



**ARIZONA DEPARTMENT OF EDUCATION
Transition to Teaching Program (TTT)
Highly Qualified Paraprofessional Scholarship Application**

Memo and Checklist for the School District

Memo and Checklist for the Qualified Paraprofessional

Terms & Conditions

Application Form & Signature Pages for Scholarship Recipient and IHE

Scholarship Award Form

Verification of Teaching Obligation for School District

**Arizona Department of Education
Transition to Teaching Grant Program (TTT)
Qualified Paraprofessional Scholarship Program**

Memo to TTT School Districts

The Transition to Teaching (TTT) program supports the recruitment and retention of **qualified paraprofessionals** to teach in high-need schools and districts through the development of new or enhanced alternative routes to certification. The TTT grant is administered through the Arizona Department of Education and is funded by the U.S. Department of Education through Transition to Teaching Grant Program, Title I of the Elementary and Secondary Education Act of 1965, as amended, Title II, Part C, Chapter B; 20 U.S.C. 6681-6684.

Since your district is included in the TTT grant, the paraprofessionals in your district are eligible to apply for scholarship assistance through the TTT grant. The applicant must be a “qualified paraprofessional” and agree to the Terms and Conditions provided in this Scholarship Kit.

You have been identified as a contract person for the TTT Scholarship Program for your school district.

Below are the steps that need to be taken to participate in the TTT Scholarship Program.

Checklist:

- _____ a. Identify *qualified* paraprofessionals who would be interested in the TTT Scholarship Program (see definition in Terms and Conditions)
- _____ b. Submit requests for additional scholarship kits from ADE's Transition to Teaching Director, Rosemary Gaona (see contact information below)
- _____ c. Review Terms & Conditions of TTT scholarship with applicant
- _____ d. Maintain contact with scholarship recipients and support their progress in their programs
- _____ e. Provide students with 'Letters of Intent to Hire' to finalize their scholarship packets
- _____ f. Report to the ADE's Transition to Teaching office on the progress of each student. Clarify any changes or modification to the scholarship program
- _____ g. Complete Verification of Teaching Obligation form upon request

For more information regarding the TTT Scholarship Program, please contact:

Rosemary J. Gaona, NBCT
Education Program Specialist
Transition to Teaching Director
Arizona Department of Education
1535 W. Jefferson Street #45
Phoenix, Az 85007
Office 602-364-3553
Fax 602-542-1141
Rosemary.gaona@azed.gov

Transition to Teaching Grant Program (TTT) Qualified Paraprofessional Scholarship Program

Memo to Qualified Paraprofessionals Seeking a Degree in Education

The Transition to Teaching (TTT) program supports the recruitment and retention of **qualified paraprofessionals** to teach in high-need schools and districts through the development of new or enhanced alternative routes to certification. The TTT grant is administered through the Arizona Department of Education is funded by the U.S. Department of Education through Transition to Teaching Grant Program, Title I of the Elementary and Secondary Education Act of 1965, as amended, Title II, Part C, Chapter B; 20 U.S.C. 6681-6684.

You have been identified as a potential scholarship recipient through this grant. Below are the steps you need to complete and the documents you will need to provide to the TTT Program Director in order to make a determination of your eligibility to receive this scholarship funding.

- _____ a. A letter of acceptance from the college/university indicating enrollment in an approved program;
- _____ b. A program outlining timeline to completion, required courses, internships, proposed date of your completion, the name of your program, contact person for the program, and the degrees or certificates to be received;
- _____ c. A letter of intent to hire from the supporting school district;
- _____ d. A signed and completed Terms & Conditions form (attached);
- _____ e. A transcript must be sent to the TTT Director at the end of each term to ensure you are on track to complete the program.

Your obligation in receiving a Transition to Teaching Grant Program Scholarship is as follows:

1. You must sign the Addendum to the Terms and Conditions annually.
2. You must teach in a high need school within six (6) months after you complete your program. You are obligated to teach in the high needs school for at least three years.
3. If you leave the program or your teaching position for any reason, except for those reasons outlined in the Terms & Conditions, you will be required to repay the funds.
4. When you complete the program, you must participate in an Exit Interview to be conducted by the TTT Director. This must be scheduled within five days after you complete your program.

