



# Oklahoma City Public Schools Foundation Scholar Application and Memorandum of Understanding



Oklahoma City  
PUBLIC SCHOOLS

## PROGRAM ELIGIBILITY

- Must be an Oklahoma City Public Schools (OKCPS) May 2024 graduate
- Must have a 3.75 High School GPA
- Must have an ACT of 20
- Must demonstrate Leadership through high school
- Must attend the University of Central Oklahoma (UCO)
- Must enroll in an Education Major
- Must commit to teaching in OKCPS for a minimum of three years after certification.
- Must be able to serve as a volunteer for OKCPS

## APPLICATION DEADLINES

Fall 2024: February 1st

## OFFICE USE ONLY

PIL  PR  ID  HS GRADES  MOU  Approved

## ADDITIONAL DOCUMENTS CHECKLIST

In order to verify the eligibility of our applicants, the following types of documentation may be required prior to acceptance. This checklist should serve as a guide to aid in locating the documentation you may be asked to provide. The list is not all-inclusive and may vary based on applicant status. DREAMERS are welcome, so please let us know if you are not able to provide this information or a Social Security Number.

### Identification Verification

- State ID or
- Driver's License or
- Birth Certificate

### Education Verification

- High School 7<sup>th</sup> semester transcript with first semester grades
- High School Final HS transcript and
- High School Diploma
- Official College Transcript (\*if applicable)

### Other Documentation

- Signed Memorandum of Understanding
- [High School to Teacher Pipeline Principal Recommendation Form](#)
- Small Essay: Why are you applying to the OKCPS Foundation Scholar Pipeline Program?  
What are the most important values you would like to see in yourself as a teacher?

### Applicant Interview

- Applicant Interview is a required part of the application process.  
(Interviews will be scheduled after the application deadline).

# Application for OKCPS FOUNDATION SCHOLAR

## A PERSONAL INFORMATION

Name \_\_\_\_\_ SSN \_\_\_\_\_  
LAST FIRST M.I.

Address \_\_\_\_\_  
STREET CITY, STATE, ZIP

Phone \_\_\_\_\_  
PRIMARY: HOME  CELL  ALTERNATE: HOME  CELL

Email \_\_\_\_\_

OKCPS Student Email \_\_\_\_\_

Best time(s) to contact \_\_\_\_\_ Contact via text? Y  N

Date of Birth: \_\_\_\_\_ Will you be 18 years old by August 1<sup>st</sup>, 2024: Y  N

Ethnic origin (SELECT ALL THAT APPLY)

Hispanic/Latino  Black/African American  White  
 Asian/Pacific Islander  Native American/American Indian  Other \_\_\_\_\_

Are you bilingual? Y  N  If yes, what languages other than English do you speak? \_\_\_\_\_

## B EDUCATIONAL BACKGROUND

I hereby apply for the OKCPS Foundation Scholar Program beginning  Fall \_\_\_\_\_

Current High School \_\_\_\_\_

High School Principal's name \_\_\_\_\_

Type of education obtained:

High school diploma HS GPA: \_\_\_\_\_ ANTICIPATED GRADUATION DATE: \_\_\_\_\_

Have you completed any college courses via concurrent enrollment? Y  N

Have you completed any AP/IB courses? Y  N

If yes, how many AP/IB courses have you completed? \_\_\_\_\_  
\_\_\_\_\_

**C SCHOLARSHIPS AND AWARDS RECEIVED**

Are you eligible to receive Oklahoma’s Promise?  Y  N

I agree to apply for the UCO Freshman Scholarship by February 1<sup>st</sup> 2024?

Y  N (IF NO, PLEASE EXPLAIN) \_\_\_\_\_  
\_\_\_\_\_

Please list your top honors, recognitions, scholarships or awards that you have received. Describe the award, award process, and personal significance (Please use an additional sheet of paper if you need more space).

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\_\_\_\_\_

**D PROFESSIONAL GOALS AND COMMITMENT**

In what area do you wish to pursue teacher certification at UCO?

- Early childhood  Secondary (SPECIFY CONTENT AREA) \_\_\_\_\_  
 Elementary  Unsure

I agree and commit to serve as a certified teacher in Oklahoma City Public Schools for at least three years after the completion of this program.

Y  N (IF NO, PLEASE EXPLAIN) \_\_\_\_\_  
\_\_\_\_\_

Preferred grade and subject to teach \_\_\_\_\_  
\_\_\_\_\_

**Please list in order of importance to you, any educational, professional, civic, religious, political, athletic, or community organizations in which you have been active. Briefly describe your activities. (Please use an additional sheet of paper if you need more space).**

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**Please discuss how your range of academic interest, personal perspectives, obstacles overcome, leadership and life experiences add to the Oklahoma City Public Schools community. (Please use an additional sheet of paper if you need more space).**

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**I understand that I must maintain enrollment in 15 credit hours for the Fall and Spring Semesters, and 6 hours for the Spring semester.**

**Y**    **N**   **(IF NO, PLEASE EXPLAIN)** \_\_\_\_\_

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**I understand that I must finish my Teacher Certification within 5 years after my high school graduation.**

