

VPK Notification Form

Miami-Dade Providers



Miami-Dade County
 2555 Ponce de Leon Blvd
 5th Floor
 Coral Gables, FL 33134
 Tel 305-646-7220
 Fax 305-447-1608

Monroe County
 1100 Simonton St.
 Suite 1-204
 Key West, FL 33040
 Tel 305-296-5557
 Fax 305-296-5588

www.elcmdm.org



VPK-NF MD (11/11)

The Coalition requests that changes be submitted via the Provider Portal

NAME OF FACILITY			
ADDRESS		CITY	ZIP
NAME OF DIRECTOR			EIN #

Please select the option(s) that represent the change(s) made and indicate any additional information where requested. Refer to the VPK Notification Guidelines Attachment A for instructions regarding supporting documentation.

<input type="checkbox"/>	CHANGE OF VPK LEAD TEACHER	NAME OF NEW LEAD NAME OF PREVIOUS LEAD
<input type="checkbox"/>	CHANGE OF VPK AIDE	NAME OF NEW AIDE NAME OF PREVIOUS AIDE
<input type="checkbox"/>	CHANGE OF DIRECTOR	NAME OF NEW DIRECTOR NAME OF PREVIOUS DIRECTOR
<input type="checkbox"/>	CHANGE OF SUBSTITUTE	NAME OF NEW SUBSTITUTE CLASS NAME OF PREVIOUS SUBSTITUTE
<input type="checkbox"/>	ADDITION OF SUBSTITUTE	NAME CLASS
<input type="checkbox"/>	CHANGE OF OWNERSHIP/ CORPORATION	
<input type="checkbox"/>	CHANGE IN NUMBER OF STUDENTS	
<input type="checkbox"/>	SCHEDULE CHANGE	
<input type="checkbox"/>	CHANGE OF FACILITY NAME OR ADDRESS	
<input type="checkbox"/>	ADDITION OF CLASSROOM(S)	LETTER OF CLASSROOM LEAD TEACHER ASSISTANT
<input type="checkbox"/>	CANCELLATION OF CLASSROOM	LETTER OF CLASSROOM LEAD TEACHER ASSISTANT
<input type="checkbox"/>	OTHER (EXPLAIN)	

SIGNATURE OF DIRECTOR/OPERATOR/PRINCIPAL OR AUTHORIZED REPRESENTATIVE	
PRINT NAME & TITLE	
SCHOOL OR CENTER NAME	
DATE	

I have examined this form and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition, in writing, within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK program if the changes are implemented before the coalition approves of the changes.