**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

