



Early Learning Coalition of the Nature Coast
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

VPK Non-Credentialed Substitute Teacher Report

When a credentialed VPK instructor (lead teacher) is absent and a provider is unable to find a substitute instructor who has the required VPK credentials the provider must notify the Coalition. (Part A)

If a temporary non-credentialed substitute teacher is assigned for more than 10 consecutive instructional days the provider is required to re-submit this form giving the Coalition a written description of efforts to find an instructor who has the required credentials (see Part B below). Enforcement action may be taken if the provider, after 20 consecutive instructional days does not assign a substitute instructor who has the credentials required by law -CDA or greater degree and 5 hour Emergent Literacy Course. (Part B)

Part A Please fill out Part A if you assign a non-credentialed instructor to a VPK class and submit the form to the Coalition immediately by fax or mail.

Date non-credentialed VPK substitute teacher assignment began: _____

Provider Name: _____ Telephone: _____

Credentialed VPK Instructor Name: _____ VPK Class: _____

Substitute Teacher Name: _____

Reason for Absence: _____

Required: Non-Credentialed Substitute Teacher Background Screenings:

Background Screening: GMC Form _____ Local _____ FDLE _____ FBI _____
Date Date Date Date

Please fax or mail to: ELC of the Nature Coast 1564 N. Meadowcrest Blvd Crystal River, FL 34429 Tel: (352) 563-9939 Fax: (352) 563-5933
ELC of the Nature Coast 122 North Main Street Chiefland, FL 32626 Tel: (352) 490-5855 Fax: (352) 490-6762
ELC of the Nature Coast 114 Jumper Dr. North Bushnell, FL 33513 Tel: (352) 793-5430 Fax: (352) 793-6230

Provider Signature Part A: _____ Date: _____

Part B. Please fill out Part B in accordance with the following:

Re-submit (below) with written description of efforts to find an instructor if the non-credentialed teacher listed above has been assigned to the VPK class for 10 consecutive instructional days from their assignment date (above).

Provider Signature Part B: _____ Date: _____