

NC Pre-K Add /Change Lead Teacher Request SFY 2024-2025

*Please answer **EVERY** question clearly and completely and provide the requested documentation to ensure a quick and accurate approval process from DCDEE. The form will be returned if not completed in full.*

1. Site Name: _____ Classroom Name in County Plan: _____
2. Teacher's Name: _____

First
Middle
Maiden
Last
3. Teacher's Email: _____ Teacher's Workforce ID (WFID): _____
4. Teacher's Work Number: _____ Teacher's Contact Number: _____
5. Date entered the NC Pre-K program this school year: _____ Returning Teacher Prospective Teacher
6. Did this teacher replace another NC Pre-K teacher in this classroom? Yes No If yes, whom? _____
7. Teacher Type: Lead Long-Term Sub Lead
8. Which of the following best describes this teacher's ethnicity? Hispanic Non-Hispanic
9. Which of the following best describes this teacher's race? *(Check at least one and all that apply)*
 American Indian/Alaska Native Asian Black/African American Native Hawaiian/Other Pacific Islander
 White/European American
10. Does the Lead Teacher hold any of the following licenses (active or expired)?
 NC Continuing License NC Continuing BK or Pre-K/K Add-on NC Initial License
 NC Initial BK or Pre-K/K Add-on License NC Initial Provisional BK or Pre-K/K Add-on License
 NC Lateral Entry BK License NC Residency License NC Emergency License Out-of-State License
 International License
11. Does the Lead Teacher have the following?
 BA/BS Degree 2.7 Cumulative GPA 24 Semester Hours of Coursework in the Content Licensure
12. Has the Lead Teacher enrolled in the Education Preparation Program (EPP)? Yes No
 If yes, name of college or university EPP enrolled in: _____
13. What is the result of EPP eligibility? Eligible Ineligible
14. Date the Lead Teacher submitted the completed enrollment application to the EES office: _____

I certify that all of the above information is true and correct, and my signature also confirms that the information provided in this form is accurate and complete.

Teacher's Signature Date

Site Administrator's Signature Date

- Please ensure that you complete and submit the NC Pre-K Teacher Commitment Agreement form.
- Newly hired NC Pre-K Lead Teachers should enroll in an EPP when completing the EES Enrollment Application to expedite eligibility assessment for a Residency BK License.
- Submit all documents to the NC Pre-K Unit at ncprek@ccpfc.org.