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: ______________________

(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_____