



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 or fax to 704-603-3340.



**2021-2022 NCPK Teacher
Add/Change
Request Form**

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 **Date Earned:** _____

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 Earned:** _____

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.**