For more information regarding the TTT Scholarship Program or the required documents, please contact:

Rosemary J. Gaona, NBCT
Education Program Specialist
Transition to Teaching Director
Arizona Department of Education
1535 W. Jefferson Street #45
Phoenix, AZ 85007
Office 602-364-3553
Fax 602-542-1141
Rosemary.gaona@azed.gov



ARIZONA DEPARTMENT OF EDUCATION TRANSITION TO TEACHING GRANT PROGRAM

SCHOLARSHIP TERMS AND CONDITIONS

FOR ADDITIONAL INFORMATION

Rosemary J. Gaona,
Transition to Teaching Director
602-364-3553
Rosemary.Gaona@azed.gov

A. Applicable Law

The terms of this agreement covering any scholarship assistance received with funds provided under the Transition to Teaching statute in NCLB (Public Law 107-110) regarding service commitment and repayment:

SEC. 2313 (i) PERIOD OF SERVICE- A program participant in a program under this chapter who receives training through the program shall serve a high-need school operated by a high-need local educational agency for at least 3 years.

SEC. 2313 (j) REPAYMENT- The Secretary shall establish such requirements as the Secretary determines to be appropriate to ensure that program participants who receive a stipend or other financial incentive under subsection (g)(2)(A), but fail to complete their service obligation under subsection (i), repay all or a portion of such stipend or other incentive."

B. Purpose of the Scholarship – the Recipient’s Service Obligation

The purpose of the scholarship is to provide financial assistance to qualified paraprofessionals who want to become teachers. In order to receive a scholarship under the Transition to Teaching grant program, the qualified individual must agree to become a teacher and then work in a high-need school district for at least three years after completing the teacher preparation program.

The definition of Qualified Paraprofessional from Section 2102(4) of the ESEA (for the Title II, part A program)- "a paraprofessional who has not less than 2 years of

- a) Experience in the classroom; and
- b) Postsecondary education or demonstrated competence in a field or academic subject for which there is a significant shortage of qualified teachers."

For purposes of the TTT grant program, competence will be measured by a passing score on the AEPA Basic Skills Exam, WorkKeys, ParaPro or Master Teacher.

C. Distribution Scholarship Assistance

Qualified paraprofessionals may be eligible for scholarship assistance up to \$5,000. The scholarship is paid directly to the institution of higher education where the recipient is enrolled to pay for expenses directly related to the person’s education such as tuition, student fees, books, lab fees, etc..

D. Recipient’s Retention of Scholarship Assistance for Meeting the Service Obligation

Within six (6) after you complete your program, the scholarship recipient must begin teaching in a high-need school in a high-need school district. A contract or a “Letter of Intent to Hire” from a high-need school in a high-need school district must be submitted to the TTT Director at the Arizona Department of Education.

The individual does not have to repay the scholarship if the 3-year service obligation is fulfilled. The Department will conduct follow-up with the scholarship recipient and the school district at six month intervals to ensure that the individual is teaching in a high-need district and meeting the service obligation.

E. Definition of High-Need School District and High-Need School

For purposes of this agreement, a “high-need school district” is a school district that meets one of the following definitions:

1. A school district that meets the poverty threshold of at least 20% or more of the enrolled students are eligible for free and reduced lunch subsidies.
2. A school district where at least the percentage of teachers on waivers of State certification as the national average of all LEAs. (percentage from Department’s HEA report to the Secretary).

F. Deferment of Service Obligation

The Department may defer the scholarship recipient’s responsibility to teach in a high- need school of a high-need school district if the recipient provides satisfactory information to confirm that he or she:

1. Suffers from a serious physical or mental disability that temporarily prevents or impairs the scholarship recipient from working as a teacher;
2. Is a member of the Armed Forces of the United States on active duty;
3. Is conscientiously seeking but is unable to secure employment (for reasons that may include the failure to pass a required teacher certification or licensure examination) as a teacher in a high-need school of a high-need school district; or
4. Is affected by other extraordinary circumstances that prevent the scholarship recipient from securing such employment.

