

# EARLY ACHIEVERS GRANT EMPLOYMENT HISTORY & VERIFICATION

**SCHOLAR/EMPLOYEE NAME:** \_\_\_\_\_

## EMPLOYER CONTACT

Employer: \_\_\_\_\_ Early Achiever site?  Yes  No

Employer's Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EMPLOYEE INFORMATION

Employee's Current Position: \_\_\_\_\_

Employee Start Date: \_\_\_\_\_ Current Schedule: \_\_\_\_\_ hours/week

Over 3 months, has the employee worked min. of 10 hrs/week or 40 hrs/month?  Yes  No

## EMPLOYMENT VERIFICATION BY EMPLOYER (completed annually)

*My signature below indicates that I understand and agree that;*

- The above information is accurate.
- I have received the Early Achievers Point-of-Contact's contact information and I will notify them if the employee's employment status changes.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHOLAR ATTESTATION TO THEIR EMPLOYMENT STATUS (completed each subsequent quarter)

*My signature below indicates that I understand and agree that;*

- The above information is accurate.
- There has been no change in my employment status.

Quarter: \_\_\_\_\_ Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Quarter: \_\_\_\_\_ Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Quarter: \_\_\_\_\_ Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Early Achievers Opportunity Grant: Employer Letter of Commitment

The Early Achievers Opportunity Grants provide opportunities for members of the early learning workforce to improve skills, and prepare themselves for advancement on the Early Learning Career Lattice. Specifically, these grants offer your staff members the following:

- Scholarships to pay tuition and fees for up to 52 credits for an ECE State Certificate.
- If the State Certificate has been completed, additional scholarships are available to pay tuition and fees for up to 45 credits for an Associate's Degree in Early Childhood Education.
- eLearning support
- Mentoring support and Professional Development Plan advising

Expected **benefits** to employers:

- Staff members with increased competencies in serving children and their families
- Staff members will receive mentoring and support to ensure they are successful in their courses.
- Improved retention of employees

Expected **commitments** from employers supporting employees /scholars:

- **Ensure employee works a minimum of 10 hours/weekly OR 40 hours/monthly.**
- **Provide employment verification as requested and inform the Early Achievers Point of Contact if employment information changes.**
- General support and encouragement in their participation of college courses (Ex. flexibility with work scheduling to allow full participation in courses).
- Allow employees to complete some assignments while caring for children (Ex. documenting child development benchmarks or implementing lesson plans for children).
- If available, provide internet access after work hours for eLearning assignments
- Participate in surveys, providing feedback on the effectiveness of the Early Achievers Opportunity Grants.
- Model professional behavior, as described in the National Association for the Education of Young Children's (NAEYC's) *Code of Ethical Conduct*.

I understand that by signing this letter of commitment, I support the participation of my employees as an Early Achievers Opportunity Grant recipient.

**Childcare Facility:** \_\_\_\_\_

**Employer/Supervisor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Scholar/Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Employer – Please make a copy and save with your records***



## Consent to the Release of Student Information to the Dept. of Children, Youth, and Families

Dear Early Achievers Grant Scholar,

When information about your college experience is combined with other student’s information, a picture of the Early Achievers program’s effectiveness emerges. Your consent is required in order for the information outlined below to be shared with the agency that funds Early Achievers scholarship and support program, the Department of Children, Youth, and Families (DCYF). DCYF studies this information to evaluate the program’s outcomes, challenges, and successes. Only the information outlined below will be shared and sharing this information will not affect your ability to receive continued funding. Thank you for consenting to the college sharing some information regarding your college experience with the scholarship funder.

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**As participant in the Early Achievers Grant program, your consent to the following is required:**

I \_\_\_\_\_ hereby authorize the release of data and information collected by my college regarding my **Enrollment, Credential Completions, Demographics, Employment, and Student Support** to the Department of Children, Youth, and Families, for the purposes of assessing program outcomes, challenges, and successes.

**Enrollment** information includes:

- Student name and date of birth
- Enrolled credits
- Credits completed/incomplete/dropped
- Enrollment from quarter to quarter
- Enrollment from year to year

**Completions** information includes:

- Completions of certificates, credentials, or degrees
- Awards title and type

**Demographic** information, when provided by student, includes:

- Race/Ethnicity, Gender, and Age
- Primary Language

**Employment** information includes:

- Employer name and type (center care, family home care, or ECEAP/Head Start)
- Employment verification data
- Required credentials to retain employment
- Job placement after completion

**Student Support** information includes:

- Student intent / chosen program of study
- Summary of student supports, successes, challenges, and reasons for dropped credits
- Types of assistance and amount of funding received (tuition, text books, wrap-around services, advising and support, and enhanced Point of Contact services)

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Expires (7 years)

Early Achievers Point of  
Contact:

Lisa Barnett  
360-416-7649  
[Lisa.barnett@skagit.edu](mailto:Lisa.barnett@skagit.edu)

Skagit Valley College  
2405 E College Way  
Mount Vernon, WA 98273

*The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of a student’s educational records. These confidential records will not be released without written consent of the student. This consent is valid for 7 years. A copy of this form is valid to give my permission to share data and information.*