



VPK Substitute Instructor Approval Form

In order to use a substitute instructor in a VPK classroom, the substitute must be cleared and approved before they are utilized in a classroom. **Assigning a substitute instructor without prior approval will result in a loss of funding for all days that the substitute is used.**

VPK Provider Name: _____

COPIES OF ALL DOCUMENTS LISTED BELOW MUST BE SUBMITTED WITH THIS FORM

| Substitute Name | Educational Credentials | FBI Clearance Letter | FDLE | Local Law | Affidavit of Character |
|-----------------|--|----------------------|-------------|-------------|------------------------|
| | | RESULT DATE | RESULT DATE | RESULT DATE | RESULT DATE |
| | <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PHD <input type="checkbox"/> FCCP <input type="checkbox"/> NECC <input type="checkbox"/> 2 nd Teacher | | | | |
| | <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PHD <input type="checkbox"/> FCCP <input type="checkbox"/> NECC <input type="checkbox"/> 2 nd Teacher | | | | |
| | <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PHD <input type="checkbox"/> FCCP <input type="checkbox"/> NECC <input type="checkbox"/> 2 nd Teacher | | | | |
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| | <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> PHD <input type="checkbox"/> FCCP <input type="checkbox"/> NECC <input type="checkbox"/> 2 nd Teacher | | | | |

I have completed the information above and have attached supporting documentation for submission.

I am not submitting any substitutes at this time. I understand that substitutes must be approved by ELC prior to using them in a classroom.

Print Name

Title

Signature

Date