



Seattle Department of Education & Early Learning

Bruce Harrell, Mayor
Dwane Chappelle, Director



SPP & SPP HUB Classrooms **Teacher Release Time - Monthly Invoice**

Send check to:

Agency Name: _____
Address: _____
Contact Person: _____
Phone: _____
Email: _____
For training during month of: _____

Send invoice/supporting documents by 10th of every month to:

Jeremy Wilde
Department of Education and Early Learning
PO Box 94665
Seattle WA 98124-6965
DOE_Training@seattle.gov

Teacher Name	Lead/Asst/ Substitute Teacher	Date(s) of Training	Name of Training	# of Hours	Hourly Rate*	Total
<i>First & Last Name</i>	Ⓕ A S	<i>mm/dd/yr to mm/dd/yr</i>	<i>Pre-Service</i>	<i>18</i>	<i>\$19</i>	<i>\$342</i>
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***NOTE:** The agency will be reimbursed for SPP lead, assistant, or substitute teacher's actual rate of pay.

Please check only one box:

- ☐ I have attached payroll documentation from my agency's billing system showing that the agency paid the teacher(s) above for the training days and hours entered, and the amount paid.
- ☐ **(FCC/HUB sites only)** I certify that my agency paid the above individual(s) for the dates above—either for attending eligible training, or as a substitute for a teacher attending an eligible training.

Name

Title

Date



Teacher Release Time Frequently Asked Questions (FAQ)

Is release time covered in school year 2025-26?

Yes!

Who is eligible for release time?

Release time can be invoiced for up to 28 days per school year for up to two SPP teachers on record per classroom. Teachers must be with children 50% of the time to be eligible.

Are Birth-to-Three providers eligible for release time?

No.

Who submits the release time form?

The director or supervisor should submit the release time form to DOE_Training@seattle.gov.

What trainings are eligible for release time reimbursement?

All DEEL-hosted trainings are eligible for release time reimbursement, including evening and weekend trainings at the teacher's regular hourly rate. We are not able to pay for overtime.

What about trainings that are not DEEL-hosted?

DEEL will approve release time reimbursement (within the limits defined above) if offered by DEEL Partner Agencies listed below:

- BrightSpark
- Brookes Publishing
- Department of Children, Youth, and Families (DCYF)
- HighScope
- Hilltop Educator Institute
- Imagine Institute
- King County (Best Starts for Kids, Public Health, Developmental Disabilities Division)
- School's Out Washington (SOWA)
- Seattle Public Schools (SPS)
- Second Step
- Teaching Strategies
- Teachstone
- University of Washington Cultivate Learning
- University of Washington Haring Center

Training outside of these organizations will **not be approved**.

Are virtual trainings eligible?

Yes! Virtual trainings that are delivered in a **live setting** are eligible for release time reimbursement, using the criteria above. Additionally, asynchronous trainings offered through the MyTeachingStrategies Quorum portal that support meeting training requirements are eligible.