

Submitting ESOL Out of Field Forms

1. Go to this link <https://forms.office.com/r/L9qFLvmWsZ> . Remember you must be signed in with your Microsoft log in credentials.
2. Complete a form for **EACH** teacher at your school currently teaching out of field in ESOL. (Ex. 9 teachers out of field, you will complete 9 separate forms and attach the ESOL OOF Approval Form for each submission you make). Make sure the form has been completed correctly and all signatures are on the form before it is color scanned for upload.
3. Dori Howard will review the OOF Approval Form once received, if it is incorrect she will notify you via email and you will be asked to resubmit the form using the link above and attach the corrected ESOL OOF Approval Form.
4. To meet Board Approval timelines, forms must be submitted no later than **September 7, 2023 for teacher hired prior to this date**. If you have teachers hired after September 7, 2023, you will still continue to submit the form via the link above.
5. Keep original forms in the school FTE audit file or teacher's school based personnel file.

SAMPLE FORM

**SCHOOL BOARD OF BREVARD COUNTY
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699**

**ESOL
OUT-OF-FIELD FOR ELL APPROVAL REQUEST
for Language Arts/English and Reading Teachers**

LAST NAME, FIRST (teacher) SCHOOL

Employee Identification Number _____

Date of Out-of-Field Assignment in ESOL (THIS SCHOOL YEAR)
(The date an ELL student is placed in the Language Arts/English OR Reading teacher's class this school year.)

Check one or both of the statements below:

The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR

The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

Signature of Teacher Date

Signature of Principal Date

SUPERINTENDENT'S APPROVAL

Signature of Superintendent Designee

Date

**Please upload this form at the link that was provided with the new procedures.
(within 30 days of assignment)**

DO NOT SEND IN THE COURIER!

Keep a copy of this form and parent notification at your school for auditing purposes.

Revised 6-5-2023
Dori Howard, Human Resources