

TEACHING SERVICE CONFIRMATION FORM INSTRUCTIONS

RETURN THE FORM – by JUNE 30, 2011:

- If you are **subbing**, wait until **the school year ends** before submitting a form, so you can verify the maximum number of teaching days possible.
- If you want to receive credit for **summer school days**, you can return a form after it ends. To do this, **email** us by June 30th, so we don't put your account into repayment status.
- We will **email** you in September 2011 to **verify your 2011-12 status**.

COMPLETE THE FORM:

- One form per district per school year.
- Fill in the **school year start and end dates**, the district, and school(s) for this year.
 - To verify previous teaching years, print another form – one form per year – and clearly identify the school year being verified.
 - Date (1) **must** be earlier than Date (2). The school year start date **cannot** be earlier than the date you obtained your Retooling endorsement. **Only** teaching days after obtaining your endorsement can earn credit toward your teaching obligation.
- Fill in the **number** of teaching days – **contracted, substitute, and summer school**. (The number can be filled in by you or by a school or district official.)
 - **Subjects taught?** Report the number of teaching days that include **one or more periods** in your Retooling endorsement subject.
 - Report the number of teaching days **with no periods** of your Retooling endorsement subject.
- **No signature, no credit!** Forms verifying teaching days **must be signed** (in the bottom box) by a school or district official.
 - If you taught in one school the entire year, the principal or vice-principal can sign the form. If you taught in multiple schools, someone at the district level must sign the form (human resources, personnel, substitute coordinator, etc).
- **If you didn't teach in 2010-11**, send an explanation to the email addr below.

FAX completed form to: ~ OR ~ MAIL completed form to:	
360-704-6220	Educator Retooling Program
	Higher Education Coordinating Board
	PO Box 43430
	Olympia, WA 98504-3430

For questions or more information, contact Educator Retooling staff at:
ALT@hecb.wa.gov ~ OR ~ 1-888-535-0747 (#2) msg

EDUCATOR RETOOLING CONDITIONAL SCHOLARSHIP TEACHING SERVICE CONFIRMATION FORM

Please print

Name: _____ Soc Sec # : XXX - XX - _____

Address: _____ Work Ph : () _____
 _____ Home or _____
 _____ Cell Ph : () _____

Email Address: _____

I obtained my Retooling Spec Ed endorsement on this date: (1) / / _____ (permit or updated certificate issue date)



School Year Start: (2) / / _____ School Year End: / / _____
Date (2) CANNOT be earlier than Date (1)

District _____ School(s) _____
(ONE district per form) (If subbing, can answer 'various')

Original signature from school or district REQUIRED in box at bottom

NUMBER OF TEACHING DAYS

Contracted or Substitute Days:

_____ with *1+ periods of Special Education* _____
(# days) Grade(s)

_____ with no Special Ed periods _____
(# days) Grades & Subjects

Summer School Days:

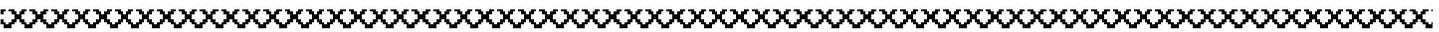
_____ with *1+ periods of Special Education* _____
(# days) Grade(s)

_____ with no Special Ed periods _____
(# days) Grades & Subjects

I verify this accurately reflects the number & type of teaching days for the period specified.

_____ Signature of School or District Official _____ Date _____

_____ Title _____ Phone number _____



FAX completed form to 360-704-6220
 OR
 MAIL completed form to:
 Educator Retooling Program
 Higher Education Coordinating Board
 PO Box 43430
 Olympia, WA 98504-3430

If questions, contact Educator Retooling staff at:
 1-888-535-0747 (#2) or ALT@hecb.wa.gov

Return by June 30, 2011