

Automatic Pre-Registration Confirmation Email

When the pre-registration form is submitted, a confirmation email will be sent to the parent email address provided. Separate emails will also be sent to this address confirming pre-registration at each site. Programs hold random selection drawings between March 1st and 31st. Notification emails informing whether the child’s name was selected or waitlisted will be sent between April 16th and 18th.



Student Status Labels

Pre-registered	child’s online pre-registration has been submitted
Pending	child’s name was drawn in the random selection drawing for an available position in a class
Waitlisted	child’s name was drawn after all available positions were filled so his/her name has been added to the waiting list in the order it was drawn
Enrolled	child accepted an offered available position in a class
Dropped	child declined to accept an offered position in a class, withdrew from a class, or was not eligible

Directors' Enrollment Management Guide

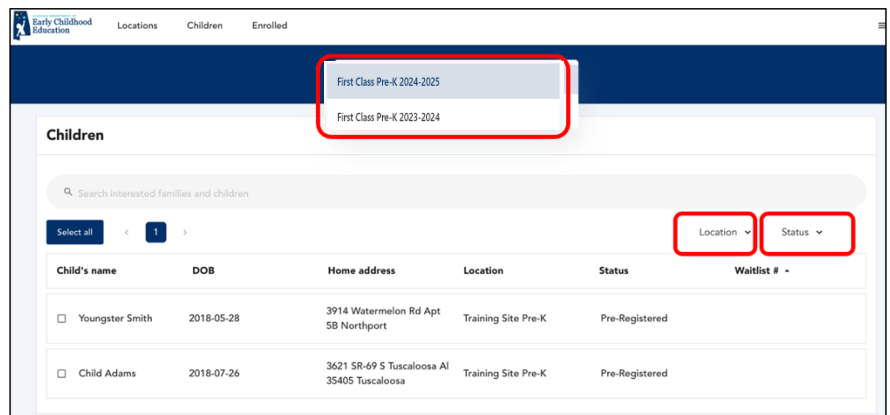
1. Log in at <https://prekprogram.alaceed.alabama.gov>.



2. Click on the “Children” tab to view all children who have pre-registered for your site.

Select the school year you wish to view: 2023-24 OR 2024-25 at the top of the screen.

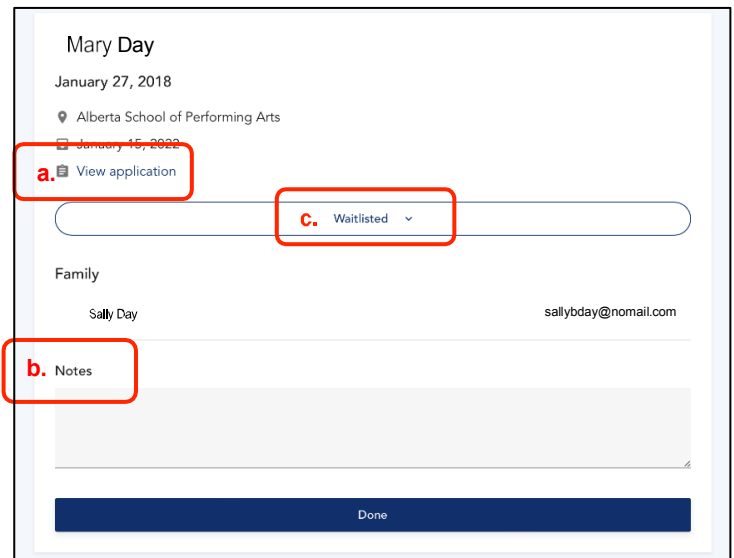
If you manage more than one site, you may filter by location. You may also filter by child’s status.



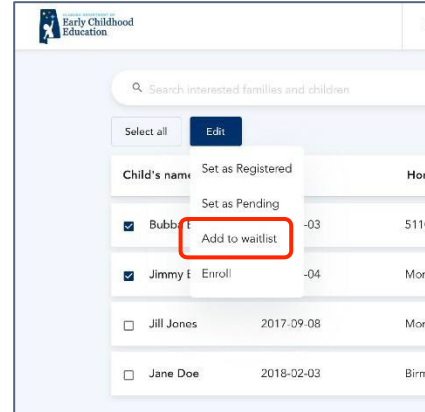
3. Click on a child’s name to complete the following tasks.

- a. View the entire pre-registration form.
- b. Add notes to the child’s record.
- c. Change child’s status.

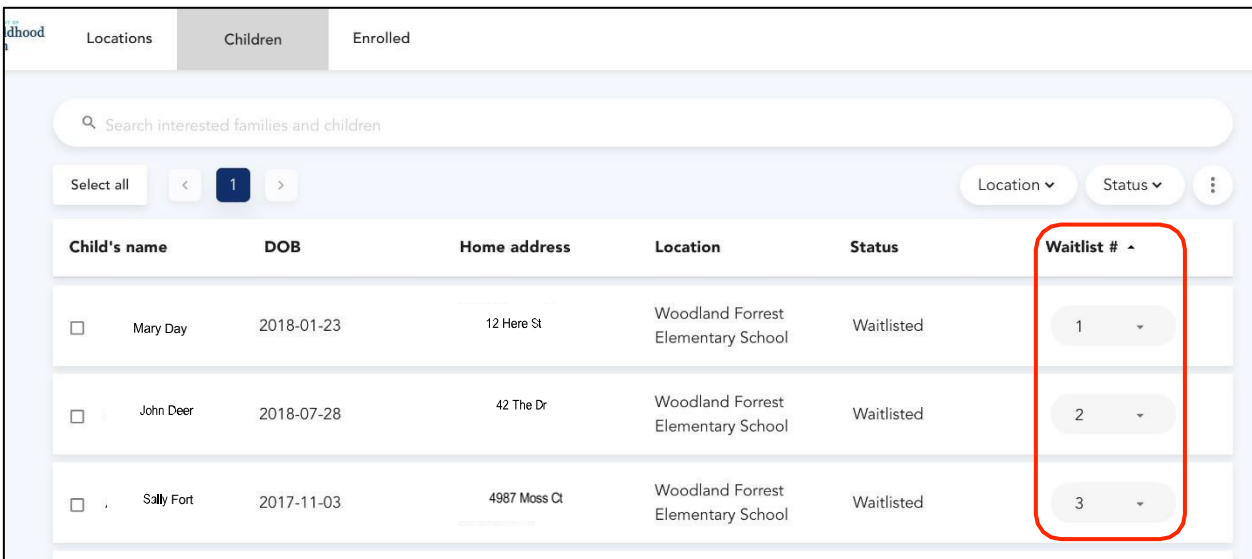
After the random selection drawing, set each child’s status to Pending or Waitlisted (as explained in #4).



- For children who belong on the Waitlist (they were not selected for an available position in the random selection drawing), select each name, click “Edit” then click “Add to waitlist.”



- To assign a waitlist number to a child, change the dropdown number under “Waitlist#.”



If a vacancy becomes available, contact the first child on the waitlist. When a child is removed from the list, the remaining students will not be re-numbered. To fill another vacancy, proceed using the lowest remaining number on the list.

- Once a child has accepted a position, change the status to “Enrolled.” You may select a single child or select multiple children by clicking “Select all” to change the status of all children being displayed.

Click “Edit” then “Enroll.”

