



## Washington Student Achievement Council

### PIPELINE FOR PARAEDUCATORS CONDITIONAL SCHOLARSHIP PROGRAM

Checklist	Questions
<p>To apply for the pipeline for paraeducators scholarship, you must complete and submit the following materials:</p> <ul style="list-style-type: none"><li>▪ Application</li><li>▪ Administrator Letter of Support</li><li>▪ Documentation of one year of successful student interaction and leadership or completion of two years of a Washington Teachers program.</li><li>▪ Current FAFSA or WASFA (or must submit within 10 days of submitting application)</li></ul> <p><b>NOTE:</b> If selected you will need to complete and submit a signed <b>Promissory Note</b></p>	<p>If you have questions please contact the Washington Student Achievement Council at 1-888-535-0747 Option 6 or via email at <a href="mailto:teachers@wsac.wa.gov">teachers@wsac.wa.gov</a></p>

### Administrator Letter of Support

The Washington Student Achievement Council requires parapipeline applicants to submit the attached letter of support signed by an administrator as part of their application materials.

**Do not draft your own letter from scratch** – use the letter template provided below.

The letter serves three purposes:

- to inform the administration of the applicant's intentions and obligations,
- to demonstrate that the applicant understands the requirements of, and has a plan for, fulfilling the teaching obligation associated with the conditional loan scholarship, and
- affirm that the applicant has one year of successful student interaction and leadership as a classified instructional employee or completion of two years of a recruiting Washington teachers program, established under RCW 28A.415.370.

As part of this letter, you will need to describe your education plan, including the endorsement area you plan to pursue, as well as how and where you plan to complete your teaching certification. The Parapipeline Review Committee evaluates the quality of the information provided as one criterion in awarding scholarships. Applicants should demonstrate a clear plan to complete their Associate of Arts degree, their teaching certification, and their teaching obligation within the time allowed for each.

Applicants should select an administrator to sign the form who meets the following criteria:

- Works in an official administrative role at your school or district (e.g., superintendent, principal, HR, instructional administrator)



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- Plays a significant role in school/district staffing and professional development (ideally, they work with you on your professional development plan)
- Supportive of your professional development goals
- Capable of making the affirmations for which they must sign at the end of the letter

This form can be filled out on the computer—first download the form to your computer, then simply click on the fillable fields that are highlighted in gray and type your responses, replacing the placeholders with your own text. Print out three copies of the letter (pages 3 and 4 of this document). You and your administrator should sign and date all three copies. Send one copy in with the rest of your application materials, keep one copy for your records, and give one copy to your administrator for their records.

#### Pipeline for Paraeducators Conditional Scholarship Program Administrator Approval Letter

Dear Administrator,

This letter informs you that Applicant is applying for financial support through the Pipeline for Paraeducators Conditional Scholarship Program (Parapipeline) to help cover the educational expenses associated with obtaining an Associate of Arts degree. Parapipeline funds are designated for paraeducators seeking an Associate of Arts degree in order to enroll in an Alternative Route 1 program. Applicant is pursuing an Associate of Arts degree in order to pursue a teaching certificate with shortage area endorsements through an Alternative Route 1 program, described below.

***Applicant's description educational and professional plan, including intended teaching endorsements and how full teaching certification will be obtained:***

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It is important to note that the Parapipeline Scholarship is a conditional loan with a teaching service obligation. In order to avoid repayment, recipients of the Parapipeline Scholarship must complete their Associate of Arts within four years of their program start date, complete their teaching certification, and then teach for at least two years. For this reason, it is important for the paraeducator to make their intentions known to their administration and integrate this pursuit into their professional development plan.

This letter serves three purposes: (1) to inform the administration of the paraeducator's intentions and obligations, (2) to demonstrate that the applicant understands the requirements for and has a



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plan to be able to fulfill the teaching obligation associated with the conditional loan scholarship, and (3) affirm that the applicant has a minimum of one year of experience successfully interacting with and demonstrating leadership for students while employed as a classified instructional employee or completion of two years of a recruiting Washington teachers program.

Although not required, we encourage administrators to supplement the scholarship support by providing additional supports at the school/district level. For example, schools and districts can help support parapipeline applicants by providing them with mentors/sponsors, opportunities to explore their different areas of teaching, professional development, and additional funding. We thank you for supporting this applicant in his/her professional development efforts to fulfill a critical need in your school/district.

#### Signatures

By signing this letter, the administrator affirms that:

- (1) They are the appropriate person to be signing (i.e., an administrator who plays a significant role in district/school staffing and professional development),
- (2) They have been informed about the applicant's intentions, and all other parties in their school district who should be aware of this applicant's professional development plan have been informed,
- (3) **The applicant has a minimum of one year experience successfully interacting with and demonstrating leadership for students while employed as a classified instructional employee or completion of two years of a recruiting Washington teachers program.**

\_\_\_\_\_  
Administrator (Printed Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Title

\_\_\_\_\_  
Participant (Printed Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Optional – notes from administrator:***

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