

Partnership for Children of Cumberland County NC Pre-Kindergarten 2024-2025 Long-Term Substitute 1st Extension Request Form

Please Read Below: Information for the Long-Term Substitute Extension Request process:

Initial Placement (August): A long-term substitute lead teacher or long-term substitute teacher assistant may be placed in the NC Pre-K Plan for 12 weeks (84 days). The system programming prevents the placement of long-term substitutes in a classroom beyond 84 days without approval from DCDEE/NC Pre-K staff.

Extension #1: For the 2024-2025 program year, DCDEE will grant guaranteed approval for an additional 12 weeks (a combined total of 168 days) for any long-term substitute lead teacher or long-term substitute teacher assistant upon request from the NC Pre-K contracting agency.

Site's Name: _____

First/Last Name of each long-term substitute lead teacher and/or long-term substitute teacher assistant needing the extension.

Full Name: _____ Position: _____

Full Name: _____ Position: _____

Full Name: _____ Position: _____

Full Name: _____ Position: _____

Supporting information or documentation must accompany the request, detailing the:

1. Reason for the vacancy: _____
2. Why is an additional extension needed? _____
3. The efforts the program has made to secure a permanent teacher: _____

4. Timeline for employing a permanent teacher: _____

I understand the request is to extend the classroom assignment for an additional 12 weeks (a combined total of 168 days). However, I must continue to search for an eligible lead teacher and/or a teacher assistant and keep all documentation. An extension (beyond the 168 days) will require additional supporting information and documentation. The request and supporting documentation will be reviewed by the NC Pre-K Program Policy Consultant, NC Pre-K Manager, and EEB Senior Manager to determine if an additional extension can be approved for the long-term substitute teacher(s).

Please complete this form and attach all supporting documents and submit them to NCPREK@ccpfc.org by **Friday, November 8, 2024 NLT 3pm.**

NC Pre-K Site Administrator/Designee: _____ Date: _____

NC Pre-K Program Manager: _____ Date: _____