The recipient must apply to the TTT Director for a deferment of the service obligation. The recipient must do so within six (6) months of his or her graduation (or withdrawal) from the teacher training program or, if the recipient has already begun teaching in a high-need school of a high-need school district, within six (6) months of the date he or she no longer teaches in this school. Unless the Department determines otherwise, the recipient must apply to the Department to renew a deferment on a yearly basis. Deferments for military service may not exceed three years. During the period of any deferment, the recipient agrees to provide the Department with current information (including updating information) on the recipient’s home address and phone number, and work address and phone number.

The obligation to repay the scholarship, as set forth below in “Repayment for Failure to Meet Service Obligation,” is not deferred until the Department determines that a deferment is appropriate.

G. Repayment for Failure to Meet Service Obligation

The recipient agrees to repay to the Department the full amount of the scholarship (with costs of collection, if any, as described below) if he or she does not:

1. Meet the service obligation or reporting requirements identified above in “Recipient’s Retention of Scholarship Assistance for Meeting the Service Obligation;” or
2. Receive a deferment of this obligation as explained above in “Deferment of Service Obligation.”

If the scholarship recipient does not teach in a high-need school of a high-need school district within six (6) months of his or her graduation from the teacher preparation program, the recipient

becomes obligated to repay the scholarship six (6) months after the date of completion of the teacher training program.

If the scholarship recipient withdraws from the teacher preparation program prior to graduating, the recipient becomes obligated to repay the scholarship six (6) months after his or her withdrawal from the program.

If upon graduation from the institution's teacher preparation program the scholarship recipient teaches in a high-need school of a high-need school district for a period that is less than the period of his or her service obligation, the recipient becomes responsible for repayment of the percentage of the scholarship equal to the percentage of the period for which the service obligation was not fulfilled.

EXAMPLE:

An individual receives a scholarship in the total amount of \$5,000 to attend a teacher preparation program for two academic years. The individual graduates from the program, and works in a high-need school of a high-need school district for one full school year. The individual then moves, and takes a teaching position in a school and school district that are not high-need.

The individual has fulfilled one-half of his or her service obligation and so must repay one-half of the scholarship and any costs of collection. This indebtedness attaches to the recipient six months after the individual is no longer employed as a teacher in the high-need school of a high-need school district.

Until the scholarship recipient either satisfies the service obligation or repays the scholarship and costs of collection, if any, the recipient agrees to provide the Department a current home address and telephone number, and a current work address and telephone number, as well as other needed identifying information. In addition, the recipient understands that the Department, the institution, and the high-need LEA are or will be using the recipient's Social Security number so that the Department can, if necessary, secure payment of these amounts from the recipient if he or she fails to meet the service obligation.

H. Collection of Defaulted Repayment Obligation

The Department may take any action authorized by law to collect the amount of scholarship and collection costs, if any, on which a scholarship recipient obligated to repay under this section has defaulted. Actions available to the Department include, but are not limited to, filing a lawsuit against the recipient, reporting the default to national credit bureaus, and requesting the Internal Revenue Service to offset the recipient's Federal income tax refund.

I. Discharge of a Required Repayment

The Department discharges an obligation to repay the scholarship and interest of a scholarship recipient who has died or who demonstrates to the Department's satisfaction that, because of permanent physical or mental disability, he or she is not employable as a teacher.

Upon receipt of acceptable documentation and approval of the discharge request, the Department returns to the scholarship recipient, or for a discharge based on death, the recipient's estate, those payments received after the date the eligibility requirements for discharge were met and prior to

the date the discharge was approved. The Department also returns any payments received after the date the discharge was approved.

I. Exit Conference

Before the recipient graduates, withdraws from the institution, or withdraws from the teacher preparation program, the institution will provide the recipient an opportunity to review fully the terms and conditions of this scholarship.

**Transition to Teaching Grant Program (TTT)
Qualified Paraprofessional Scholarship Program**

**APPLICATION FORM
(To be completed by Scholarship Applicant)**

Please complete and sign the Application Form, obtaining the signature from Northern Arizona University representative, and then return to Rosemary Gaona, Transition to Teaching Director, Arizona Department of Education, 1535 W. Jefferson #45, Phoenix, AZ 85007; Office 602-364-3553, Fax 602-542-1141, rosemary.gaona@azed.gov.

