

## TEACHING SERVICE FORM INSTRUCTIONS

### Return your 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 25th**, so we don't put your account into repayment status.
- We will **email** you in September 2011 to **verify your 2011-12 status**.

### Instructions to complete 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 school year.
- Fill in the **number** of teaching days – **contracted/regular, substitute, summer school**. (The number can be filled in by you or by a school or district official.)
  - **Shortage or non-shortage subjects?** See the Shortage Subject list below the Summer School box. Separate non-shortage and shortage subject days taught. Shortage subject teaching days can earn double forgiveness.
  - **Full days or half days?** Report the number of full days. If you work 6 half-days, report 3 full days, if you work 11 half-days, report 5.5 full days.
  - **Bilingual teaching days?** Circle YES or NO next to each type of days.
- **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).

**IF YOU DIDN'T TEACH IN 2010-11, send an explanation to the email address below.**

<b>FAX</b> completed form to:    ~ OR ~ <b>MAIL</b> completed form to: 360-704-6245 Future Teachers Program Higher Education Coordinating Board PO Box 43430 Olympia, WA 98504-3430
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For questions or more information, contact Future Teachers staff at:  
**FUT@hecb.wa.gov ~ OR ~ 1-888-535-0747 (#2) msg**

# FUTURE TEACHERS CONDITIONAL SCHOLARSHIP TEACHING SERVICE CONFIRMATION FORM

Please print

Name: \_\_\_\_\_ Soc Sec # :   X X X - X X - \_\_\_\_\_

Address: \_\_\_\_\_ Work Ph : (        ) \_\_\_\_\_

Home or \_\_\_\_\_

new addr? \_\_\_\_\_

Cell Ph : (        ) \_\_\_\_\_

Email Address: \_\_\_\_\_

( PLEASE NOTIFY US IF THIS ADDR CHANGES - it is our primary means of contact )



School Year Start: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

School Year End: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

District \_\_\_\_\_  
(ONE district per form)

School(s) \_\_\_\_\_

**Original signature from school or district REQUIRED in box at bottom**

**NUMBER OF FULL TEACHING DAYS ( 2 half days count as 1 full day )**

Please separate Non-Shortage Subjects (left side) from Shortage Subjects (right side)

<p><b><u>Contracted or</u></b>                      <b>Non-Shortage Subj **</b></p> <p><b><u>Substitute Days:</u></b> _____ Bilingual? _____</p> <p style="text-align: center;">(# <u>full</u> days) YES / NO</p> <p>Subjects _____</p> <p>&amp; Grades _____</p>	<p><b><u>Contracted or</u></b>                      <b>Shortage Subj**</b></p> <p><b><u>Substitute Days:</u></b> _____ Bilingual? _____</p> <p style="text-align: center;">(# <u>full</u> days) YES / NO</p> <p>Subjects _____</p> <p>&amp; Grades _____ <i>(MUST list each shortage subj &amp; grade)</i></p>
<p><b><u>Summer School</u></b>                      <b>Non-Shortage Subj **</b></p> <p><b>Days:</b> _____ Bilingual? _____</p> <p style="text-align: center;">(# <u>full</u> days) YES / NO</p> <p>Subjects _____</p> <p>&amp; Grades _____</p>	<p><b><u>Summer School</u></b>                      <b>Shortage Subj**</b></p> <p><b>Days:</b> _____ Bilingual? _____</p> <p style="text-align: center;">(# <u>full</u> days) YES / NO</p> <p>Subjects _____</p> <p>&amp; Grades _____ <i>(MUST list each shortage subj &amp; grade)</i></p>

**\*\* Shortage Subjects:** *bilingual education, English as a second language, Japanese, mathematics (grade 7+), music (choral & instrumental), science (grade 7+), Spanish, special education (grade P-12), agriculture educ, business & marketing educ, family & consumer science, technology educ*

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

_____	_____
<i>Signature of School or District Official</i>	<i>Date</i>
_____	_____
<i>Title</i>	<i>Phone number</i>



Fax completed form to 360-704-6245 OR  
Mail completed form to:

If questions, contact Future Teachers staff at:  
1-888-535-0747 (#2) or FUT@hec.b.wa.gov

Future Teachers Program  
Higher Education Coordinating Board  
PO Box 43430  
Olympia, WA 98504-3430

**Return by June 30, 2011**