



Early Learning Coalition of Duval
**Voluntary Prekindergarten Education Program
Notification of VPK Program Staff Change**

**Submit documents via fax to: VPK Department
(904) 483-3089**

Date _____

Facility Name _____

Type of Change Teacher/Assistant

Director

Address _____

_____ Zip _____

Phone _____

Name of Person Reporting Change _____

Title _____

Change of VPK Teacher/Assistant

Class Identifier _____ Date of Change _____

Class Identifier _____ Date of Change _____

Name _____

Name _____

SS# Number _____

SS# Number _____

Check one Lead Teacher
 Assistant

Check one Lead Teacher
 Assistant

Highest Educational Level _____

Highest Educational Level _____

Teacher is replacing _____

Teacher is replacing _____

The following documentation is attached for lead teacher/assistant:

Affidavit of Good Moral Character

Background screening clearances
(FBI, FDLE, Local)

Teacher credential

Emergent Literacy /Standards training

Change of Director

The following documentation is attached for the new director:

Director Credential

New License (if applicable)

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition, in writing, within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK program if the changes are implemented before the coalition approves of the changes.

Signature _____

Date _____