# GRANT APPLICATION FOR SCHOOL DIVISIONS TO APPLY FOR TUITION SCHOLARSHIPS FOR LICENSED

# HIGH SCHOOL TEACHERS TO BE

# CONSIDERED FACULTY TO TEACH

# DUAL ENROLLMENT COURSES

**fiscal year 2020**

***Department of Teacher Education and Licensure***

***Virginia Department of Education***

***P. O. Box 2120***

***Richmond, Virginia 23218-2120***

**VIRGINIA DEPARTMENT OF EDUCATION**

COMPETITIVE GRANT APPLICATION

**Issue Date: November 1, 2019**

**Title: Grant Application for School Divisions to Apply for Tuition Scholarships for Licensed High School Teachers to be Considered Faculty to Teach Dual Enrollment Courses**

**Issuing Agency: Commonwealth of Virginia**

**Virginia Department of Education**

**Attention: Patty S. Pitts**

**101 North 14th Street, 24th Floor**

**Richmond, Virginia 23219**

**Mailing Address:**

**Virginia Department of Education**

**Attention: Patty S. Pitts**

**P. O. Box 2120**

**Richmond, Virginia 23218-2120**

**Issued to: Virginia School Divisions**

**Funding Authority: Virginia General Assembly**

**Grant Period: July 1, 2019 – June 30, 2020**

**Application Submission Deadline: 4 p.m. (EST), November 25, 2019**

Interested applicants are requested to submit a grant application no later than 4 p.m. (EST) on November 25, 2019.

Please direct all inquiries, questions, and requests for information to: Mrs. Patty S. Pitts, Assistant Superintendent for Teacher Education and Licensure, Virginia Department of Education, either by email to [Patty.Pitts@doe.virginia.gov](mailto:Patty.Pitts@doe.virginia.gov) or phone (804) 371-2522.

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| APPLICATION PROCEDURES |

In order to be considered for selection, school divisions must submit a complete application. The completed and signed **Proposal Cover Page** must be submitted. Additionally, for each teacher scholarship requested, the **Teacher Information Form** must be completed. You may duplicate the form.

The application materials (one original and two copies) must be mailed, hand delivered, or commercially delivered to the appropriate address below. In addition, one copy of the proposal must be submitted via e-mail to [Patty.Pitts@doe.virginia.gov](mailto:Patty.Pitts@doe.virginia.gov). Please note: The application must be received by the Division of Teacher Education and Licensure, Virginia Department of Education, **no later than 4 p.m., Eastern Daylight Time (EDT), on November 25, 2019**. Proposals that are received after the deadline will not be accepted unless the deadline is modified by the Department of Education.

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| **Physical Address:**  Patty S. Pitts, Assistant Superintendent  Teacher Education and Licensure  Virginia Department of Education  24th Floor, James Monroe Building  101 North 14th Street  Richmond, Virginia 23219 | **Mailing Address**:  Patty S. Pitts, Assistant Superintendent  Teacher Education and Licensure  Virginia Department of Education  P. O. Box 2120  Richmond, Virginia 23218-2120 |

## The cover page and forms for each teacher must be submitted with the application.

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| GENERAL ASSEMBLY APPROPRIATION |

The Virginia General Assembly appropriated$250,000 the second year from the general fund (Fiscal Year 2020) to provide tuition scholarships to be specifically allocated solely for licensed public high school teachers pursuing additional credentialing requirements necessary to be considered faculty who are qualified to teach dual enrollment courses in high schools in their local school division. Below is the Appropriation language outlining the requirements for the grants.

**Item 135 Item G.4.**

Out of this appropriation, $250,000 the second year from the general fund is provided for tuition scholarships to be specifically allocated solely for licensed public high school

teachers pursuing additional credentialing requirements necessary to be considered

faculty who are qualified to teach dual enrollment courses in high schools in their local

school division. The Department of Education shall make payments on behalf of the scholarship recipients directly to the Virginia institution of higher education where the scholarship recipient is enrolled full-time or part-time in an approved undergraduate or

graduate teacher education program applicable to dual enrollment course curriculum

available for public high school students. The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is $7,500. Eligibility for access to these dual enrollment tuition scholarship awards shall be determined through an

application process whereby school divisions shall apply to the Department of Education. In the application process, the applying school division shall include: i) an explanation of why such dual enrollment tuition scholarship is warranted, ii) the dual enrollment course or courses that shall be offered by the scholarship recipient’s high school and taught by the recipient upon the recipient’s successful completion of required coursework for appropriate credentialing to teach such dual enrollment courses, and iii) the projected student enrollment in the recipient taught public high school dual enrollment courses. The Department of Education shall compile and report the application information for each applying school division, and shall also report the number of recipients and amount of tuition awarded to each school division, the institution of higher education receiving tuition, the credentialing area pursued by recipients, and dual enrollment courses offered after the recipient’s successful completion of the pursued credentialing. The Department shall submit the report by June 30, 2020, and annually thereafter, to the House Committees on Education and Appropriations and the Senate Committees on Finance and Education and Health.

