

**OUT-OF-Field for SCHOOL: \_\_\_\_\_**

TEACHER NAME	PRESENT CERTIFICATION	SUBJECT(S) TEACHING OUT OF FIELD	PERCENT OF DAY TEACHING OUT OF FIELD	WHAT TEACHER IS DOING TO STAISFY OOF REQUIEIMENTS: A. TAKING SUBJECT AREA EXAM (SAE) B. TAKING 2 COURSES IN SUBJECT

1. Principals report all OOF teachers to Human Resources within the first 10 days of school
2. The above chart must be completed for each OOF teacher
3. The OOF agreement form between principal and OOF teacher will be reviewed, signed and sent to the district office within 20 days of school.
4. A list of all OOF teachers is submitted to the School Board requesting approval within the first 30 days of school.
5. All OOF teachers must be marked OOF in FOCUS **after** Board approval
6. An OOF letter is sent home to parents **after** Board approval
7. All OOF teachers are posted on our District’s web site **after** Board approval
8. Any teacher who does not meet the out of field requirements as planned and required by DOE and Wakulla County School Board, can never teach out of field in Wakulla County until those requirements are met.
9. A letter stating each teacher’s OOF requirements is sent to each teacher, principal, and one put in teachers’ personnel files.

Teachers who are OOF for ESOL students must immediately begin working towards ESOL requirements without a break in course work. Lori Sandgren is the contact person for ESOL and Reading Endorsement requirements.

**IN ORDER TO EARN FTE DOLLARS, THE STEPS ABOVE MUST BE CONDUCTED IN THE CORRECT ORDER EACH YEAR. WE GET AUDITED ON THIS DURING EACH AUDIT CYCLE. TEACHERS WHO WERE OOF LAST YEAR AND DID NOT COMPLETE THEIR OOF REQUIREMENTS HAVE AN ADDITIONAL YEAR TO QUALIFY DUE TO COVID. THEY MUST BE REPORTED AS OOF AGAIN FOR THE 20-21 SY.**

OOF obligations must be completed by the last day of school to secure a position for the following school year. Any teacher’s position may be posted if the OOF obligation is not met.

THANK YOU