



Calhoun County School District
School Year

Teaching Out of Field Form

Status Summary for: () August () January () May

_____ is teaching out of field as follows:

(subject # 1) _____ (subject # 2) _____

State law requires that teachers must earn at least six (6) semester hours each year toward becoming certified in any area in which they are out-of-field. The filing of these hours in the Superintendent's Office is the determining factor in the teacher's reemployment status for the next school year. Teachers who do not take the required six hours of coursework cannot be reemployed in an out-of-field position. In addition, State Law requires the reporting of out-of-field teachers in the school's annual report, to the School Board and to the parents.

THE TEACHER MUST COMPLETE THE SECTION BELOW.

I am teaching out-of-field in the following subject (s): _____ for _____ classes per day.
Total hours completed since July of this _____ Year toward certification in the area (s) I am teaching out-of-field: _____.
I have been informed and understand that I must take the required six hours to be reemployed in this same field next School Year.

CHECK ONE:

- Attached are my transcripts with 6 credit hours circled for teaching out-of-field for the _____ school year.
I have completed, since 7/01/_____, the necessary six (6) semester hours and will send the transcripts with a note attached.
I have not completed, since 7/01/_____, the necessary six (6) semester hours, but I am registered for the following class (Attach copy of registration)
I have not completed, since 7/01/_____, the necessary six (6) semester hours, and I am not currently registered for any classes. Please provide explanation: _____
I (have taken/will take) a _____ point ESOL workshop on ___/___/___ toward obtaining the ESOL endorsement. have attached documentation of (completion of/registration for) the inservice.
This is my first year teaching out-of-field, and I will not be teaching out-of-field next year. A memo from the Principal attesting to this must be attached. Therefore, I am excused from taking the out-of-field course credit hours.
I received this letter in error and I am in field. Please see the copy of my attached certificate.
I have completed all requirements and have applied for my certificate.
Comment: _____

I UNDERSTAND THAT I MUST SUBMIT A TRANSCRIPT SHOWING CREDIT FOR THESE HOURS PRIOR TO RETURNING TO WORK IN AUGUST. Please DO NOT have the university send the transcript directly to us. Have it mailed to your home and forward the transcript to us after circling the six (6) out-of-field hours and attaching a note stating that the transcript is for out-of-field coursework completed during School Year

Signature of Teacher _____ Social Security Number _____ Date _____
Signature of Principal _____ Date _____

PLEASE RETURN COMPLETED FORM TO BARBARA HATHAWAY, HUMAN RESOURCES)