

TEACHING SERVICE FORM INSTRUCTIONS

Return your form by JULY 15, 2012.

- 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 teaching **summer school days**, you can submit a separate form **after** summer school ends, verifying the number of days taught.
- We will **email** you in September 2012 to **verify your 2012-13 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 per district – and clearly identify the school year.
 - **Only** teaching days **after completion** of your Future Teachers residency certificate or endorsement can earn credit toward your teaching obligation.
- Fill in the **number** of teaching days – **contracted or 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.
 - **ELL/ESL/Bilingual days?** We don't require your position be labeled "ELL." We do require that it supports ELL students. By signing, your school or district administrator considers your assignment to use principles of second language acquisition throughout the content area you teach.
- **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 2011-12**, send an explanation to the email address below.

**IF WE DON'T HEAR FROM YOU BY JULY 15TH,
YOUR ACCOUNT CAN GO INTO REPAYMENT STATUS.**

FAX to: 360-704-6245 ~ OR ~	MAIL to: Future Teachers Program
~ OR ~	Higher Education Coordinating Board
SCAN & EMAIL to:	PO Box 43430
FUT@hecb.wa.gov	Olympia, WA 98504-3430

For questions or additional information, contact Future Teachers staff at:
FUT@hecb.wa.gov ~ OR ~ 1-888-535-0747 (#2) msg

FUTURE TEACHERS CONDITIONAL SCHOLARSHIP AND LOAN REPAYMENT TEACHING SERVICE CONFIRMATION 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)



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 3rd box below

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

FULL Contracted or Substitute Days:

_____ *using Principles of Second Language Acquisition* _____
 (# full days) (ELL/ESL/Bilingual) Grade(s)

_____ not using Second Language _____
 (# full days) Aquisition Principles Subjects & Grades

FULL Summer School Days:

_____ *using Principles of Second Language Acquisition* _____
 (# full days) (ELL/ESL/Bilingual) Grade(s)

_____ not using Second Language _____
 (# full days) Aquisition Principles Subjects & Grades

I verify this accurately reflects the number & type of teaching days for the period specified, and that 'second language' days used those acquisition principles throughout the content area assigned.

_____ *Signature of School or District Official* _____ *Date* _____

_____ *Title* _____ *Phone number* _____



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 Mail to:

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 Higher Education Coordinating Board
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