

# Pre-Registration Process Guide

1. Using any Internet-connected device, go to <https://prek.alacced.alabama.gov/>.

This is the landing page.

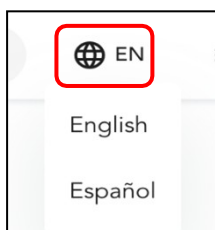
2. To search for First Class Pre-K sites, click “Search for sites” or begin pre-registration by clicking “Pre-Register.” Note that there are separate buttons for the current school year and upcoming school year. Be sure to select the appropriate one for the age of the child.

3. To search, enter a zip code or complete address in the search box.

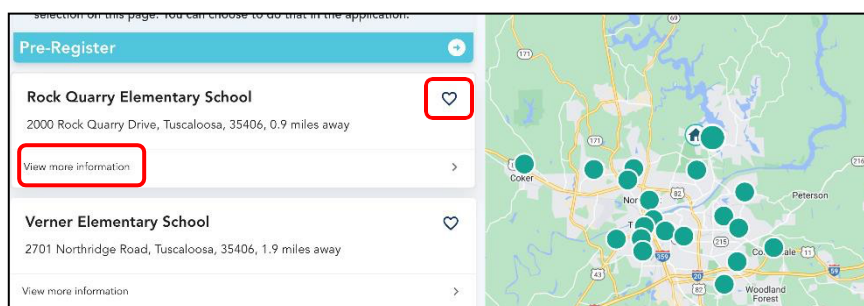
A list and a map view will display sites near the address as well as distance from it.

4. Sites may be selected by clicking the heart so they will appear in the pre-registration application. More information about the site can be viewed by clicking “View more information.” The map is interactive and will zoom in or out to change the area being viewed.

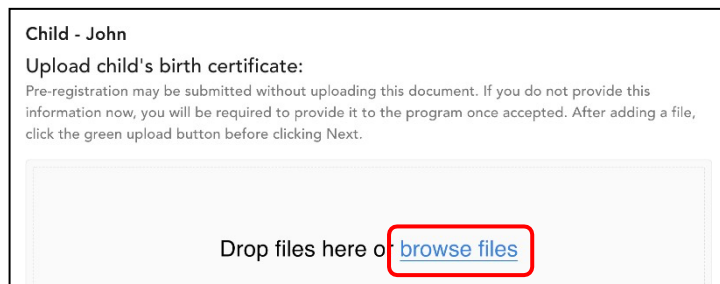
5. After selecting “Pre-Register,” create a parent account by entering the information requested.



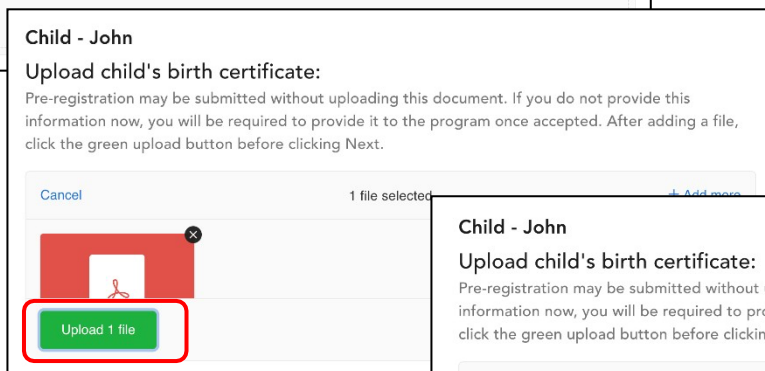
Click the globe beside “EN” in the upper right corner of your screen to select Español and have the form displayed in Spanish.



6. The pre-registration process will allow a copy of the child's birth certificate and proof of residence to be uploaded, or these may be presented at the program site at a later date.

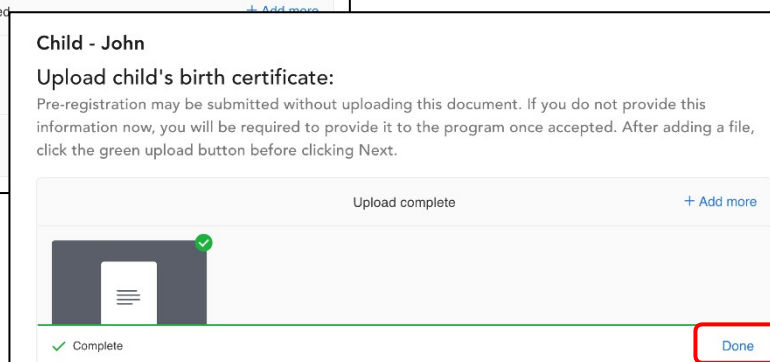


Click “browse files” and select the document or image on your device to be uploaded.

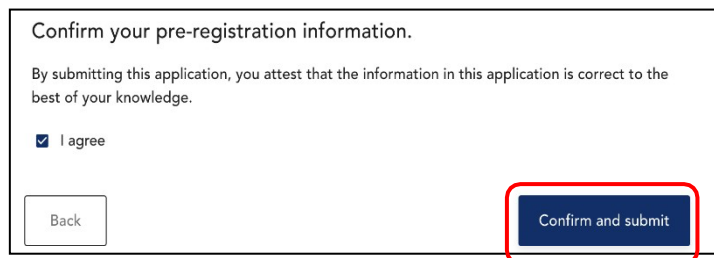


Click the green “Upload” button.

Then click “Done.”



7. Information must be reviewed and confirmed. Then the pre-registration form may be submitted.



8. When the pre-registration form is submitted, a confirmation email will be sent to the email address provided. Programs hold random selection drawings between March 1<sup>st</sup> and 31<sup>st</sup>. Notification emails informing whether the child's name was selected or waitlisted will be sent between April 16<sup>th</sup> and 18<sup>th</sup>.