

## 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

