

Instructions:

The following document (see page 2 of this document) is a suggested format for students to use to petition their school district to participate in the Grow Your Own Teacher Scholarship program. Students will submit the petition to their Human Resources Office in their school district and/or the Principal of the school they work in. Students will need to check with their Human Resource Office and/or Principal to find the correct person(s) to send the petition to as each school district seems to handle this differently. After approval of the participation, students will need to submit a copy of the 1) Petition and 2) The school district response to the petition to DACC using the link in the scholarship application form. Both the petition and response will be held in a file for review for eligibility purposes.

[Date]

[Principal or appropriate school official]

[School name]

[School address]

RE: Grow Your Own Teacher Scholarship program-Petition for release time

To whom it may concern:

This petition is designed to satisfy the requirements set forth by the Grow Your Own Teacher (GYOT) scholarship program. The program requires that I petition my school requesting professional leave for college classes, examination and practice teaching required to complete the college of education's program of study and become a teacher.

My application to become a GYOT scholarship recipient will be considered by the NMSU, Doña Ana Education Department. In order to be considered for the program I must have been an educational assistant or school employee for at least two years, be in good standing with the school, apply for an undergraduate teacher preparation program, petition my school requesting professional leave, and submit a Free Application for Federal Student Aid demonstrating Pell eligibility. I can continue to be part of the GYOT scholarship program as long as I remain at least a half time student, achieve satisfactory academic progress, remain in compliance with the GYOT rules and I do not exceed scholarship expenditures of more than \$6,000 per year for more than 5 years.

Per the guidance provided by the New Mexico Higher Education Department and the New Mexico Public Education Department, schools may use Title II funds to pay for substitutes required to accommodate participation of educational assistants in the GYOT program.

If you have questions about the scholarship program, please contact the NMSU, Doña Ana Education Department or Carmen Lopez-Wilson, the Deputy Secretary of the Higher Education Department.

Sincerely yours,

Name

Title

School

School District