

Pipeline for Paraeducators 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 demonstrate that the applicant understands the requirements of, and has a plan for, fulfilling the teaching obligation associated with the conditional loan scholarship, and
- affirm that the applicant has one year of successful student interaction and leadership as a classified instructional employee or completion of two years of a recruiting Washington teachers program, established under RCW 28A.415.370.

As part of this letter, you will need to describe your education plan, including the endorsement area you plan to pursue, as well as how and where you plan to complete your teaching certification. The Parapipeline Review Committee evaluates the quality of the information provided as one criterion in awarding scholarships. Applicants should demonstrate a clear plan to complete their Associate of Arts degree, their teaching certification, and their teaching obligation within the time allowed for each.

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">▪ Application▪ Administrator Letter of Support▪ Documentation of one year of successful student interaction and leadership or completion of two years of a Washington Teachers program.▪ Current FAFSA or WASFA (or must submit within 10 days of submitting application) <p>NOTE: If selected you will need to complete and submit a signed Promissory Note</p>	<p>If you have questions please contact the Washington Student Achievement Council at 1-888-535-0747 Option 6 or via email at teachers@wsac.wa.gov</p>

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)
- 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 Parapipeline Scholarship is a conditional loan with a teaching service obligation. In order to avoid repayment, recipients of the Parapipeline Scholarship must complete their Associate of Arts within four years of their program start date, complete their teaching certification, and then teach for at least two years. For this reason, it is important for the paraeducator to make their intentions known to their administration and integrate this pursuit into their professional development plan.

**Pipeline for Paraeducators Conditional Scholarship Program
Administrator Approval Letter**

Dear Administrator,

This letter informs you that **Applicant Name** is applying for financial support through the Pipeline for Paraeducators Conditional Scholarship Program (Parapipeline) to help cover the educational expenses associated with obtaining an Associate of Arts degree. Parapipeline funds are designated for paraeducators seeking an Associate of Arts degree in order to enroll in an Alternative Route 1 program. Applicant is pursuing an Associate of Arts degree in order to pursue a teaching certificate with shortage area endorsements through an Alternative Route 1 program, described below.

Applicant's description educational and professional plan, including intended teaching endorsements and how full teaching certification will be obtained:

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.
 - ✓ **The applicant has a minimum of one year experience successfully interacting with and demonstrating leadership for students while employed as a classified instructional employee or completion of two years of a recruiting Washington teachers program.**

Administrator (Printed Name)	Signature	Date
Administrator Title		
Participant (Printed Name)	Signature	Date

Optional – notes from administrator: