

TEACHING SERVICE CONFIRMATION FORM INSTRUCTIONS

RETURN THE FORM – by JUNE 30, 2011:

- 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 **summer school days**, you can return a form after it ends. To do this, **email** us by June 30th, so we don't put your account into repayment status.
- We will **email** you in September 2011 to **verify your 2011-12 status**.

COMPLETE THE 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 – and clearly identify the school year being verified.
 - Date (1) **must** be earlier than Date (2). The school year start date **cannot** be earlier than the date you obtained your Retooling endorsement. **Only** teaching days after obtaining your endorsement can earn credit toward your teaching obligation.
- Fill in the **number** of teaching days – **contracted, substitute, and summer school**. (The number can be filled in by you or by a school or district official.)
 - **Subjects taught?** 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.
- **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, etc).
- **If you didn't teach in 2010-11**, send an explanation to the email addr below.

FAX completed form to: ~ OR ~ MAIL completed form to:	
360-704-6220	Educator Retooling Program
	Higher Education Coordinating Board
	PO Box 43430
	Olympia, WA 98504-3430

For questions or more 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: _____

I obtained my Retooling ESL/ELL endorsement on this date: (1) / / _____ (permit or updated certificate issue date)



School Year Start: (2) / / School Year End: / /
Date (2) CANNOT be earlier than Date (1)

District _____ School(s) _____
(ONE district per form) (If subbing, can answer 'various')

Original signature from school or district REQUIRED in box at bottom

NUMBER OF TEACHING DAYS

Contracted or Substitute Days:

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

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

Summer School Days:

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

_____ with no ESL/ELL 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 _____



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Return by June 30, 2011