MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND EXCELLENCE

Mohammed Choudhury
State Superintendent of Schools

Request to Move a Prekindergarten Class Form

Complete this form in its entirety and submit to the MSDE PreK Support Specialist for prior approval. Move requests must come from the PreK Grant Administrator or Director. Providers will be notified if the class move is approved. No program is allowed to move a class to a new site without prior MSDE approval. (*Refer to section 17.2 in the Maryland Prekindergarten Programs Operating Manual)*

Grant Administrator or Director Name: _____ Date of Request: _____

Current Location Information:

Program Name: _____

Current Site Name (if applicable): _____

Reason for move request: _____

New Site Information:

New Site Name: _____

Street Address: _____

License#: _____Effective Date of Move: _____
(Local Education Associations may leave License# blank)

Published MD EXCELS Level: _____ **Please submit current certificate and/or plan to achieve level 5 with this form**)

City: _____ County: _____ Zip: _____

♦ MSDE Use Only ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

PreK Support Specialist Signature: _____
Approved Yes_____ No_____

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