



Prekindergarten Staff Change Form

PreK Program Administrators should complete this form in its entirety and submit to the MSDE Prekindergarten Support Specialist to notify when there is a change in either the lead or assistant teacher in your Prekindergarten classrooms. Please plan to submit within *two weeks* of the staffing change. (Refer to sections 10.3 and 11.3 in the Maryland Prekindergarten Programs Operating Manual)

This form does not need to be submitted for long term Substitute Teachers. (See Long Term Substitute Notification form)

PreK Program Administrator Name: _____ Date: _____

Program/School Name: _____

Former Teacher/Assistant Teacher:

Teacher Name: _____

Assistant Teacher Name: _____

Last date of employment in the grant funded classroom: _____

New Lead Teacher Information:

New Lead Teacher Name: _____

Does teacher hold a P-3 certification? Yes No (Please provide copy of certification)

Is the teacher enrolled in an approved alternative preparation program or approved traditional program?

Yes No (Please provide proof of enrollment)

New Teacher Assistant Information:

New Teacher Assistant Name: _____

For PreK Expansion classrooms only:

Does the teacher assistant hold a Preschool CDA or an AA? Yes No (Please provide copy of certification)

Is the teacher enrolled in a program or has a plan to obtain a Preschool CDA or AA?

Yes No

(Please provide proof of enrollment or a plan)

For Maryland State PreK Program classrooms only:

Does the teacher assistant hold at least a high school diploma?

Yes No

(Please provide copy of diploma or of higher-level certificate)