Head Start
MID-AMERICA REGIONAL COUNCIL

Form 8021b

Change in Personnel Information for ChildPlus Database

CHANGE IN POSITION/EMPLOYMENT STATUS/TERMINATION

Submit form by uploading to the Head Start Data Team SharePoint, HR Folder, Upload, 8021b

TO BE COMPLETED BY EMPLOYER: Complete all that apply to changes in Employee's Status

Program Name: _____

Contact Person: _____ **Date Submitted to MARC Head Start:** _____

Change in Position/Employment Status:

Employee's Name: _____ **Effective Date:** _____

Title Change *(if applicable)*: _____ **Position Change *(if applicable)*:** _____

Site: _____ **Supervisor:** _____

Is this staff member replacing someone? Yes or No **(Circle one)**

Person staff member replaced? _____

Position (Check only one):

___ Administrative Assistant ___ Assistant Director ___ Assistant Principal ___ Center Secretary
___ Director ___ Education Coordinator ___ Education Manager ___ Executive Director
___ Family Advocate ___ Floater ___ Home Based Specialist ___ Human Resources
___ Nutrition Worker – Cook ___ Other Staff ___ Principal ___ School Nurse
___ Substitute Teacher ___ HS Teacher ___ HS Teacher Assistant ___ EHS Teacher
___ Therapist

Primary Assignment: **(Check one Primary Funding Source)**

___ Early Head Start ___ Head Start

Program Assignments: (Check all programs the staff member will work with)

___ Early Head Start ___ Head Start

Primary Service Area:

___Administration ___Disability ___Education ___Family ___Mental Health ___Nutrition

PIR Position *(if applicable)*: (Check only one)

___ HS Teacher ___ HS Teacher Assistant ___ EHS Teacher
___ Home Visitor ___ Family Service Worker ___ ECD Manager/Coordinator **(Tier 2 Only)**
___ Home-Based Supervisor ___ FCP Supervisor

Change in Termination Status:

Left while classes/home visits in session: Yes or No **(Circle one)**

Termination Date: _____ **Termination Reason: (Check one)**

___ Death **___ Discharged, Misconduct** **___ Discharged, No Misconduct**
___ Involuntary Separation **___ Lay-off** **___ Other Reason, Use in notes below**
___ Quit **___ Quit - Change in Job Field** **___ *Quit - Higher Compensation**
___ Relocation **___ Retirement**

***If termination reason was Quit – Higher Compensation did employee move to state Pre-K or Other Early Childhood Program? Yes or No (Circle one)**

Will this position be replaced: Yes or No (Circle one) If no, put explanation in personnel notes below

Personnel Notes: _____

_____

_____