Montgomery Public Schools' First Class Pre-K Pre-Registration Guide

1 NOTE: <u>If you already have an email address, skip to step 5</u>. You must have a **valid email address** to pre-register.If you do not already have a valid email address, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.

2 In the address field at the top of the screen, type in **accounts.google.com/signup** and hit Enter.

Enter your First and Last Name in the displayed fields.
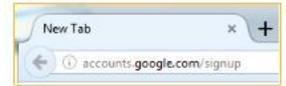
3 Type your desired username under **Choose your username**. Your email address will be your username followed by "@gmail.com" which is already typed for you. Enter a password for your Gmail account under both **Create a password** and **Confirm your password**.

Enter your birth date and gender in the fields provided. Skip to the bottom and click **Next step.** Scroll to the end of the Privacy and Terms and click **I Agree**.

4 You may be asked to **verify your account**. If so, enter a phone number and indicate whether you wish to receive a **verification code** by a text message or voice phone call, then click Continue.

When you receive the verification code, enter it and click **Continue**. You will receive a welcome message stating your newly created **email address**.

5 To **begin pre-registration**, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.
Note: As you fill in pre-registration information, type carefully using correct capital and lowercase letters. The information you enter will go directly into our database.

6 In the address field at the top of the screen, type in **alprek.asapconnected.com** and hit Enter. (Do not use "www" in the address.) You will see the First Class Pre-K Online Pre-Registration welcome page. **Carefully read** the information provided, then click the link at the bottom to go to the next page.

7 Read the additional information provided carefully, then select the **Create An Account** button. Each family may create **only one account.**

Fill in required fields about your family with **correct information**. An error message will display if all required fields are not completed. Those with red asterisks beside them are required.

You may upload **proof of residence** (current utility bill or copy of lease or mortgage). If you do not, you must **deliver** a copy to each school/program for which you pre-register.

8 At the **Create Your Login Info** section, enter a valid email address and create a password for your Pre-Registration Account.

Next, provide the First Name of the child you are pre-registering **as it appears on the Birth Certificate**. You may pre-register an eligible sibling by clicking the Add Another Child button. Click **Next.**

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Fill in required fields about the child with correct information. You will repeat this process for each child you are pre-registering.

Note that you may upload a copy of your child's **birth certificate**. If you do not, you must deliver a copy as proof of age to each school/program for which you pre-register. When fields are complete, click **Next.**

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After you have entered information for each child you are pre-registering, you will be asked to carefully review what you have entered, and will be given the opportunity to edit and correct any mistakes. **Please ensure that names and addresses have been entered correctly.**

Click the **Select** button at the bottom of the screen to begin selecting the school/program for which you wish to pre-register.

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Carefully read the **directions** provided for selecting schools/programs.

Select one or more **counties** from the green drop-down menu at the top left of the screen, then scroll down to view the list of schools/programs available in the county or counties you selected.

Note that the **program type** and **address** of each school/program is provided.

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Click the **Register Now** button beside the zoned school/program you are registering for.

After each selection, you will have the opportunity to continue **selecting schools/programs** or to check out. After all desired programs have been selected, click the button to proceed to Checkout.

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On the **Pre-Registration Summary** page, read the information provided and make corrections as needed.

Then click the **Continue Checkout** button at the bottom of the page.

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If you wish, click the **Print Confirmation** button to keep a Record of your pre-registrations.

To **finalize** your pre-registration, you must click the **Log Out** button at the bottom of the confirmation page. Once this is done, you will receive an **email confirmation** of your pre-registration.

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What happens next?

Starting on **April 16th**, families will receive notification via email and written letter of their child's status for Montgomery Public School's Pre-K program selection. Notice will go to the email address provided at pre-registration and the letter will be delivered to the address you provided at the time of registration. Parents/guardians will be asked via written letter to **accept** or **decline** their child's Pre-K slot by May 1, 2020. Accept or Decline response options will be in the written letters to parents. Parents will have the option to fax or hand deliver their child's acceptance or denial to the McKee Pre-K Center by the due date.