

**Partnership for Children of Cumberland County NC Pre-Kindergarten
2024-2025 Long-Term Substitute 2nd Extension Request Form**

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

Second Placement Due: (Thursday, February 6, 2025):

Extension #2: The requests for an additional extension (beyond the 168 days).

Site's Name: _____

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

- | | |
|---------------------|-----------------|
| 1. Full Name: _____ | Position: _____ |
| 1. Full Name: _____ | Position: _____ |
| 2. Full Name: _____ | Position: _____ |
| 3. Full Name: _____ | Position: _____ |

Supporting information or documentation must accompany the request form, detailing the following below:

1. Supporting information and documentation detailing the 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 **Thursday, February 6, 2024 NLT 3pm.**

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

NC Pre-K Program Manager: _____ Date: _____