

# STUDENT TEACHING GRANT

## PROGRAM MANUAL

### 2016-17



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# Student Teaching Grant Program Manual 2016-17

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# Student Teaching Grant

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## Program Background

The Student Teaching Grant program was established by the state of Washington in 2016 to help support teacher preparation program candidates during their student teaching at Title I public schools in Washington State. The program is administered by the Washington Student Achievement Council (WSAC).

## Student Eligibility Criteria

In order to qualify, applicants must:

1. Be enrolled at least half time in a [PESB-approved teacher preparation program](#) leading to full residency certification.

**Note:** This includes any of the approved programs, regardless of program type (e.g., undergraduate, graduate, certificate only).

2. Be student teaching at a Title I public school in Washington at any time between February 1, 2017, and June 30, 2017.

**Note:** WSAC publishes a [list of eligible schools](#). The list includes all public schools that are eligible for Title I, Part A funds regardless of whether they actually receive Title I funding. This is the official list for the 2016-17 school year provided by the Office of the Superintendent of Public Instruction's Title I, Part A Office. If the student's placement school is not on the list, then the school is not a Title I eligible public school, and the student therefore does not qualify for the Student Teaching Grant.

3. Demonstrate financial need by completing the 2016-17 FAFSA or WASFA, meeting the following criteria:

- a. Family income at or below the amounts specified on the [State Need Grant Family Income Eligibility Chart \(2016-17\)](#) shown below:

**Note:** These income amounts represent 70% of Washington's Median Family Income levels based on family size.

Adjustment for more than one family member in college: Increase the family size by one for every family member who is in college in 2016-17 beyond the first, excluding parents (e.g., a family of five with two non-parents in college is treated as a family of six on this chart).

Family Income Eligibility Chart (2016-17)	
Family Size	Annual Income*
1	\$31,000
2	\$40,500
3	\$50,000
4	\$59,500
5	\$69,000
6	\$78,500
7	\$80,500
8	\$82,000
9	\$84,000
10	\$85,500

\*Adjusted Gross Income (AGI) + Nontaxable Income

- b. Have unmet financial need after considering other state and federal grant aid received.
4. Maintain Satisfactory Academic Progress.
5. Not owe a repayment to any state or federal grant or scholarship nor be in default on a state or federal student loan.

**NOTE.** There is no residency requirement for this grant. Out-of-state residents and undocumented students may be eligible.

### Application Requirements

In order to be considered for the grant, students must first complete a Free Application for Federal Student Aid (FAFSA) or a Washington Application for State Financial Aid (WASFA)<sup>1</sup> and have documented financial need. Then the student must submit a [Student Teaching Grant Application](#) online.

### Selection of Recipients

WSAC will collect Student Teaching Grant applications, review FAFSA/WASFA data, calculate the applicant's MFI percentage, determine likely eligibility, and select potential recipients.

### Award Amounts

Student Teaching Grant awards are based on legislative appropriations and vary depending upon funds available and applicant financial need. The grant is designed to help meet the student's financial need and to reduce reliance on student loans. In the 2016-17 academic year, the maximum Student Teaching Grant award is \$10,000. Award amounts may be reduced if the student has lower financial need due to receiving other federal and state grant aid. This award may be used to replace student loans not to exceed need. Award amounts do not need to be prorated for students attending half-time or three-quarter time. Funds can be applied to any term of the 2016-17 academic year.

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<sup>1</sup> The WASFA exists for students who meet Washington residency requirements, want to be considered for state financial aid, and who are unable to file a FAFSA due to immigration status.

## **Institutional Certification Process**

Once WSAC has selected potential recipients (in March), WSAC will determine the amount the student is eligible for. To do this, WSAC will send a Certification Spreadsheet (see example on page 10) to financial aid administrators securely through the Portal to request information regarding the student's current financial aid package.

Aid administrators must verify that potential recipients are meeting Satisfactory Academic Progress, complete the spreadsheet and send it back to WSAC, within two weeks of receipt, via the secure message function on the Portal (see Secure Email instructions on pages 6-8). Once WSAC receives the updated spreadsheet, WSAC will determine the grant amount and process payments.

