

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

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

First	Middle	Maiden	Last
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3. Teacher's Email: _____ Teacher's Workforce ID (WFID): _____
4. Teacher's Work Number: _____ Teacher's Contact Number: _____
5. Request to: Add New Teacher Change Teacher Teacher Type: Lead Long-Term Sub Lead
6. Date entered the NC Pre-K program this school year: _____ Returning Teacher Prospective Teacher
7. Did this teacher replace another NC Pre-K teacher in this classroom? Yes No If yes, whom? _____
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 License NC Initial License
 NC Continuing Provisional BK or Pre-K/K Add-On 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 BK License
 NC Emergency License Out-of-State License International License N/A
11. Does the Lead Teacher have the following?
 AA/AAS BA/BS MA/MS Ed.D/Ph.D Major: _____ Date Issued: _____
 2.7 Cumulative GPA 24 Semester Hours in the Content Licensure 18 Semester Hour BK Content
12. Has the Lead Teacher enrolled in the Education Preparation Program (EPP)? Yes No N/A
 If yes, name of college or university EPP enrolled in: _____
 What is the result of EPP eligibility? Eligible Ineligible N/A
 If no, when will the Lead Teacher enroll? _____ Name of EPP: _____
13. Has the Lead Teacher submitted the completed enrollment application to the EES office: Yes No N/A
 If yes, date of enrollment: _____ If no, date the Lead Teacher will enroll in EES? _____

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.