



## Washington Student Achievement Council

### EDUCATOR RETOOLING CONDITIONAL SCHOLARSHIP PROGRAM

Checklist	Questions
<p>To apply for the retooling scholarship, you must complete and submit the following materials:</p> <ul style="list-style-type: none"><li>• Application</li><li>• Administrator Letter of Support or Letter of Personal Statement</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 or Personal Statement

The Washington Student Achievement Council requires retooling applicants to submit the attached letter of support signed by an administrator as part of their application materials. If you are currently unemployed you may submit a personal statement in place of an Administrator letter of support.

**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 serve as evidence substantiating that the endorsement area pursued is indeed a shortage area for the school/district, and
- to demonstrate to the application review committee that the applicant does indeed have the administrative support necessary to be successful

As part of this letter, you will need to describe your school/district's shortage situation in the endorsement area you are pursuing, as well as how you will help fulfill this need upon completing your endorsement. The Retooling Review Committee evaluates the quality of the information provided as one criterion in awarding scholarships. Applicants should make a compelling case that the endorsement area they are pursuing is indeed a shortage area for their school/district. Examples of the type of information that helps demonstrate a shortage include the following:



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- Number of positions that are unfilled out of the total number of positions in the endorsement area
- Number of positions that are filled by teachers who hold conditional certificates and/or are teaching outside of their area
- An explanation of why the positions have been hard to fill, including recruitment and retention efforts that have already been exhausted
- Recent trend in growth (and/or growth anticipated in the near future), indicating a need for more teachers in the endorsement area
- Recent trend in teacher turnover (and/or turnover anticipated in the near future)
- Strategic planning, recruitment, and/or professional development goals around recruiting, retaining, and/or developing staff's skills in the endorsement area
- Other statistics or descriptive information indicating a shortage in the endorsement area

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)
  - For individuals with elementary certificates who are not currently employed as elementary teachers, please reach out to an administrator at the school/district where you intend to apply. If you are unable to obtain an administrator's signature, you may submit the letter without one; depending upon your individual circumstances, PESB may sign off in lieu of an administrator.
- 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. Then 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. Keep one copy for your records. Give one copy to your administrator for their records. Send one copy in with the rest of your application materials.



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#### Educator Retooling Conditional Scholarship Program Administrator Approval Letter

Dear Administrator,

This letter informs you that Applicant is applying for financial support through the Educator Retooling Conditional Scholarship Program to help cover the educational expenses associated with adding an endorsement in Endorsement Area. Retooling funds are designated for teachers adding endorsements in *subject and/or geographic shortage areas*. Applicant is pursuing an endorsement in Endorsement Area because your school/district has a shortage in this area, as described as follows:

***Applicant's description of school/district shortage situation in endorsement area pursued:***

Upon completing the endorsement add-on, Applicant intends to help fulfill this need by:

***Applicant's intentions:***

It is important to note that the Retooling Scholarship is a conditional loan with a teaching service obligation. In order to avoid repayment, recipients of the Retooling Scholarship must complete their endorsement add-on within two years of their award date and then teach in their new endorsement area for at least two years. For this reason, it is important for the teacher 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 teacher's intentions and obligations, (2) to serve as evidence substantiating that the endorsement area pursued is indeed a shortage area for the school/district, and (3) to demonstrate to the application review committee that this applicant does indeed have the administrative support necessary to be successful.



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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 retooling candidates by providing them with mentors/sponsors, opportunities to explore their new area, professional development, and additional funding. We thank you for supporting this teacher in his/her professional development efforts to fulfill a critical need in your school/district.

Sincerely,

Nicole Witty  
Teachers Workforce, Program Manager

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#### 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) They are committed to making a reasonable attempt to accommodate the applicant's teaching obligation once they have completed their endorsement add-on by placing the teacher in a position that allows them to teach in their new area for at least two years (partial assignments are allowed, see promissory note for details), and
- (4) The endorsement area is indeed a shortage area for the school/district, and the applicant's above description of the shortage situation is accurate.

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Administrator (Printed Name)

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Signature

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Date

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Administrator Title

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Participant (Printed Name)

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Signature

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Date