



## Maryland Prekindergarten Programs Long-Term Substitute Notification

### Form

Today's Date: \_\_\_\_\_

Programs are required to submit a Long-Term Substitute Notification Form to the MSDE Prekindergarten Support Specialist prior to the start of the requested leave if possible. The PreK Program Administrator should review Section 12.2 of the current Maryland Prekindergarten Programs Operating Manual for Long-Term Substitute requirements before submitting this form.

Lead Teacher       Teaching Assistant

PreK Grant Administrator: \_\_\_\_\_

Program Name: \_\_\_\_\_ Site Name (if applicable): \_\_\_\_\_

Long-Term Substitute's Name	Certification Status/ Credential Level	Start Date	Expected End Date

Existing Teacher's Name	Reason for Leave	Date Leave Starts	Expected Return Date
	<input type="checkbox"/> Extended Medical Leave: Parental Leave <input type="checkbox"/> Student Teaching <input type="checkbox"/> Military Service <input type="checkbox"/> Other		