



NC Pre-K Add /Change Lead Teacher Request SFY 2026-2027

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. 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.