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| 2019-2020 GRANT REQUIREMENTS |

The criteria set forth in Item 135 Item G.4. of the 2019 Appropriation Act must be met.

Funds will be provided for tuition scholarships to be specifically allocated solely for licensed public high school teachers pursuing additional credentialing requirements necessary to be considered faculty who are qualified to teach dual enrollment courses in high schools in their local school division.

The Department of Education shall make payments on behalf of the scholarship recipients directly to the regionally accredited Virginia institution of higher education where the scholarship recipient is enrolled full-time or part-time in an approved undergraduate or graduate teacher education program applicable to dual enrollment course curriculum available for public high school students.

The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is $7,500.

Eligibility for access to these dual enrollment tuition scholarship awards shall be determined through an application process whereby school divisions shall apply to the Department of Education. Awards will be for fall 2019 and spring 2020 coursework.

In the application process, the applying school division shall include:

1. an explanation of why such dual enrollment tuition scholarship is warranted,
2. the dual enrollment course or courses that shall be offered by the scholarship recipient’s high school and taught by the recipient upon the recipient’s successful completion of required coursework for appropriate credentialing to teach such dual enrollment courses, and
3. the projected student enrollment in the recipient taught public high school dual enrollment courses.

Priority: If requests exceed the appropriation, the Department of Education will consider the geographic distribution of grant recipients.

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| REPORTING REQUIREMENTSBY THE DEPARTMENT OF EDUCATION |

The Department of Education shall compile and report the application information for each applying school division and also shall report the number of recipients and amount of tuition awarded to each school division, the institution of higher education receiving tuition, the credentialing area pursued by recipients, and dual enrollment courses offered after the recipient’s successful completion of the pursued credentialing. The Department shall submit the report by June 30, 2020, and annually thereafter, to the House Committees on Education and Appropriations and the Senate Committees on Finance and Education and Health. School divisions receiving a grant will be required to submit a final report to the Department of Education in a format provided.

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| METHOD OF PAYMENT |

The school division will be responsible to submit to the Virginia Department of Education the invoice from the Virginia institution of higher education for the courses in which the teacher is enrolled. The invoice must include the following information:

* Virginia Institution of Higher Education;
* Name of Individual and Office, including address, to Whom Payment is to be Remitted;
* Invoice Number;
* Teacher’s Full Name;
* License Number;
* Teacher’s Student Identification Number at the Institution of Higher Education
* Name of Course (including prefix); and
* Amount of Tuition for Course (course tuition only; no fees permitted).

The Department of Education shall make payments on behalf of the scholarship recipients directly to the Virginia institution of higher education where the scholarship recipient is enrolled full-time or part-time in an approved undergraduate or graduate teacher education program applicable to dual enrollment course curriculum available for public high school students.

The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is $7,500.

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| APPLICATION |

**PROPOSAL COVER PAGE**

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| **Applying School Division:** | | | |  | | | | | |
| **Address:**  **Name of Division Superintendent:** | | | |  | | | | | |
| **Name of Grant Contact:** | | | |  | | | | | |
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| **Title:** | | | |  | | | | | |
|  | |  | |  | | | | | |
| **Address:** | | | |  | | | | | |
|  | |  | |  | | | | | |
| **Telephone:** | | | |  | | | **Fax:** |  | |
|  | | | | | | | | | |
| **Email:** | | | |  | | | | |  |
|  | | | | | | | | | |
| **Number Tuition Scholarships Requested for High School Teachers:**  **Total State Funding Amount Requested $** | | | | | | | | | |
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| **Certification by the Division Superintendent:** | | | | | | | | |
| I certify to the best of my knowledge that the information in this proposal is correct; the filing of this proposal is duly authorized by the school board/division; and the division will adhere to the requirements of the grant. The school division will submit to the Department of Education an invoice from the Virginia institution of higher education for the tuition cost for the course with the detailed information as specified. I certify that the high school teachers whose names are submitted are enrolled full-time or part-time in an approved undergraduate or graduate teacher education program applicable to dual enrollment course curriculum available for public high school students. I agree to provide the outlined information required for the Department of Education’s annual report to the General Assembly. | | | | | | | | |
| Typed or Printed Name of Division Superintendent | | | |  | Title | | | |
|  | | | |  |  | | | |
| Signature of Division Superintendent | | | |  | Date | | | |

**TEACHER INFORMATION**

This form is to be completed for **each** high school licensed teacher applying for tuition scholarships to be considered faculty to teach dual enrollment courses.

