

TEACHING SERVICE & STATUS FORM INSTRUCTIONS

ALL PARTICIPANTS – 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**.

If you were enrolled in 2010-11, complete the "Enrolled in 10-11" section. If you taught in 2010-11, complete the "Taught in 10-11" section. You can complete both.
~ If you weren't enrolled or teaching in 2010-11, send an explanation to the email addr below. ~

ENROLLED IN 10-11:

- Fill in school name, check certificate or endorsement, and fill in subject studied.

TAUGHT IN 10-11:

- **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 – cross out '10-11' and clearly identify school year.
 - The school year start date **cannot** be earlier than the completion date of your certificate or endorsement program.
 - **Only** teaching days **after completion** of your residency certificate or Future Teachers endorsement can earn credit toward your teaching obligation.
- 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.)
 - **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).

FAX completed form to: ~ OR ~ **MAIL** completed form to:
360-704-6245
Future Teachers Program
Higher Education Coordinating Board
PO Box 43430
Olympia, WA 98504-3430

For questions or more information, contact Future Teachers staff at:

FUT@hecb.wa.gov ~ OR ~ **1-888-535-0747 (#2)** msg

(FT) May 2011 HECB

FUTURE TEACHERS CONDITIONAL SCHOLARSHIP AND LOAN REPAYMENT TEACHING SERVICE & STATUS FORM

Please print

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

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

Email Address: _____
 (NOTIFY US IF THIS ADDR CHANGES - it is our primary means of contact)

Enrolled in 10-11:

In 2010-11, I was enrolled at _____ pursuing ___ a certificate in _____
 college/university _____ an endorsement subject

Taught in 10-11:

School Year Start: _____ / _____ / _____ School Year End: _____ / _____ / _____

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

<p>FULL Contracted or _____ Non-Shortage ** _____</p> <p>Substitute Days: _____ Bilingual? _____</p> <p>(# full days) YES / NO</p> <p>Subjects & Grades _____</p>	<p>FULL Contracted or _____ Shortage ** (see list below) _____</p> <p>Substitute Days: _____ Bilingual? _____</p> <p>(# full days) YES / NO</p> <p>Subjects & Grades _____</p> <p>(MUST list each shortage subj & grade)</p>
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<p>Summer School _____ Non-Shortage ** _____</p> <p>FULL Days: _____ Bilingual? _____</p> <p>(# full days) YES / NO</p> <p>Subjects & Grades _____</p>	<p>Summer School _____ Shortage ** (see list below) _____</p> <p>FULL Days: _____ Bilingual? _____</p> <p>(# full days) YES / NO</p> <p>Subjects & Grades _____</p> <p>(MUST list each shortage subj & grade)</p>
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**** 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>

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 Higher Education Coordinating Board
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Return by June 30, 2011