SCHOLARSHIP APPLICANT *(please print)*

Name: _____
Last *First* *Middle*

Street: _____

City: _____ State: _____ ZIP: _____

Phone: (____) _____ Mobile: (____) _____

Date of Birth: ____/____/____ Social Security Number: _____
Month Day Year

E-mail Address: _____

INSTITUTION OF HIGHER EDUCATION SECTION

Part A

Name of Institution: _____

Street: _____

City: _____ State: _____ ZIP: _____

Phone No: (____) _____ Mobile: (____) _____

Institution's DUNS Number: _____

Contact Name: _____
Last First Middle

Phone No.: (____) _____

E-mail Address: _____

My signature certifies that I have read, understand, and agree to the terms and conditions of this scholarship agreement.

Scholarship Recipient Name:

Scholarship Recipient's Signature

Date

Northern Arizona University Representative Name:

Authorized Institutional Official Signature

Title

Date

APPLICATION ACCEPTED:

Transition to Teaching Program Director Name:

Rosemary J. Gaona, NBCT

Transition to Teaching Program Director's Signature

Date

Transition to Teaching Grant Program (TTT) Qualified Paraprofessional Scholarship Program

Scholarship Award Form

(To be completed by TTT Director)

Attach to Application Form

Name: _____
Last
First
Middle

Street: _____

City: _____ State: _____ ZIP: _____

Phone: (_____) _____ Mobile: (_____) _____

Scholarship Amount	
Scholarship Year	
IHE Name	
High-Need School District Name	
School Name	

<i>Date(s) of Deposit</i>		
Date	IHE Name	Amount
TOTAL AMOUNT PAID		

**Transition to Teaching Grant Program (TTT)
Qualified Paraprofessional Scholarship Program**

**Verification of Teaching Obligation
(To be completed by School or School District)**

The individual identified on page two below is a new teacher employed by your school district. He or she received a scholarship provided under the Arizona Department of Education's Transition to Teaching Grant Program to attend a teacher preparation program. As a condition of that scholarship, within six months of completing the program the individual must begin teaching in a high-need school. The individual must continue teaching in a high-need school for three years. The Department needs the information verified in this document so that it can confirm that the individual has fulfilled this service obligation.

For Parts I and II, we ask that you furnish this information by October 1, for individuals who begin teaching at the beginning of the school year, and within seven days of receipt for individuals who begin teaching at other times. The Department needs to obtain the information only once during the school year.

For Section III, we ask that you furnish the information on the teacher's regular school-year employment in your school district (Parts A1 and A2 and Part B) within seven days of the end of the school year. If the individual teaches during the summer (or intercession period if the school district operates a year-round program) in a high-need school, we ask that you furnish the information in Part A3 within seven days of the end of the summer session. Please also include any changes in the name, address, telephone number, fax number, or e-mail address of the school district's reporting official that was previously provided in Section I.

Please mail or fax this completed form to:

Rosemary Gaona
Transition to Teaching Director
Arizona Department of Education
1535 W. Jefferson #45
Phoenix, AZ 85007
Fax 602-542-1141

If you prefer to receive this information electronically, please contact the Transition to Teaching Program Office by e-mail at rosemary.gaona@azed.gov or by phone at 602-364-3553. You will be sent an electronic copy of this document.

Thank you for your assistance.

I. Scholarship Recipient/Teacher Information

Name: _____
Last First Middle

Street: _____

City: _____ State: _____ Zip: _____

Phone No: (_____) _____ Mobile: (____) _____

Date of Birth: ____/____/____ Social Security Number: _____
Month Day Year

E-mail Address: _____

II. School District/School Information

School District: _____

Street: _____

City: _____ State: _____ ZIP: _____

District Official Providing This Information:

Name _____

Title: _____

Phone No.: (_____) _____ Fax: (_____) _____

E-Mail: _____

Employment Verification Statement

_____ has been employed by the school district as a
Name of Paraprofessional

[] *full-time* or [] *part-time* paraprofessional at _____
School Name

Dates ____/____/____ to ____/____/____ . The current school term ends ____/____/____.

Comments (attach additional pages if needed): _____

I certify that the information contained in this document is correct. *(Please provide original signature, do not use rubber stamp.)*

School District Official Name Title

Official Signature Date