

T.E.A.C.H. Checklist

- Read your entire contract
- Return your contract signed by yourself and your director to our office by mail, fax or e-mail.
 - A signed contract must be returned to T.E.A.C.H. for any payments to be approved
 - Contracts not returned within 30 days will be terminated

As a T.E.A.C.H. Nevada scholarship recipient, you are responsible for the following things each semester.

1. Register

a. Associate Degree students-

Register for any classes that are required for your early childhood degree including general education classes and electives. You are allotted up to 15 credits total per contract year so plan each semester accordingly. Additional classes may be approved, but you must first contact the T.E.A.C.H. project counselor.

b. Bachelor Degree students-

Register for any classes that are required for your degree. You are allotted up to 15 credits per contract year **maximum**. If you want to take additional credits, they will need to be paid out of pocket. If you register for additional courses, please contact the T.E.A.C.H. Nevada project counselor for further information.

Please Note: It is now a requirement that all Bachelor Degree recipients meet with an advisor each semester. Please send in a copy of your advisement form signed by you and your advisor with your registration.

2. **Send** your schedule to T.E.A.C.H. Nevada by fax, mail or e-mail the day you register so authorization can be sent to the college to pay for your tuition.
 - a. T.E.A.C.H. Nevada will pay the tuition for authorized courses up front. There is no need for you to pay tuition payments out of pocket. If you think there is still a problem with your account after sending your classes for approval, please contact the T.E.A.C.H. project counselor.

***** It is **not** the responsibility of T.E.A.C.H., your college or your director to register you for classes or to send your schedule. *****
3. **Purchase** your required textbooks. Submit Form B and itemized copies of your receipts to the T.E.A.C.H. office.
 - a. **Please note:** Book reimbursements cannot be issued until a tuition invoice has been received by the project counselor from the colleges. It may be the middle of the semester before you receive a book reimbursement check.
4. **Send** your grades at the end of each semester. T.E.A.C.H. cannot authorize new classes if you have not turned in grades from previous semesters.

Release Time

- Discuss and develop a release time plan with your director.
- Submit Form C to claim release time at the end of the semester. Release time is a part of most contracts and must be given to teachers working 30+ hours per week. The **minimum** amount of release time that must be given is 16 hours per semester, regardless of credits being taken.

All contracts are subject to termination after two semesters with no activity.