



ADMIN ADD/CHANGE REQUEST FORM INSTRUCTIONS



- 1) This form must be submitted to Smart Start Rowan for approval prior to the new Administrator's first day of employment. Two weeks' notice is preferable in order to get the appropriate approvals from the NC Pre-K state office.
- 2) Please complete each form completely and accurately.
- 3) Please provide legible copies of the transcript(s), degree(s), license(s), and resume if applicable. These documents must be included in order for us to enter the Administrator into the NC Pre-K statewide reporting database.
- 4) Return form and required documents to crodriguez@smartstartrowan.org or fax to 704-603-3340.



2018-19 NCPK Admin Add/Change Request Form

PLEASE COMPLETE ALL INFORMATION

Effective Date of Change: _____

When possible please submit this form within 2 weeks prior to the change.

Site Name: _____ **DOB:** _____

Principal/Director First Name: _____ **Middle Name:** _____ **Last Name:** _____

Email Address: _____ **Phone:** _____ **ext.** _____

Check here if this is a name change **ONLY**

Principal/Director Type

Principal Interim Principal Director Interim Director

Principal/Director's Race (Check all that apply)

American Indian/Alaska Native Asian Black/African American Native Hawaiian/Other Pacific Islander White/European American

Principal/Director Ethnicity Hispanic: Yes No

DEGREE, LICENSURE, OR CREDENTIALS**

Highest Degree (Attach a copy of the transcripts)

Ph.D/Ed.D MA/MS BA/BS AA/AAS High School Diploma/GED

Major: _____ **Cumulative GPA 2.5 or higher?** Yes No

Relevant Licensure/Credentials (Attach most current License/Credential)

Principal License Admin Cred III Admin Cred II Admin Cred I

Other, specify: _____

ENROLLMENT TOWARDS DEGREE, LICENSURE, OR CREDENTIALS *Please provide supporting enrollment documentation.

Is the Administrator enrolled in a program to obtain additional education? Yes No

Where is Administrator attending school: _____

Licensure/Credentials working towards

Admin Cred III Admin Cred II Admin Cred I

Other, specify: _____

Degree working towards

Ph.D/Ed.D MA/MS BA/BS AA/AAS

Major: _____

****Refer to NC Pre-K Program Requirements & Guidance beginning pg. 6-1 for Administrator education, license & credential requirements.**