

Voluntary PreKindergarten Program of Orange County Substitute Teachers

When the credentialed VPK instructor (lead teacher) is absent and a private provider or public school is not able to find a substitute instructor who has the required VPK credentials, then a substitute instructor can be temporarily assigned, who has the required credentials for a temporary substitute teacher as listed below.

If a temporary substitute teacher is assigned for 10 consecutive days or more, the private provider or public school must notify the coalition by returning this form to the address below.

If after 20 days of the VPK lead instructor's absence, then a substitute who has VPK credentials must be assigned. The policy allows a coalition or school district to take enforcement action on a private provider or public school if, after 20 consecutive days the provider or school does not assign a substitute instructor who has the VPK credentials as required by law (CDA or greater degree and 5 hour Literacy Course)

Please complete and submit form to:

4C
Attn: VPK Manager
3500 W. Colonial Drive
Orlando, FL 32808
Fax: 407-445-7360

Date submitted: _____

Provider Name: _____ Telephone: _____

Lead Teacher: _____ Dates of Absence: _____
First Name Last Name

Reason for Absence: _____

Current substitute teacher: _____ Social Security: _____
First Name Last Name

Temporary Substitute Teacher Credentials (circle one): (required for temporary substitute)

CDA & Literacy	Associates or Higher degree	40 hr. course in child care	40 hr. course in group child care for large family	30 hr. course in child care for a family day care home
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Background Screening: GM _____ Local _____ FDLE _____ FBI _____
Date Date Date Date

Efforts to find a credentialed substitute: _____

Director Signature Date

Coalition _____
Name of Representative Date