Oklahoma City Public Schools Foundation Teacher Pipeline Program Application
and
Memorandum of Understanding

PROGRAM ELIGIBILITY

Must be an Oklahoma City Public Schools (OKCPS) employee for a minimum of one year and be classified as a paraprofessional or an equivalent position.
Must commit to teaching in OKCPS for a minimum of three years after certification.

APPLICATION DEADLINES

Spring: September 15   Fall: May 15   Summer: February 15

OFFICE USE ONLY

PIL ☐   PR ☐   IV ☐   EV ☐   MOU ☐   Approved ☐

Application for
☐ Bilingual Teacher Pipeline Program
☐ Diversity Teacher Pipeline Program

A PERSONAL INFORMATION

Name _____   SSN _____-____-_____
           LAST   FIRST   M.I.

Address _____
         STREET   CITY, STATE, ZIP

Phone _____
       PRIMARY: HOME ☐   CELL ☐   ALTERNATE: HOME ☐   CELL ☐

Email _____

Best time(s) to contact _____   Contact via text? Y ☐   N ☐

Have you been a resident of Oklahoma for at least one year? Y ☐   N ☐

Ethnic origin   ☐ Hispanic/Latino   ☐ Black/African American
(SELECT ALL THAT APPLY) ☐ Asian/Pacific Islander ☐ Native American/American Indian
                      ☐ White   ☐ Other _____

Are you bilingual? Y ☐   N ☐
If yes, what languages other than English do you speak? _____
_____

B EMPLOYMENT

School _____   Position/title _____

Address _____
         STREET   CITY, STATE, ZIP

Phone _____   Principal's name _____

Type of certification received for becoming a paraprofessional
_____

How long have you been employed with Oklahoma City Public Schools? ___ YRS ___ MO

C EDUCATIONAL BACKGROUND

Where was your education obtained?   ☐ U.S.-based
☐ International-based
☐ Combination of both

Type of education obtained
☐ High school diploma or GED
☐ HS/GED plus _____ college hours completed:
Major/area of study _____
☐ HS/GED plus _____ industry certifications/credentials:
List credentials _____
☐ Associate's degree: Major/area of study _____
☐ Bachelor's degree: Major/area of study _____
☐ Master's or higher: Major/area of study _____

List names of schools attended and dates of attendance

_____

_____

_____

_____

D PROFESSIONAL GOALS AND COMMITMENT

School preference for obtaining your Associate's degree/general education credits
☐ Oklahoma City Community College   ☐ Rose State College
☐ Oklahoma State University–OKC   ☐ No preference

In what area do you wish to pursue teacher certification?
☐ Early childhood   ☐ Secondary (SPECIFY CONTENT AREA) _____
☐ Elementary   ☐ Unsure

I agree and commit to serve as a certified teacher in Oklahoma City Public Schools for at least three years after the completion of this program.
☐ Y   ☐ N   (IF NO, PLEASE EXPLAIN) _____

_____

_____

Preferred grade and subject to teach _____

_____

_____

I agree to participate in evaluation activities as part of my involvement with this program.

☐ Y   ☐ N   (IF NO, PLEASE EXPLAIN) _____

_____

_____

I understand that as part of the program requirements, I must attend an Orientation Meeting prior to starting college classes.

☐ Y   ☐ N   (IF NO, PLEASE EXPLAIN) _____

_____

_____

I understand that if my academic history shows a grade-point average (GPA) less than what is required for admission to the Teacher's Education Program (2.75 or greater), I will be required to take an assessment test at the community college level, and an interview may be necessary to discuss and implement student success strategies. Furthermore, I would be conditionally admitted and allowed to only take one course during my first term in the program. After one semester, my acceptance will be reevaluated.

☐ Y   ☐ N   (IF NO, PLEASE EXPLAIN) _____

_____

_____

ADDITIONAL REQUIRED DOCUMENTS

LETTER OF PERSONAL INTEREST: Please write a letter of application to accompany this form. Include a statement of your professional goals, philosophy and commitment to the education of limited English proficient and BIPOC students. Explain your reasons for pursuing this type of training and explain what you expect to learn and how you might apply your training in the classroom.

PRINCIPAL RECOMMENDATION: Please have your principal complete the Teacher Pipeline Programs Principal Recommendation Form by sending them this link.