**Please complete for each high school teacher. If you need additional space, please duplicate the page.**

**Full Name (First, Middle, Last):**

**First Middle Last**

**License Number:**       **[Please include prefix and number of current Virginia teaching license.]**

**Street Address:**

**City, State, Zip:**

**Phone Number:**

**Email Address:**

**Name of High School Where Teacher is Employed:**

**Eligible teachers must be enrolled full-time or part-time in an approved undergraduate or graduate teacher education program applicable to dual enrollment course curriculum available for public high school students. Please respond to the following:**

**Name of Virginia institution of higher education where the teacher is enrolled in a teacher education program:**

**Enrollment (check one):**  **Full-Time**  **Part-Time**

**Level of program (check one):**  **Undergraduate**  **Graduate**

**Name of approved teacher preparation (endorsement) program enrolled**:

**Name of Course Requesting Tuition Scholarship (included course prefix, such as CHEM-502):**      -     

**Name of Virginia Institution Offering Course:**

**Teacher’s Student Identification Number at the Institution of Higher Education**:

**Tuition Cost of Course (no fees): $**

**Credentialing Area Pursued by Teacher:**

**Projected Student Enrollment in the Recipient Taught Public High School Dual Enrollment Course:**

**Explanation of why such dual enrollment tuition scholarship is warranted:**

**Please complete for each high school teacher. If you need additional space, please duplicate the page.**

**Full Name (First, Middle, Last):**

**First Middle Last**

**License Number:**       **[Please include prefix and number of current Virginia teaching license.]**

**Street Address:**

**City, State, Zip:**

**Phone Number:**

**Email Address:**

**Name of High School Where Teacher is Employed:**

**Eligible teachers must be enrolled full-time or part-time in an approved undergraduate or graduate teacher education program applicable to dual enrollment course curriculum available for public high school students. Please respond to the following:**

**Name of Virginia institution of higher education where the teacher is enrolled in a teacher education program:**

**Enrollment (check one):**  **Full-Time**  **Part-Time**

**Level of program (check one):**  **Undergraduate**  **Graduate**

**Name of approved teacher preparation (endorsement) program enrolled**:

**Name of Course Requesting Tuition Scholarship (included course prefix, such as CHEM-502):**      -     

**Name of Virginia Institution Offering Course:**

**Teacher’s Student Identification Number at the Institution of Higher Education**:

**Tuition Cost of Course (no fees): $**

**Credentialing Area Pursued by Teacher:**

**Projected Student Enrollment in the Recipient Taught Public High School Dual Enrollment Course:**

**Explanation of why such dual enrollment tuition scholarship is warranted:**

**Please complete for each high school teacher. If you need additional space, please duplicate the page.**

**Full Name (First, Middle, Last):**

**First Middle Last**

**License Number:**       **[Please include prefix and number of current Virginia teaching license.]**

**Street Address:**

**City, State, Zip:**

**Phone Number:**

**Email Address:**

**Name of High School Where Teacher is Employed:**

**Eligible teachers must be enrolled full-time or part-time in an approved undergraduate or graduate teacher education program applicable to dual enrollment course curriculum available for public high school students. Please respond to the following:**

**Name of Virginia institution of higher education where the teacher is enrolled in a teacher education program:**

**Enrollment (check one):**  **Full-Time**  **Part-Time**

**Level of program (check one):**  **Undergraduate**  **Graduate**

**Name of approved teacher preparation (endorsement) program enrolled**:

**Name of Course Requesting Tuition Scholarship (included course prefix, such as CHEM-502):**      -     

**Name of Virginia Institution Offering Course:**

**Teacher’s Student Identification Number at the Institution of Higher Education**:

**Tuition Cost of Course (no fees): $**

**Credentialing Area Pursued by Teacher:**

**Projected Student Enrollment in the Recipient Taught Public High School Dual Enrollment Course:**

**Explanation of why such dual enrollment tuition scholarship is warranted:**