

Subject Area Exam/Add-On Reimbursement Application

For
Out of Field Teachers Meeting Highly Qualified Requirements

2023-2024

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 \$37.50/\$75/\$112.50/\$150 (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.

Director of Administrative Services Signature

Date

Reimbursement requests will not be accepted after June 30, 2024.