

8301 Monroe Road  
Charlotte, NC 28212  
Courier # 398  
P: 980-343-5060  
F: 980-343-5064

Southeast Learning Community  
Bell Schedule: 7:55 - 3:00  
Grades: Pre-K – 5<sup>th</sup>



Courtlyn C. Reeves  
*Principal*

Andrea M. Runyon  
*Assistant Principal*

Rosey Carter  
*Dean of Instruction*

## TEACHER/TEACHER ASSISTANT INFORMATION REQUEST FORM

Charlotte-Mecklenburg Schools

Request for Information About Teacher/Teacher Assistant Qualifications

Instructions

Instructions to Parents: Please complete this form. Use a separate form for each teacher or teacher assistant. Return the completed form to your school's office or mail to 8301 Monroe Road. Information will be sent to you within 30 days.

School Name: \_\_\_\_\_

Name of Teacher: Mr. Mrs. Ms. \_\_\_\_\_

Name of Teacher Assistant: Mr. Mrs. Ms. \_\_\_\_\_

Grade Level: \_\_\_\_\_ Subject (if applicable):

Name of Parent(s) Requesting Information: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Mailing Address (where information is to be sent or faxed):

\_\_\_\_\_ State Zip code

Fax number: \_\_\_\_\_

Daytime telephone number in case of questions: \_\_\_\_\_