

# 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 certificate. **Only** teaching days **after obtaining** your residency certificate 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.)
  - **Grades taught?** Report the number of full teaching days at mid-level and/or secondary level **plus** **ALL** grades of Sped, ESL/ELL/Bilingual. If you taught 60 half-days, report 30 full days, if you taught 81 half-days, report 40.5 full days.
  - Report the number of full teaching days at elementary level **except** **ALL** grades of Sped, ESL/ELL/Bilingual. (Include those in the mid-level/secondary days above.)
- **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.

<b>FAX</b> completed form to:	<b>~ OR ~</b>	<b>MAIL</b> completed form to:
360-704-6220		Alternative Routes Program
		Higher Education Coordinating Board
		PO Box 43430
		Olympia, WA 98504-3430

For questions or more information, contact Alternative Routes staff at:  
**ALT@hecb.wa.gov ~ OR ~ 1-888-535-0747 (#2) msg**

## Please print

(AL1) May 2011 HECB