### **Completing the Institutional Certification Spreadsheet**

WSAC will pre-fill the spreadsheet (columns A through D) with the following information on potential recipients:

- Column A: Social Security Number or WASFA ID
- Column B: First name
- Column C: Last name
- Column D: Maximum award amount (may not exceed \$10,000)

The institution must complete columns E through O and then return the spreadsheet to WSAC through the secure messaging function on the Portal.

- Column E: Cost of Attendance
- Column F: Expected Family Contribution
- Column G: Total awarded for AY in grants excluding TEACH Grant
- Column H: Total awarded for AY in scholarships
- Column I: Total awarded for AY in TEACH Grant
- Column J: Total awarded for AY in need-based loans
- Column K: Total awarded for AY in unsubsidized loans
- Column L: Total awarded for AY in private loans
- Column M: Total awarded for AY in state or federal work study
- Column N: File complete
- Column O: Comments/Notes

Detailed definitions for each of these fields are provided on the spreadsheet itself.

Note that incomplete files should not delay the returning of the spreadsheet within two weeks of receipt. If a file is incomplete, indicate this in Column N and provide an explanation in Column O, including when you expect to have a complete file. Fill in as many of the fields as you can and return the spreadsheet to WSAC through the secure message function.

## **Payments**

WSAC disburses grant payments once a week, as Certification Spreadsheets are completed by institutions and submitted through the portal's secure messaging function. If an institution does not submit the Certification Spreadsheet and program funds are exhausted, WSAC may not be able to send a payment for the student.

## **Grant Repayment**

If a Student Teaching Grant recipient leaves school during an academic term in which he or she receives a grant, the student is required to repay Student Teaching Grant funds according to the Washington Student Achievement Council's repayment policy as defined for the State Need Grant program.

The institution is responsible for notifying students that they are in repayment. Institutions shall forward a copy of the notification to [repayment@wsac.wa.gov](mailto:repayment@wsac.wa.gov) on the same day the student is notified. WSAC will refer repayment accounts to our billing service. For more information on how to calculate repayment, see the "General Repayment Policies" section on Page 69 of the [State Need Grant Program Manual](#).

## **Reporting**

WSAC will request reports from institutions necessary to the administration and evaluation of the Student Teaching Grant program. In general, institutions will be expected to respond to report requests within 30 days.

This program should be included in your institution's 2016-17 [Unit Record Reporting](#) as "Other State Funded Gift Assistance."

# Secure Email

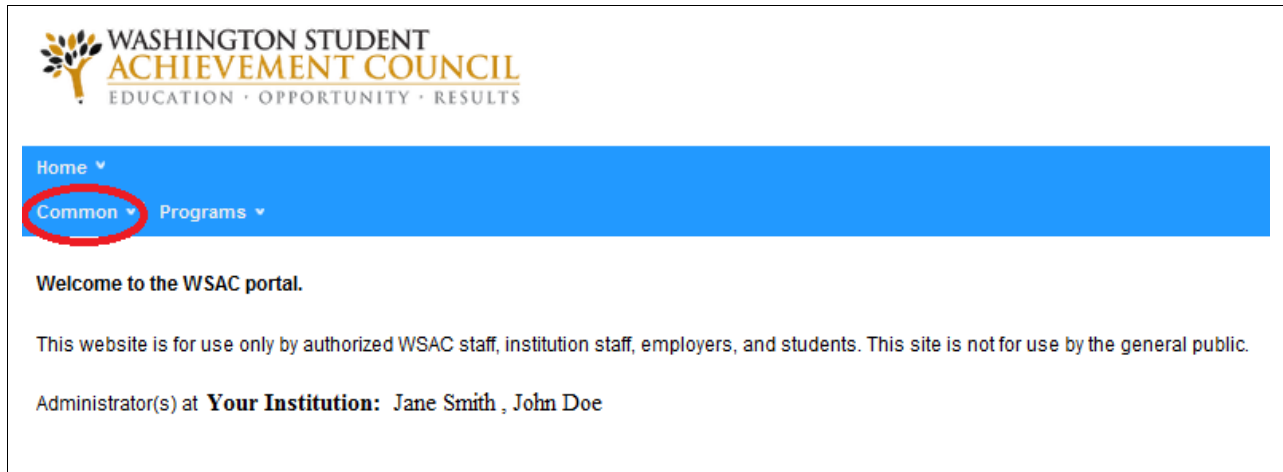
Financial aid administrators must access the secure email through the [WSAC web portal](#) to download and submit the Certification Spreadsheet providing information on potential recipients (see Institutional Certification instructions on Page 4). The Portal is a web-based tool used by WSAC and institutions to determine student eligibility and post awards. It is also a medium for communication. Institutions may send messages to WSAC securely through the secure messaging function on the Portal. Administrators must use the secure email function if they are sending a message including personally identifiable information.

