

# Educator Retooling Conditional Scholarship Program Instructions and Guidelines

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

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. Applicants should make a compelling case that the endorsement area they are pursuing is indeed a shortage area for their school/district.

<p><b>Examples:</b></p> <ul style="list-style-type: none"><li>▪ Number of positions unfilled vs total positions</li><li>▪ Number of positions filled by teachers with conditional scholarships/or teaching outside of their area</li><li>▪ Why the positions have been hard to fill</li><li>▪ Recent trend in growth (and/or growth anticipated in the near future), indicating a need for more teachers in the endorsement area</li></ul>	<ul style="list-style-type: none"><li>▪ Recent trend in teacher turnover (and/or turnover anticipated in the near future)</li><li>▪ Strategic planning, recruitment, and/or professional development goals around recruiting, retaining, and/or developing staff's skills in the endorsement area</li><li>▪ Other statistics or descriptive information indicating a shortage in the endorsement area</li></ul>
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## **Selecting an Administrator**

- An Administrator should be someone who 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

**NOTE:** 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.

**Educator Retooling Conditional Scholarship Program  
Administrator Letter of Support**

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:***

***Applicant's intentions:***

By signing this letter, the administrator affirms that:

- ✓ They are the appropriate person to be signing (i.e., an administrator who plays a significant role in district/school staffing and professional development),
  - ✓ 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,
  - ✓ 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
  - ✓ The endorsement area is indeed a shortage area for the school/district, and the applicant's above description of the shortage situation is accurate.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Educator Retooling Conditional Scholarship Program Checklist

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>▪ 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>

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.