

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 obtaining** your Educator Retooling 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.)
 - Report the number of teaching days that include **one or more periods** in your Retooling endorsement subject.
 - Report the number of teaching days **with no periods** of your Retooling endorsement subject.
 - **NOTE:** 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: 360-704-6220 ~ OR ~	MAIL to: Educator Retooling Program
~ OR ~	Higher Education Coordinating Board
SCAN & EMAIL to:	PO Box 43430
ALT@hecb.wa.gov	Olympia, WA 98504-3430

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

EDUCATOR RETOOLING CONDITIONAL SCHOLARSHIP 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 TEACHING DAYS

Contracted or Substitute Days:

_____ with 1 or more periods of *ELL/ESL/Bilingual Ed* ** _____
(# days) Grade(s)

_____ with no ELL/ESL periods _____
(# days) Grades & Subjects

FULL Summer School Days:

_____ with 1 or more periods of *ELL/ESL/Bilingual Ed* ** _____
(# days) Grade(s)

_____ with no ELL/ESL periods _____
(# days) Grades & Subjects

I verify the teaching days listed above are an accurate reflection of the types and number of days listed, and that (**) this teacher's assignment is significant in terms of utilizing Principles of Second Language Acquisition throughout the content area assigned. (PESB/HECB do not require a specific number of ELL/ESL/Bilingual students. The definition of "significant" is up to you and/or your district.)

Signature of School or District Official

Date

Title

Phone number



Fax to 360-704-6220 OR
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Mail to:

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