WSAC will send an email to your institutional email inbox notifying you when you have received a secure email in the portal. You will log into your portal account, retrieve the email message, and download the Certification Spreadsheet. Once you have filled in the spreadsheet, you will need to send it back to WSAC through secure email on the portal. Step-by-step instructions on how to use Secure Email are provided below.

## Retrieving the Certification Spreadsheet

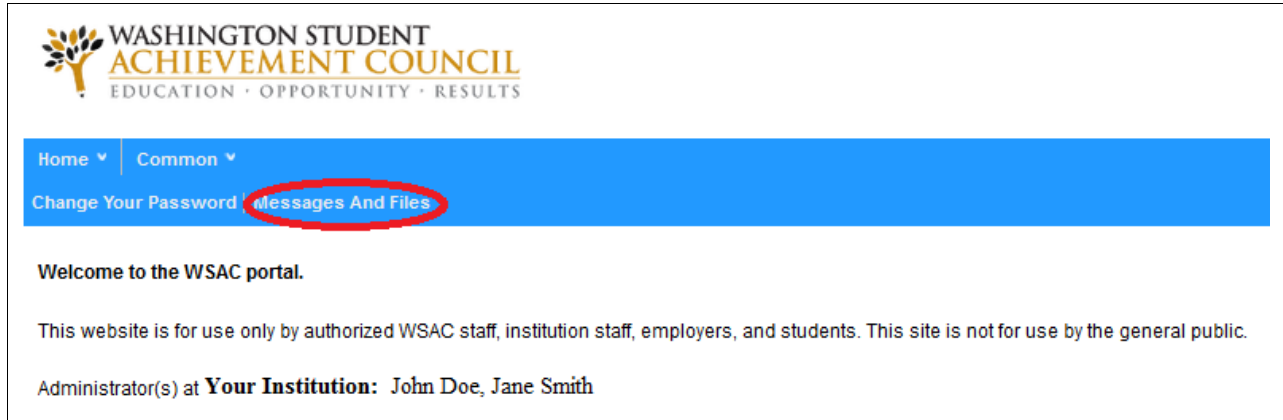
**Step 1** – Log in to the WSAC Portal at <https://fortress.wa.gov/wsac/portal/>. Your email address is your user name. If you are not a user, contact your financial aid director to become an authorized user at your institution. You may also contact [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov) for assistance.

**Step 2** – Once successfully logged into the WSAC portal, click “Common”.





**Step 3** – Click on “Messages and Files” from the drop down selection.



The screenshot shows the Washington Student Achievement Council logo at the top left. Below the logo is a blue navigation bar with the following items: Home, Common, Change Your Password, and Messages And Files. The 'Messages And Files' item is circled in red. Below the navigation bar, the text reads: 'Welcome to the WSAC portal.' followed by a disclaimer: 'This website is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.' and finally, 'Administrator(s) at Your Institution: John Doe, Jane Smith'.

**Step 4** – Click on “Inbox” to retrieve the e-mail message.



The screenshot shows the Washington Student Achievement Council logo at the top left. Below the logo is a blue navigation bar with the following items: Home, Common, Messages And Files, Document Submission, Files, Forms and Memos, and Inbox. The 'Inbox' item is circled in red. Below the navigation bar, the text reads: 'Welcome to the WSAC portal.' followed by a disclaimer: 'This website is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.'

**Step 5** – Once you are in your inbox, you will be able to retrieve messages sent to you by WSAC, or create new messages by clicking “Create a new secure message to WSAC”. This is also where you will be able to retrieve the Certification Spreadsheet.

## Returning the completed Certification Spreadsheet

### Step 6 –

Click on “Create a new secure message to WSAC.”

The screenshot shows the Washington Student Achievement Council logo at the top left. Below it is a blue navigation bar with links for Home, Common, Messages And Files, and Inbox. The main heading is "Secure Message Inbox". To the right of this heading is a red circle around a link that says "Create a new secure message to WSAC". Below the heading is a search form with fields for Subject, Sent Date - From, To, From Mailbox (set to "Any Mailbox"), and Program (set to "Select a Program"). A "Search" button is located at the bottom of the search form.