I hereby apply for the Teacher Pipeline Programs beginning
    ☐ Fall   ☐ Spring   ☐ Summer   of 20_____

ATTESTATION

I, _____ (PRINT NAME), hereby certify, to the best of my knowledge, that the information provided on this form is true, accurate and complete. I further acknowledge that eligibility for this program is based upon meeting specific conditions related to my employment and past education status. I agree and understand any willful misstatement of facts may cause forfeiture of my participation in the Teacher Pipeline Project. I understand this information is subject to verification and agree to provide such documentation as required.

I, _____ (PRINT NAME), understand that the Teacher Pipeline Program will cover 100% of the expenses for the following, after Free Application for Federal Student Aid, scholarships and other financial aid has been exhausted. Eligible participants must apply for FAFSA annually, prior to the start of the Fall semester. Tutoring support may be coordinated with the education partner. No other expenses will be covered.
    √ Fees (application, admissions)
    √ Tuition
    √ Text Books and/or required course materials
    √ Certification test fees

I, _____ (PRINT NAME), hereby grant and authorize The Oklahoma City Public Schools Foundation the right to take, edit, alter, copy, publish, distribute and make use of any and all pictures or video taken of me to be used in and/or for legally promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, social media and website posts without payment or any other consideration. This authorization extends to all languages, media, formats and markets now known or hereafter devised. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing. I understand and agree that these materials shall become the property of OKCPS Foundation and will not be returned. I hereby hold harmless, and release OKCPS Foundation from all liability, petitions and causes of action which I or any other persons may make while acting on my behalf.

_____   _____
SIGNATURE   DATE

In order to verify the eligibility of our applicants, the following types of documentation may be required prior to acceptance. This checklist should serve as a guide to aid in locating the documentation you may be asked to provide. The list is not all-inclusive and may vary based on applicant status. DREAMERS are welcome, so please let us know if you are not able to provide this information or a Social Security Number.

Identification Verification
- ☐ State ID
- ☐ Driver's License
- ☐ Birth Certificate

Education Verification
- ☐ High School Diploma
- ☐ GED
- ☐ Official College Transcript

Other Documentation
- ☐ Signed Memorandum of Understanding (attached)
- ☐ Signed Photo and Video Release Form
- ☐ Personal letter of interest
- ☐ Teacher Pipeline Programs Principal Recommendation Form

APPLICATION APPROVED

_____   _____
MARY MÉLON-TULLY,   DATE
THE OKLAHOMA CITY PUBLIC SCHOOLS FOUNDATION

RETURN COMPLETED APPLICATION TO
Dawn Darbon
Teacher Pipeline Coordinator
The Oklahoma City Public Schools Foundation
431 W. Main Street
Suite E
Oklahoma City, OK 73102
dawn@okckids.com

THE OKLAHOMA CITY PUBLIC SCHOOLS FOUNDATION
TEACHER PIPELINE PROGRAM
MEMORANDUM OF UNDERSTANDING

Between Participant and The Oklahoma City Public Schools Foundation

This Memorandum of Understanding is between The Oklahoma City Public Schools Foundation and
_____ (participant name), who has applied and been accepted to participate in the
Teacher Pipeline Program.

_____ Bilingual Teacher Pipeline   _____ Diversity Teacher Pipeline

The purpose of this MOU is to inform the participant of the requirements and restrictions to remain eligible for
the Teacher Pipeline Program:

- Remain employed by Oklahoma City Public Schools;
- **Inform The Foundation if job title changes from paraprofessional to another position. To remain in compliance, TPP participants must maintain a paraprofessional or equivalent job title;**
- Maintain an overall GPA of 2.75 or higher;
- **Enroll in and complete a minimum of two classes per semester for fall and spring and one class in summer. Must enroll in classes within one semester of being accepted. After one semester, a new application with updated documents is required.**
- Complete Free Application for Federal Student Aid (FAFSA) in accordance with deadline set by OKCPS Foundation **AND** provide proof of completed FAFSA to the Foundation by forwarding the **"Processed Successfully"** email confirmation;
- Attend OKCPS Foundation's Teacher Pipeline Program meetings (3 annually) and orientation
- Meet all requirements outlined in the OKCPS Teacher Education handbook
  http://www.uco.edu.ceps/files/tesfiles/2015-2016%20Teacher%20ed%20%20Handbook%20.pdf;
- Maintain appropriate progress (stated above) towards graduation and certification;
- Understand that each campus liaison will share your personal enrollment and grade information with the Oklahoma City Public Schools Foundation throughout your participation in the program;
- The semester before student teaching, you will be required to enroll in the Urban Teacher Preparation Academy or UTPA. This program was created to provide more highly effective teachers for Oklahoma City Public Schools. In return for the commitment BTPP/DTPP participants make, the UTPA provides a specialized clinical experience, three years of additional induction support, unique learning experiences and financial incentives.
- Commitment to remain employed as a teacher for OKCPS for a minimum of three years after certification. Failure to do so, or leaving the program for any reason, will require repayment of all expenses paid by the Oklahoma City Public Schools Foundation

Probation and Program Dismissal

Failure to meet requirements can result in probation or dismissal from the program. If placed on probation,
participant will be required to meet with OKCPS Foundation and education partners to discuss a plan for program
continuation. If you are unable to complete the Teacher Pipeline Program for any reason, you will be responsible
for repayment.

