

VPK Substitute Instructor Worksheet

- I have completed the information below and have attached the supporting documentation for submission.
- I acknowledge that in order to assign a substitute instructor to a VPK classroom I am required to complete this form and submit supporting documentation. By checking this box I am stating that I am not submitting any substitutes at this time. I am aware that assigning a substitute instructor without prior approval will result in a loss of funding for all days when the substitute is utilized.

Copies of all documents must be submitted to CCC with this worksheet.

NAME	Educational Credential (DCF transcript (5206), FCCPC Certificate, 40 clock hours or HS Diploma)	FBI Clearance Letter (George Seibert or Joshua Peterson) Results Date	FDLE Results Date	Local Results Date	Attestation of Good Moral Character Date Completed	OFFICIAL USE

I have included copies of all of the documents listed above. I understand failure to submit a complete packet could result in a delay.

Name (Print): _____ Signature: _____ Date: _____

Name of School: _____

MAIL TO: COORDINATED CHILD CARE, 6500 102nd Ave N, Pinellas Park, FL 33782
DO NOT SEND FAXES