

# Instructions for Completing

## Application to Teach Secondary Subjects

In Mid-America Union Schools

Each Mid-America Union school (other than an approved senior academy) requesting authorization to offer secondary subjects for ninth and tenth grade is to submit an *Application to Teach Secondary Subjects* to the local conference office of education. After review and appropriate action, the local conference office of education will forward it to the Mid-America Union Office of Education by **March 15** of the year immediately prior to the year of implementation.

Criteria and procedure are listed in the *Mid-America Union Education Code #1500*.

A *Secondary Credit Fall Course & Endorsement Report* will be sent to each applying school in August. Record the final teaching assignment plan for the current year on the form and return it to the Mid-America Union Office of Education.

# Specific Instructions for Completing the Application

## General Instructions

Each Mid-America Union school (other than an approved senior academy) requesting authorization to offer secondary subjects for ninth and tenth grade is to submit an *Application to Teach Secondary Subjects* to the local conference office of education. This is a fillable form available on the MAUC Education web-site and from the MAUC Office of Education via email. After review and appropriate action, the local conference office of education will forward it to the Mid-America Union Office of Education by March 15 of the year immediately prior to the year of implementation.

Criteria and procedure are listed in the *Mid-America Union Education Code #1500*.

## General Overview

The application is a fillable pdf file that can be filled out on, saved to, and printed from a computer. Saving the form to the computer allows the form to be attached to an email that can be sent to the conference superintendent directly and then on to the MAUC Office of Education.

## Instructions for each section

**Part I: School Information** – Complete the information requested. Provide the email address for the person completing the application.

**Part II: School Year to be Implemented** – This is generally the next school year.

**Part III: School History** – Check one of the descriptions. Note the required approvals needed. A school re-starting a secondary program that has not offered 9<sup>th</sup> or 10<sup>th</sup> grade classes for more than three years must complete the application as a first-year applicant and receive both local and conference approval prior to submission to the MAUC Secondary Curriculum Review Committee.

**Part IV: Secondary Grades Requested** – Check the one line that best describes the grade configuration for this application.

**Part V: Enrollment Statistics/Projections** – **Previous Year** -- Use the attendance figures reported on the closing report. **Current Year** -- Report the number of students in attendance as of the date the report is submitted. **Next Year** -- Provide an estimate of the number of students who may be expected to attend next year. These columns will auto total.

**Part VI: Proposed Curriculum and Teaching Load** –It is expected that the curriculum will compliment the curriculum of the senior academy within the territory in which the applicant school is located. One information box must be completed for each teacher teaching a 9<sup>th</sup> or 10<sup>th</sup> grade subject.

Other School Assignments – List other teaching and non-teaching responsibilities that the person has for other areas of the school (i.e.: teach PE to lower grades, secretary, etc.).

Highest Degree – Indicate the highest academic degree of the proposed teacher.

Certification Type – Use codes under the teacher box to indicate the type of certification the teacher holds at the time of this application. Current certification information can be obtained from the MAUC Certification Registrar, **If a teacher's certificate is expired or he or she has never been certified, attach explanation for why this teacher is being requested to teach.**

Certification Expiration Year – Indicate the year in which the teacher's certificate will (or did) expire.

State Certification – Indicate whether or not the teacher holds a valid state teaching certificate by clicking on the Y or N.

Endorsements – List all teaching endorsements the teacher holds. Include endorsements both for the secondary classes proposed as well as for subjects and grades the teacher may not be teaching such as elementary, administrator, and other subject areas.

Proposed Secondary Subjects – List only secondary subjects taught by this teacher. List other teaching (elementary) and school responsibilities of this teacher under the *Other School Assignments* column to the left.

Grades – Indicate the secondary grades to which each subject will be taught.

Minutes Per Week – Indicate the total number of minutes per week each secondary subject is taught. A minimum of 200 minutes per week for two semesters is required for full credit (1.0 unit). A lab science requires 250 minutes per week to be considered a lab class.

Semester – Indicate whether the class is taught **1<sup>st</sup>** semester, **2<sup>nd</sup>** semester, or **Both**.

Credit – Indicate the credit requested to be granted for the proposed secondary course. The Mid-America Union records secondary class credit using the semester period which grants ten semester periods for one 40-60 minute class which meets for a minimum of 200 minutes per week for two semesters. Ten semester periods is equivalent to one Carnegie Unit. Proportional credit may be granted (not less than

2.5) for classes meeting less than the minimum number of minutes per week or for only one semester rather than two.

**Part VII: Equipment and Materials Obtained for Secondary Classes** – It is generally believed that there are additional equipment and materials that are required for quality education to take place on the secondary level. List in this section the equipment and materials that have been added in the last year.

**Part VIII: Library and Media Center** – This section need only be completed for a **First-time** or **Re-start** application.

MAUC Education Code #1502.i.1-4 lists minimum standards for library and media center materials which should be readily available to students doing secondary subjects. The tables do not allow for an exhaustive list of resources.

Reference Materials – List the most current and indicate for all entries whether the title is web-based, installed on a stand-alone computer, or print based by clicking in the appropriate box(es). Also indicate the copyright or version number of the product.

Periodicals – List the periodicals readily available to the students and indicate whether they are available in print, on-line or donated by clicking in the appropriate box(es).

News Sources – List news sources readily available to students during school hours. Indicate whether they are available in print, on-line or donated by clicking in the appropriate box(es).

General Media Center Items – Pay attention to fill in the classification system for library books if used.