Funding and Expenses

The Teacher Pipeline Program will cover 100% of the expenses detailed below, AFTER all FAFSA awards,
scholarships and other financial aid (excluding loans) have been exhausted. No other expenses will be covered.

Expenses covered

- Tuition
- Fees
- Books (book rental is encouraged) and/or required course materials
  - ▶ In order to make the most efficient use of funds, books purchased through the Teacher Pipeline Program must be returned to your education partner liaison at the end of the course. If the same textbook(s) is required for a future course, the participant may retain the book until two weeks after the completion of the semester. The participant is responsible for communicating with the Education Partner and/or the Foundation if books need to be retained for future classes
- Certification test fees
  - ▶ Initial testing fees are covered by The Foundation. If necessary, ONE retake of the certification exam will be covered by The Foundation; the participant will be responsible for covering the costs of any additional exam retakes.

Additional credit hours

- Upon acceptance into the Teacher Pipeline Program, participants are required to enroll in a minimum of six (6) credit hours. Participants wishing to enroll in more than 6 credit hours (at any time during a given semester) must meet the following criteria:
  - ▶ Minimum GPA of 2.75;
  - ▶ Evaluation of most recent transcript supports ability to handle an increased workload. Ability demonstrated by past academic progress;
  - ▶ Approval by Supervisor, Foundation and UCO Teacher Pipeline liaison.

Course Reimbursement Policy

- If you receive an **F, Incomplete or withdraw from any class after the drop/withdrawal deadline,** and the Foundation has paid for the class, you will be responsible for repayment of the class and entered into a repayment agreement, no exceptions.
- Retaking courses for any reason will be at your own expense.

Employment Requirements and Professional Development Leave

As an employee of Oklahoma City Public Schools you have a responsibility to maintain your workload and professional responsibilities. As a participant, you can request special permission from the district and your building principal to accommodate college courses for time away from your school site. This should be requested only if you are unable to complete required courses during non-work times. **Class schedules MUST be provided to The Foundation, UCO liaison and building supervisor in advance of the semester starting.** The following requirements must be followed in order to receive professional development leave:

Professional Development Leave Eligible categories

- College class time: Time you are in class, which includes round trip travel time to the college or university
- Required practicum/clinical hours
  - ▶ Must complete the **Request for Leave** form through OKCPS Human Resources 30 days prior to the beginning of the college/university semester. This form requires approval from: your principal, principal's supervisor (ILD) and the cabinet member over your school/department

Additional Requirements

- **Report time:** If your classes start in the middle of the day you must report to work and then leave for class. Extra time for lunch will not be provided and you must return to work after class.

- **Personal Business Leave:** The following are not eligible for professional development leave, but can be considered for personal business leave, if requested and approved in advance:
  - ▶ Studying
  - ▶ Homework
  - ▶ Project meetings
  - ▶ Group assignments
- **Principal Communication:** Must provide your principal with your schedule 30 days before classes start.
- **Enrollment Timeline:** Must enroll in classes 45 days before the semester starts
- **Professional Conduct:** Program participant's employment status must remain in good standing.

FERPA Consent to Release Student Information

I agree to allow all educational partners related to the Teacher Pipeline Program (Rose State College, Oklahoma City Community College, Oklahoma State University-Oklahoma City and University of Central Oklahoma) to release the following educational information to The Oklahoma City Public Schools Foundation for the purpose of scholarship funding and eligibility requirements:

- Enrollment records
- Financial aid account
- Bursar balance
- Class schedule
- Grades

I understand the information may be released via email or in the form of copies of written records, as preferred by the Oklahoma City Public Schools Foundation. I understand I may revoke this consent upon providing written notice to the college or university noted above. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to The Oklahoma City Public Schools Foundation for the specific purpose described above.

_____   _____

Participant Signature   Date

_____   _____

Mary Mélon-Tully, The Oklahoma City Public Schools Foundation   Date