

Appendix S: Pre-Registration Responsibilities Timeline

<p>Step 1</p> <p>Jan 15th until Random Selection Drawing</p>	<ul style="list-style-type: none"> • Program director oversees community-wide recruitment and advertising of First Class Pre-K Pre-Registration (see English advertising flyer on p. 7 and Spanish version on p. 8) • Program director views pre-registrations in AlaCEED from January 15 until Random Selection Drawing Date • Program director oversees pre-screening of pre-registration applications for eligibility based on residency requirements, age requirements, etc. and changes status in AlaCEED of any student not meeting requirements to Dropped and does not include the student in the random selection drawing to be held in March
<p>Step 2</p> <p>March 1st through March 31st</p>	<ul style="list-style-type: none"> • Program director holds random selection drawing according to First Class Pre-K Guidelines between March 1 and 31 (specific date to be determined and advertised by individual programs)
<p>Step 3</p> <p>April 1st through April 15th</p>	<ul style="list-style-type: none"> • Program director marks drawing results in AlaCEED between April 1 and 15 <ul style="list-style-type: none"> • Student selected for available position = mark as Pending • Student selected for position on waitlist = mark as Waitlisted with the number indicating the order in which the student was drawn • Emails to pending and waitlist students go out from ADECE April 16-18
<p>Step 4</p> <p>Beginning April 19th</p>	<ul style="list-style-type: none"> • Program director marks parent responses in AlaCEED for all students with Pending status beginning April 19 as parent responses are received <ul style="list-style-type: none"> • Parent accepted available position = mark student as Enrolled • Parent declined available position = mark student as Dropped • Program director contacts parents from whom an accept/decline response has not been received to determine what the student’s status should be and marks it in AlaCEED accordingly
<p>Step 5</p> <p>Beginning April 19th</p>	<ul style="list-style-type: none"> • Program director makes class assignments in AlaCEED beginning April 19 as parent responses are received <ul style="list-style-type: none"> • All students marked as Enrolled must be assigned to a specific class in AlaCEED by August 1