

## 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 have a contracted position, you can submit your form before the school year ends, verifying a full year of teaching.
- 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 Alternative Routes residency certificate 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.
  - **Subject?** Report the total of all Sped days (P-12), all ELL days (P-12), plus all subjects taught at Grade 6 or higher.
  - **Elementary level?** Report all elementary days except special ed and ELL.
- **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.**

<b>FAX to:</b> 360-704-6220 ~ OR ~	<b>MAIL to:</b> Alternative Routes Program
~ OR ~	Higher Education Coordinating Board
<b>SCAN &amp; EMAIL to:</b>	PO Box 43430
ALT@hecb.wa.gov	Olympia, WA 98504-3430

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

