IMAGINING the possibilities. MAKING THEM HAPPEN.

Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Mandarin Visiting Teacher Program Application Timeline & Checklist

School Year 2016-2017

Timeline

March 31, 2016 .....Applications/Assurances are due for priority consideration.

April15-May 15, 2016..... Candidates screened

May 15-May 25, 2016 …….. Schools are notified of candidates

May 31, 2016.....Confirmation by to/from school/district

June 2016..... J-1Visa application/processing

Late July 2016 ..... Arrival of visiting teachers

July 29-Aug. 2 2016* ..... Orientation of teachers in Indiana
***indicates approximate dates**

Checklist

Please ensure that the following items are included in the application packet to ensure that it may be processed in a timely manner:

☐ Completed application form, signed and dated by the proper district/school

☐ For community/charter schools, the additional signature of the authorizing official from the sponsoring institution, if applicable.

☐ Copy of your school or district's salary schedule for teachers for the 2016-2017 school year.

☐ Signed program assurances document.

☐ 2016-2017 School Calendar

☐ Optional: Brochures/Handouts about the school or district that can be shared with the visiting teacher and to provide background about community culture. (This will assist in better match of teacher with district and position.)

Please send the original signed copy of the application along with your initialed and signed assurances document to:
Jill Woerner, Global Learning and World Languages Specialist Indiana Department of Education 115 West Washington Street Indianapolis, IN 46204 Questions: 317-234-5705 or jwoerner@doe.in.gov Fax: 317-232-0589

Revised March 2016