

## FORM H COVER SHEET

### Directions for Completing Form H

Form H should only be completed by those Fellows who are **currently employed in a low-performing school (API of 5 or less)**. Fellows who meet this criterion should complete the top (address) portion of the form. Please fill in this information completely. If you have changed any part of your contact information, please check the box to alert our staff to update your records.

Once you have completed the top portion, please give the form to the Director of Human Resources for your school district to complete. **IMPORTANT:** The form instructs the Human Resource personnel to fill in the date you were initially hired at your current school. For example, if you were hired initially in the 2006-07 school year and are continuing employment in this same school for the 2008-09 school year, the initial hire date would be in the fall of 2006. Only if you have changed schools for the current school year (or the 2009-10 school year is your first year of teaching service) would you have a fall 2008 hire date.

After completing Form H, the Human Resources Director should place it in a sealed district envelope that she or he has signed across the back of the sealed envelope. The form should be mailed to the following address:

**Governor's Teaching Fellowship Program  
P.O. Box 1590  
Long Beach, CA 90802-1590**

The envelope must be postmarked no later than 5:00 p.m. on November 11, 2011.

Note: Schools may change their API rankings from year to year. The API ranking for your school must be 5 or less **at the time you were hired** in order for your employment there to be counted toward satisfying your four year GTF teaching obligation. If, in a subsequent year, your school's API score rises above 5, that school will still count as a qualifying school. However, **if you have been employed in a school that has had and continues to have an API ranking of greater than 5 since your time of hire, you should not complete Form H. Instead, complete the Status Update Form.**

**Verification of Employment**

**Governor's Teaching Fellowship Program**

In order to comply with the terms set forth by the Governor's Teaching Fellowship Program, verification of employment in a "low-performing" school in California is required. A "low-performing" school is defined as a school with an Academic Performance Index (API) ranking of 5 or less, such ranking having been established pursuant to California Education Code Section 52056(a). Upon acceptance of employment, the fellowship awardees and the employing agency must complete their respective section of this form. **The deadline is November 11, 2011 by 5:00 P.M.**

**This Section to Be Completed by Fellow:**

**Award Year**                      20    00-2001  
(check one)                      X 2    001-2002

This is to certify that \_\_\_\_\_  
La    st Name    First    Middle

Social Security No. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Who resides at: \_\_\_\_\_  
Address    City    State    Zip

Check here if contact information has changed

**This Section to Be Completed by the District Director of Human Resources:**

Has been officially employed in the position of \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

**Full-time position                      Part-time position**

Date of Initial Hire at Employee's Current School: \_\_\_\_\_ (mm/dd/yyyy)

Ending Contract Date for Employee (current school year): \_\_\_\_\_

In the County of \_\_\_\_\_

With the \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name of School District    District Phone Number

at \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name of School    School Phone Number

\_\_\_\_\_ School Address    City    State    Zip

School CDS Code #: \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_

Most current API ranking (1-10) as determined by the California Department of Education: \_\_\_\_\_

**Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(District Director of Human Resources)

**Signature:** \_\_\_\_\_  
(District Director of Human Resources)

***This form must be submitted by District Director of Human Resources in a sealed district envelope. Please sign across back of sealed envelope. Deadline is November 11, 2011 by 5:00 P.M.***

**Return to:** Governor's Teaching Fellowship Program  
P.O. Box 1590  
Long Beach, CA 90802-1590

<p><b><u>For Office Use Only</u></b> Date of Verification: _____ Adm inistrator: _____</p>
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