# Mid-America Union

## Application to Teach Secondary Subjects

To Be Completed and Submitted Annually by March 15

*Please follow separate instructions carefully*

**I. School Information**

Name of School \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Principal/Head Teacher \_\_\_\_\_ E-mail \_\_\_\_\_

Conference \_\_\_\_\_

Name of Person Completing Application	Position	Date of Completion

**II. School Year to be Implemented** \_\_\_\_\_

**III. School History (check one)**

**First-Year Application** (or re-start of offering grade 9 and/or 10 after more than three years not offered or for expansion of program to include grade 10)

**Date of Local Board Approval** \_\_\_\_\_

**Date of Conf Board of Education Approval** \_\_\_\_\_

**Re-Start** (after discontinuance of less than four years as a school offering grade 9 and/or 10)

**Date of Local School Board Approval** \_\_\_\_\_

**Annual Re-Application**

**Date of Local School Board Approval** \_\_\_\_\_

**IV. Secondary Grades Requested (check one)**

A: 9<sup>th</sup> combined (grades 7-9 together)

B: 9<sup>th</sup> only (not combined with other grades)

C: 9<sup>th</sup> & 10<sup>th</sup> taught separately (separate 9<sup>th</sup> and separate 10<sup>th</sup>)

D: 9<sup>th</sup> & 10<sup>th</sup> combined (alternating year subjects)

**V. Enrollment Statistics/Projections**

Grade	Number of Students		
	Previous Year	Current Year	Next Year
<b>1-6 Total</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>Total Enrollment</b>			

## VI. Proposed Curriculum and Teaching Load

Teacher	Highest Degree	Certification			Proposed Secondary Subjects Taught by This Teacher	Grades (9, 10 or 9&10)	Minutes Per Week***	Semester (1 <sup>st</sup> , 2 <sup>nd</sup> , or Both)	Credits (2.5 – 10)
		Denominational Type**	Exp Yr	State					
Name:				Y N					
Other School Assignments:	List all endorsements:								

\*\* Bas = Basic, Std = Standard, Pro = Professional, Con = Conditional, DS = Designated Subject, Adm = Administrator, Exp = Expired, NC = Never certified  
 \*\*\* Lab classes require a minimum of 250 minutes per week.

Teacher	Highest Degree	Certification			Proposed Secondary Subjects Taught by This Teacher	Grades (9, 10 or 9&10)	Minutes Per Week***	Semester (1 <sup>st</sup> , 2 <sup>nd</sup> , or Both)	Credits (2.5 – 10)
		Denominational Type**	Exp Yr	State					
Name:				Y N					
Other School Assignments:	List all endorsements:								

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		Denominational Type**	Exp Yr	State					
Name:				Y N					
Other School Assignments:	List all endorsements:								

\*\* Bas = Basic, Std = Standard, Pro = Professional, Con = Conditional, DS = Designated Subject, Adm = Administrator, Exp = Expired, NC = Never certified  
 \*\*\* Lab classes require a minimum of 250 minutes per week.

**Proposed Curriculum and Teaching Load (Continued)**

Teacher	Highest Degree	Certification			Proposed Secondary Subjects Taught by This Teacher	Grades (9, 10 or 9&10)	Minutes Per Week***	Semester (1 <sup>st</sup> , 2 <sup>nd</sup> , or Both)	Credits (2.5 - 10)
		Denominational Type**	Exp Yr	State					
Name:				Y N					
Other School Assignments:	List all endorsements:								

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 \*\*\* Lab classes require a minimum of 250 minutes per week.

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		Denominational Type**	Exp Yr	State					
Name:				Y N					
Other School Assignments:	List all endorsements:								

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		Denominational Type**	Exp Yr	State					
Name:				Y N					
Other School Assignments:	List all endorsements:								

\*\* Bas = Basic, Std = Standard, Pro = Professional, Con = Conditional, DS = Designated Subject, Adm = Administrator, Exp = Expired, NC = Never certified  
 \*\*\* Lab classes require a minimum of 250 minutes per week.

**VII. Equipment and Materials Obtained for Secondary Classes**

List the equipment and materials (other than library), with the cost for each item, that were obtained during the previous year for use in teaching the secondary classes.	\$ Expense

**VIII. Library and Media Center (To be completed as part of First-year or Re-start applications only)**

**A. Reference Materials:**

List titles for each item below which are readily available to students during school hours. See <i>MAUC Education Code</i> #1502.i.1-4 for recommended minimums. Check the column that best describes the presentation format. Enter the copyright date or version.	Web-Based	Computer Based	Print	Copyright or Version
<b>Encyclopedia Titles</b> (Appropriate for grade level)				
<b>Unabridged Dictionary</b>				
<b>World Atlas/Maps</b>				
<b>Bible Concordance</b>				
<b>Bible Dictionary</b>				
<b>Index to the Writings of E.G. White</b>				
<b>E.G.White Books</b>				



**B. Periodicals:**

List the school's periodicals which are suitable for and readily available to students in grades nine and ten. See <i>MAUC Education Code #1502.i.1-4</i> for recommended minimums. Check the column which best describes the periodical source.	Web Subscription	Print Subscription	Donated
<b>Titles</b>			

**C. News Sources:**

List news sources readily available to students during school hours. See <i>MAUC Education Code #1502.i.1-4</i> for recommended minimums. Check the column which best describes the news source.	Web-Based	Print	Satellite/Cable
<b>Newspapers</b> (Appropriate for grade level)			
<b>Other News Sources</b>			

**D. General Media Center Items:**

1. Number of titles in the library collection:		
2. Are all the books classified under a recognized library cataloging system? If so, which system?	Y	N
3. Record the amount spent on library materials during the previous school year:	\$	
4. Approximately what percentage of these library expenditures were spent on materials appropriate for the secondary level?		%
5. The total budgeted expenditure for books (excluding textbooks), periodicals and media software for next school year:	\$	