Subject Area Exam/Add-On Reimbursement Application

For

Out of Field Teachers Meeting Highly Qualified Requirements

2016-2017

The Hamilton County School District has allocated limited federal entitlement funds to pay for a Subject Area Exam (SAE) reimbursement program. The current reimbursement amounts are $75/$200/$220 (retakes). A program evaluation will be conducted at the end of each school year to determine the feasibility of continuation. This program will reimburse for passing scores only. (This includes passing a retake) Reimbursements will not be made until the teacher has completed the add-on process of the subject area to their certificate.

For consideration of reimbursement for SAE, complete all information requested below.

Teacher Name:_____**School:**_____

Florida Professional Educator Certificate Validity Period:_____

SAE reimbursement is limited to the following categories. Check the one which applies to your situation and provide requested information:

- The school administration assigned me to teach a class for which I was not already certified.

  Original Area of Certification:_____
  Primary Teaching Assignment (if split between in and out of field):_____
  Out of Field Teaching Assignment:_____
  Subject Area Exam Taken to be considered Highly Qualified:_____

- I am a Reading or Primary Language Arts teacher of a English Language Learner/s and I opted to take the ESOL SAE and complete 120 ESOL Endorsement points/hours in lieu of taking 300 ESOL Endorsement points/hours

  Is this the first year you were assigned an ELL student?_____
  If not, how many years have you taught an ELL student?_____
  How many, if any, ESOL inservice hours have you already completed?_____

_____ _____

Teacher Signature **Date** **Principal Signature** **Date**

Applicant: return this form, the attached reimbursement form, a copy of your SAE score report, and SAE or add-on payment receipt to the Director of Administrative Services for approval.

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Director of Administrative Services Signature **Date**

Reimbursement requests will not be accepted after June 30, 2017.