incident	https://laserfiche.alabama.gov/Forms/ADECE-IRF	
Increase in Enrollment Application	Request additional enrollment slots.	https://laserfiche.alabama.gov/Forms/ADECE-IEWA	
Permission to Purchase	Request permission to purchase single items over \$300	https://laserfiche.alabama.gov/Forms/ADECE-PTP	
Personnel Profile Form	Submit/update Pre-K staff information	https://laserfiche.alabama.gov/Forms/ADECE-PPF	
Reduction in Enrollment Waiver Application	Request decrease in required enrollment	https://laserfiche.alabama.gov/Forms/ADECE-REWA	
Request for Modified Schedule	Request for individual child modified day schedule	https://laserfiche.alabama.gov/Forms/ADECE-RMS	
Site Information	Submit site details at the beginning of each school year	https://laserfiche.alabama.gov/Forms/ADECE-FCPKSI	
Student Change Report	Report a student status change (enrollment, withdrawal, name change, IEP status)	https://laserfiche.alabama.gov/Forms/ADECE-SCR	
Teacher Credential Verification Form	Complete PRIOR to hiring lead or auxiliary teacher	https://laserfiche.alabama.gov/Forms/ADECE-TCVF	