



---

# TEACHER ADD/CHANGE REQUEST FORM INSTRUCTIONS

---



- 1) This form must be submitted to Smart Start Rowan for approval prior to the new teacher'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 teacher into the NC Pre-K statewide reporting database.
- 4) Return form and required documents to [crodriguez@smartstartrowan.org](mailto:crodriguez@smartstartrowan.org) or fax to 704-603-3340.



2018-19 NCPK Teacher 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: \_\_\_\_\_ Name of Teacher being replaced: \_\_\_\_\_

Teacher First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Teacher Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years of experience in an NC Pre-K Classroom: \_\_\_\_\_ in Early Childhood: \_\_\_\_\_

Teacher WorkForce ID # \_\_\_\_\_  Check here if this is a name change ONLY

Teacher Type  Lead  Long-Term Substitute  Assistant  Long-Term Substitute Assistant

Teacher's Race (check all that apply)

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

Teacher 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 2.50 or higher?  Yes  No

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

B-K License  Pre-School Add-on  Provisional B-K License  Other NC Teacher's License  Other State Teacher's License  Provisional NC Teacher's License  CDA  NC EC Credential  Other, specify: \_\_\_\_\_

Date Lead Teacher enrolled in Early Ed. Support, Licensure & Prof. Dev. (EESLPD): \_\_\_\_\_

(All non-public lead teachers must be enrolled in EESLPD before working in a classroom).

Does the Teacher Assistant meet No Child Left Behind legislation? (Public school sites only)

Yes  No Please check one:  6 Sem. Hrs. in ECE\*  2 yrs. exp. In Early Childhood setting\*

\*(Provide copies of transcript(s) and/or resume to verify requirements noted above).

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

Is the Teacher or Teacher Assistant enrolled in a program to obtain additional education?

Yes  No Where is Teacher or Assistant attending school: \_\_\_\_\_

Licensure/Credentials working towards

B-K Degree/License  Pre-School Add-on  CDA  Other, specify: \_\_\_\_\_

Degree working towards

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

Major: \_\_\_\_\_

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