



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	Affidavit of Character
		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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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.

Signature of Authorized Representative:		<input type="checkbox"/> By Electronic Signature	Date
Print Name of Authorized Representative:			Phone
Process Agent	Date	Process Manager	Date