



# Teaching Service Verification Form Instructions

Return form by August 31, 2020

## TEACHERS

- **NOTE:** You need to teach a minimum of 40 days in order to earn loan forgiveness for the academic year (as stated in your promissory note). ***If, you had difficulty meeting the 40 teaching days requirement, please provide a brief statement explaining why.***
- Complete one form per district, per school year. Incomplete forms will not be accepted.
- You can earn loan forgiveness toward your teaching obligation only for days spent teaching **after** obtaining your Residency Teacher Certificate. (If you were unable to obtain your Residency Teacher Certificate in 2020 because of COVID-19 related restrictions, please provide a brief statement explaining why and when you plan on obtaining.)
- Fill in the number of full days (or equivalent) you are verifying. Partial days earn prorated credit. For example, if you teach 81 half days, report 40.5 full days. If you work 0.6 FTE for all 180 days of the school year, enter 108 days ( $180 * 0.6 = 108$ ).

## DEFINITION OF ACCEPTABLE SERVICE

- For teachers with content area endorsements, the following assignments are acceptable:
  - Teaching a course with a course code that matches with the endorsement according to state assignment policy set by the Professional Educator Standards Board (WAC 181-82-105)
  - Providing instructional coaching services in your endorsement area for teachers and/or paraeducators at the building and/or district level
- For teachers with endorsements in non-content areas (i.e., Bilingual Education, Early Childhood Special Education, English Language Learners, and Special Education – henceforth referred to as special populations), the following assignments may be accepted:
  - Teaching in a classroom position working exclusively with the special population (e.g., English language development class, resource room for Special Education)
  - Teaching in a mainstream classroom in which you support students in the special population by incorporating the special population endorsement competencies (e.g., the ELL endorsement competencies) into content area instruction
  - Providing instructional coaching services in your endorsement area for teachers and/or paraeducators at the building and/or district level

## ADMINISTRATIVE VERIFICATION

Service forms must be signed by a school or district official with authority to verify your assignment and teaching days, such as the principal, business manager, human resource administrator or designee.

### To submit your form

Scan and email: [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov)

### Or send in mail:

Washington Student Achievement Council  
Educator Workforce Programs  
PO Box 43430  
Olympia WA 98504-3430

Please call with any questions:

1-888-535-0747 ext. 37801 (Option 6)

**Return form or contact us by  
August 31, 2020**



# Teaching Service Verification Form

## TO BE COMPLETED BY TEACHER

**Instructions for Teacher:** Complete one form per district, per school year that you have finished teaching (do not submit a form for a future school year). Complete all applicable fields in Sections I-III. Obtain signature in Section IV and submit completed form to [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov). Incomplete forms will not be processed.

### I. CONTACT INFORMATION

**Name:** \_\_\_\_\_  Check if new name,  
**Address:** \_\_\_\_\_ address, email, or phone  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Best Phone Number:** \_\_\_\_\_

### II. TEACHING INFORMATION

**School Year (YYYY-YY):** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_  
**Name of District (only one per form):** \_\_\_\_\_  
**Name of School (if more than one, write "multiple"):** \_\_\_\_\_  
**WA Residency Teacher Certificate #:** \_\_\_\_\_

### III. TEACHING SERVICE (READ CAREFULLY & COMPLETE ALL FIELDS)

**① Shortage Area Endorsements**  
Which of these endorsement(s) have you **earned**?  
(Leave blank if none of these)  
 Bilingual Education  
 Biology  
 Chemistry  
 Early Childhood Education  
 Early Childhood Special Ed.  
 Earth and Space Science  
 Elementary Education  
 English Language Learner  
 Mathematics  
 Middle Level Mathematics  
 Middle Level Science  
 Physics  
 Science  
 Special Education

**② Teaching Service Days:** Report **full days** of teaching in A, B, and C.  
*Partial days earn prorated credit (e.g., report two half days as one full day)*

**A. Number of full days of teaching in which you taught at least one period of the day in a shortage area endorsement you have earned (as checked in left-hand list) Must meet Definition of Acceptable Service on Pg. 1**

**A. Shortage Area Teaching Days**

**B. Number of full days of teaching in which you taught NO periods in a shortage area endorsement you have earned (instead you taught in other areas or out of field) If none, enter 0**

**B. Other Teaching Days**

**C. Total number of full days of teaching**  
*A and B above should not overlap*  
*A + B should equal C*

**C. Total Teaching Days**

**③ What type of teaching days does this include? (Check all that apply)**  
 Contracted  Substitute  Summer school  
Are you, or will you be, submitting any other service verification forms for this school year?  Yes  No

## TO BE COMPLETED BY SCHOOL OR DISTRICT OFFICIAL

### IV. SERVICE VERIFICATION

**By signing below, I certify that the teacher's assignment, endorsement(s), and days reported above are accurate and meet the program's definition of acceptable service (see definition on Page 1).**

\_\_\_\_\_  
Signature of school or district official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email address

Return completed form to teacher. Teacher should scan and email form to [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov).