



Glenda Ritz, NBCT  
Indiana Superintendent of Public Instruction

## Spanish Visiting Teacher Program Application Timeline & Checklist School Year 2016-2017

### Timeline

- March 18, 2016 .....Applications/Assurances are due for priority consideration.
  - April 18-22, 2016..... Candidates interviewed
  - May 1, 2016 ..... Schools are notified of candidates
  - May 31, 2016.....Confirmation by to/from school/district
  - June 2016..... J-1Visa application/processing
  - Early July 2016..... Orientation of teachers in Spain
  - 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  
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115 West Washington Street  
Indianapolis, IN 46204  
Fax: 317-2392-0589

Questions: 317-234-5705 or [jwoerner@doe.in.gov](mailto:jwoerner@doe.in.gov)