

TEACHING DEFERRAL REQUEST

Qualified teaching days may be performed via

FULL-TIME or **PART-TIME** or **SUBSTITUTE**

certificated teaching positions in WA public K-12 schools.

If you have a contracted position for 2011-12, DO NOT submit this form!

-- Email us with the district, school, subject, grade, and percent of FTE (1.0, 0.5)

If you are on one or more active sub lists for 2011-12, DO NOT submit this form!

-- Email us with the name(s) of the district(s)

- It is **YOUR RESPONSIBILITY** to submit a deferral request every 6 months, if you don't yet have a qualified teaching position.
- Requesting a deferral **DOES NOT** guarantee a deferral will be granted. Deferrals can be denied, particularly if you have not sought qualified employment in 2 or more public districts.
- We **DON'T expect** you to turn down a non-qualified teaching position (in a private school, in a non-eligible subject, or a return to a paraprofessional position) in these economic times.
- We **DO expect you** to continue to look for a **QUALIFIED** teaching position or work toward a qualified position for the next school year.

Print, complete, and return your request form by mail, fax, or email (see bottom of request form). We will return a copy to you, approving or denying your request.

If you get a teaching position – full-time, part-time, or substitute – while in deferral status, notify us immediately. We'll move your account into teaching status and you can start earning credit toward your teaching obligation.

Thank you.

Alt Routes/Retooling Program Staff

ALT@hecb.wa.gov

1.888.535.0747 (option 2)

Request for Teaching Deferral

Program (Fut Teach /Alt Routes/Educ Retooling)

Recipient Information - Complete

Last: _____ First: _____ SSN: XXX-XX- _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Email (required): _____ Our primary way to reach you is by email – you must provide a valid email addr.

Recipient Certification - Initial Box and Complete

I certify that I am unable to locate a qualified teaching position due to the economic climate in Washington State. I made an effort to find a job in the following school districts. I will **immediately** notify the Higher Education Coordinating Board of any change in my employment status.

***** You must contact AT LEAST 2 public school districts to receive a teaching deferral *****

Districts	Contact Person	Phone
_____	_____	(____) _____
_____	_____	(____) _____
_____	_____	(____) _____

Terms of Agreement - Sign and Date

If approved, the deferment requested is effective through the dates listed below. Deferments are given at the discretion of the Higher Education Coordinating Board (HECB).

You may apply for additional deferments every six months. **It is your responsibility to contact us before the end of your deferment.** Once the deferment period has ended, you are required to repay the loan with teaching service in a qualified position or begin making loan payments in order to satisfy your obligation to the program. The Higher Education Coordinating Board may report loans in default to the credit bureaus. Loans in default will be sent to collections and the HECB has the right to garnish wages.

By signing this form, you confirm that you understand the information above and agree to the terms listed. You also confirm that any information provided is true to the best of your knowledge. **Submission of this form does not guarantee that a deferral will be granted.**

Return this form by mail, fax, or email (see bottom of page). After approval, or denial, we will send a copy back to you.

SIGN and DATE HERE...

Recipient Signature

Date

Deferral Decision (HECB use only)

Deferral Approved: Deferral Denied:

Deferment Start Date: _____ Deferment End Date: _____

HECB Representative Signature

Date

(Aug 2011)