### Step 7 –

- (1) Select the program you would like to send the message to.
- (2) Enter your subject.
- (3) Attach your document by browsing for the appropriate file on your computer.
- (4) Type your message.
- (5) Click “Send Message.” Your message will be sent to program staff.

The screenshot shows the "Send a Secure Message to WSAC" interface. At the top is the Washington Student Achievement Council logo. Below it is a blue navigation bar with links for Home, Common, Messages And Files, Inbox, and Secure Message. The main heading is "Send a Secure Message to WSAC". Below the heading is a red instruction: "5. Click 'Send Message' once your file has been attached and your message is ready for WSAC." Below this are two buttons: "Send Message" and "Cancel". Below the buttons are four fields with red instructions: "To: Select a Program Mailbox" (with instruction "1. Select 'Student Teaching Grant'"), "From: My Name <myname@university.edu>", "Subject:" (with instruction "2. Enter your subject"), and "Attachments: Browse... No file selected. Attach" (with instruction "3. Click 'Browse' to select a file from your computer. Click 'Attach' once your file has been selected."). Below these fields is a text area with instruction "4. You may type a message here, if desired."

## **Appendix A: RCW 28B.76.699**

### **Student Teaching Residency Grant Program – Rules**

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#### [RCW 28B.76.699](#)

(1) Subject to the availability of amounts appropriated for this specific purpose, the office shall administer a student teaching residency grant program to provide additional funds to individuals completing student teaching residencies at public schools in Washington.

(2) To qualify for the grant, recipients must be enrolled in a professional educator standards board-approved teacher preparation program, be completing or about to start a student teaching residency at a Title I school, and demonstrate financial need, as defined by the office and consistent with the income criteria required to receive the state need grant established in chapter [28B.92](#) RCW.

(3) The office shall establish rules for administering the grants under this section.

## Appendix B: Example of Certification Spreadsheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
<b>Student Teaching Grant</b>																
All responses are for the <u>entire AY 2016-2017</u> .																
Complete Columns E through O only for students meeting Satisfactory Academic Progress. If not meeting SAP, skip columns E-N and note this in Column O.																
SSN/WASFA ID	First	Last	Maximum Award	COA	EFC	Total Grant Aid (excluding TEACH Grant)	Total Scholarship Aid	TEACH Grant	Total Need-Based Loans	Total Unsubsidized Loans	Total Private Loans	Total Work Study Award	File Complete	Comments/Notes	Potential Award Calculated by WSAC	Actual Award Determined by WSAC
123456789	Test	Example	\$10,000	\$15,000	\$4,000	\$3,000	\$0	\$0	\$2,000	\$0	\$0	\$0	Y		\$8,000	
987654321	Mickey	Mouse	\$10,000										N	In verification, expect complete file by 2/28	\$0	
555555555	Minnie	Mouse	\$10,000	\$15,000	\$0	\$0	\$2,000	\$4,000	\$0	\$0	\$0	\$0	Y		\$10,000	

**NOTES:**

COA: Recipient's Cost of Attendance for AY 2016-17

EFC: Recipient's Expected Family Contribution for the academic year

Total Grant Aid: The total awarded for the academic year in grants excluding TEACH Grant

Total Scholarship Aid: The total awarded for the academic year in scholarships

TEACH Grant: Amount awarded for the academic year in TEACH Grant

Total Need-Based Loans: The total awarded for the academic year in need-based loans

Total Unsubsidized Loans: The total awarded for the academic year in unsubsidized loans

Total Private Loans: The total awarded for the academic year in private loans

Total Work Study Award: The total awarded for the academic year for State or Federal Work Study

File Complete: Indicate Y for Yes or N for No. If no, fill in as many fields as you can and return spreadsheet to WSAC. Please provide an explanation in the Comments field, including when you expect to have a complete file.

Potential Award Calculated by WSAC: COA - EFC - Total Grant Aid - Total Scholarship Aid - Work Study Award

Award Amount Determined by WSAC: The amount in Student Teaching Grant funds the recipient is eligible for. This field will be filled in AFTER college returns spreadsheet with completed fields.