



# THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd  
Quincy, Florida 32351  
Main: (850) 627-9651 or Fax: (850) 627-2760  
www.gcps.k12.fl.us

**Roger P. Milton**  
*Superintendent*  
miltonr@gcpsmail.com

*"Putting Children First"*

## HUMAN RESOURCE DEPARTMENT OUT-OF-FIELD TEACHING FORM

Name	
Address	
Teaching Assignment	Certification Area

According to our records, you are currently teaching out of field. You must obtain proper certification in field or complete six (6) semester hours of college credit in the field/fields being taught out of field within the \_\_\_\_\_ school term to be considered for employment for the \_\_\_\_\_ school year in these areas. For each subsequent year out of field, an additional six hours toward certification must be taken by the employment anniversary date for you to be eligible to teach out of field.

Verification of successful completion of the credit hours must be submitted to your school principal by the employment anniversary date for delivery to the district office for placement in your personnel file.

If you are employed on a temporary certificate, you must have completed all requirements for a professional certificate and be in field by the end of your third year of employment to receive a professional services contract. If you fail to complete all requirements for a professional certificate in the first three (3) years of employment, you will no longer be eligible for employment in this district.

Questions should be directed to the Personnel Specialist in the Human Resource Department.

Which option do you choose to meet the out-of-field requirements?

- Six semester hours of course work  
 Subject Area Exam

\_\_\_\_\_  
Signature

Copies to: School Principal  
Personnel File

**Audrey Lewis**  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

**Steve Scott**  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

**Isaac Simmons, Jr.**  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

**Charlie D. Frost**  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

**Tyrone D. Smith**  
DISTRICT NO. 5  
QUINCY, FL 32351