


Underwood-Smith
 **TEACHER**
 — SCHOLARSHIP —

TO BE COMPLETED BY RECIPIENT	PART I Please Print	UNDERWOOD-SMITH TEACHER SCHOLARSHIP PROGRAM EMPLOYMENT VERIFICATION FORM 2019 and PRIOR	
		Last Name _____	First Name _____ MI _____
		Current Address _____ City _____	
		State _____ Zip _____ Phone _____	XXX-XX-_____ Last Four of SSN
		E-mail _____	
		This is to certify I am teaching/taught full time in a public or private nonprofit preschool, elementary, middle or secondary school in West Virginia for one year.	
		Recipient Signature _____	Date _____
VERIFICATION OF EMPLOYMENT	PART II	Teaching Dates for One Academic Year: From ____/____/____ To ____/____/____ Month / Year Month / Year	
		Are you submitting this form for (check one): <input type="checkbox"/> Deferment <input type="checkbox"/> Cancelation <input type="checkbox"/> Both	
		Grade Level(s) Being Taught _____	Subject(s) Being Taught _____
		Name of County Board Office _____	Name of School _____
		To verify your employment, you must attach a letter from employer on letterhead verifying your full time employment during the above one-year time period including: start and ends dates, whether you are currently employed, and your position title.	
		<i>Do not submit for partial years of service, unless you are no longer employed.</i>	
Return form to:		West Virginia Higher Education Policy Commission Underwood-Smith Teacher Scholarship Program 2001 Union Carbide Drive Building 2000 South Charleston, WV 25303 Fax: (855) 292-1415 E-mail: Underwoodsmith@wvhepc.edu	