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.
- Fill in the **number** of teaching days – **contracted or substitute, or 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. Qualified 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.
- **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

(FT2) May 2012 HECB

FUTURE TEACHERS CONDITIONAL SCHOLARSHIP

TEACHING SERVICE CONFIRMATION FORM

Please print

Name: _____ **Soc Sec # :** X X X - X X - _____

Address: _____ **Work Ph :** ( ) _____

☐ new addr? _____ **Home or 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 _____ **School(s)** _____

(ONE district per form)

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)

Contracted or Substitute Days:	**Non-Shortage Subj ****	**Bilingual?**	**Contracted or Substitute Days:**	**Shortage Subj****	**Bilingual?**
	____ *(# full days)*	YES / NO		____ *(# full days)*	YES / NO
Subjects & Grades	_____		**Subjects & Grades**	_____ *(MUST list each shortage subj & grade)*	

Summer School Days:	**Non-Shortage Subj ****	**Bilingual?**	**Summer School Days:**	**Shortage Subj****	**Bilingual?**
	____ *(# full days)*	YES / NO		____ *(# full days)*	YES / NO
Subjects & Grades	_____		**Subjects & Grades**	_____ *(MUST list each shortage subj & grade)*	

**** Shortage Subjects:** (grade 6-12, except as noted) *bilingual educ (grade P-12), English as a second language (grade P-12), Japanese, mathematics, music (choral & instrumental), science, Spanish, special educ (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.

_____ _____

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

_____ _____

Title ***Phone number***

Fax to 360-704-6245 OR
Scan & email to FUT@hecb.wa.gov OR
Mail to:

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

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Return by July 15, 2012

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