**Y**    **N**   **(IF NO, PLEASE EXPLAIN)** \_\_\_\_\_

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**I understand that I must complete a minimum of 12 hrs. a year as a volunteer for OKCPS or the OKCPS Foundation.**

Y     N    (IF NO, PLEASE EXPLAIN) \_\_\_\_\_

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**I agree to participate in evaluation activities as part of my involvement with this program.**

Y     N    (IF NO, PLEASE EXPLAIN) \_\_\_\_\_

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**I understand that as part of the program requirements, I must attend an Orientation Meeting prior to starting college classes.**

Y     N    (IF NO, PLEASE EXPLAIN) \_\_\_\_\_

**I understand that if my high school academic history shows a grade-point average (GPA) less than what is required for admission to the Teacher's Education Program (3.75 or greater), I will be required to take an assessment test at the community college level, and an interview may be necessary to discuss and implement student success strategies. Furthermore, I would be conditionally admitted and allowed to only take one course during my first term in the program. After one semester, my acceptance will be reevaluated.**

Y     N    (IF NO, PLEASE EXPLAIN) \_\_\_\_\_

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## ATTESTATION

**I, \_\_\_\_\_ (PRINT NAME), hereby certify, to the best of my knowledge, that the information provided on this form is true, accurate and complete. I further acknowledge that eligibility for this program is based upon meeting specific conditions related to my employment and education status. I agree and understand any willful misstatement of facts may cause forfeiture of my participation in the Teacher Pipeline Project. I understand this information is subject to verification and agree to provide such documentation as required.**

**I, \_\_\_\_\_ (PRINT NAME), understand that the Teacher Pipeline Program will cover 100% of the expenses for the following, after Free Application for Federal Student Aid, scholarships and other financial aid has been exhausted. Eligible participants must apply for FAFSA annually, prior to the start of the Fall semester. Tutoring support may be coordinated with the education partner. No other expenses will be covered.**

- √ Fees (application, admissions)
- √ Tuition
- √ Text Books and/or required course materials
- √ Certification test fees

**I, \_\_\_\_\_ (PRINT NAME), hereby grant and authorize The Oklahoma City Public Schools Foundation the right to take, edit, alter, copy, publish, distribute and make use of any and all pictures or video taken of me to be used in and/or for legally promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements,**

fundraising letters, annual reports, social media and website posts without payment or any other consideration. This authorization extends to all languages, media, formats and markets now known or hereafter devised. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing. I understand and agree that these materials shall become the property of OKCPS Foundation and will not be returned. I hereby hold harmless, and release OKCPS Foundation from all liability, petitions and causes of action which I or any other persons may make while acting on my behalf.

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SIGNATURE

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DATE

**RETURN COMPLETED APPLICATION TO**

Mia Rojo  
The Oklahoma City Public Schools Foundation  
431 W. Main Street Suite E  
Oklahoma City, OK 73102  
[mia@okckids.com](mailto:mia@okckids.com)

**APPLICANT SIGNATURE**

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SIGNATURE

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DATE

**APPLICATION APPROVED**

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MARY MÉLON-TULLY,  
THE OKLAHOMA CITY PUBLIC SCHOOLS FOUNDATION

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DATE

# THE OKLAHOMA CITY PUBLIC SCHOOLS FOUNDATION TEACHER PIPELINE PROGRAM MEMORANDUM OF UNDERSTANDING

## Between Participant and The Oklahoma City Public Schools Foundation

This Memorandum of Understanding is between The Oklahoma City Public Schools Foundation and

\_\_\_\_\_ (participant name), who has applied and been accepted to participate in the Teacher Pipeline Program.

### \_\_\_\_\_ OKCPS Foundation Scholar Program (\*Bilingual and Diversity Teacher Pipeline)

The purpose of this MOU is to inform the participant of the requirements and restrictions to remain eligible for the OKCPS Foundation Scholar Program (\*Bilingual and Diversity Teacher Pipeline):

- Must maintain an overall GPA of 3.00 or higher every semester;
- **Enroll in and complete a minimum of 15 credit hours for the Fall and Spring semester and 6 credit hours in the summer. Must enroll in classes within one semester of being accepted. After one semester, a new application with updated documents is required;**
- Complete Free Application for Federal Student Aid (FAFSA) in accordance with deadline set by OKCPS Foundation **AND** provide proof of completed FAFSA to the Foundation by forwarding the “**Processed Successfully**” email confirmation;
- Attend OKCPS Foundation’s Teacher Pipeline Program meetings (2 annually) and orientation
- Must finish their Teacher Certification within 5 years
- Must complete the UCO scholarship application every year
- Must volunteer and give back to OKCPS and/or OKCPS Foundation a minimum of 12 hrs. a year (*via READOKC, READOKC Book Bus, Back to School bashes, reading buddies, etc...*)
- Meet all requirements outlined in the OKCPS Teacher Education handbook:  
<http://www.uco.edu.ceps/files/tesfiles/2015-2016%20Teacher%20ed%20%20Handbook%20.pdf>;
- Maintain appropriate progress (stated above) towards graduation and certification;
- Understand that each campus liaison will share your personal enrollment and grade information with the Oklahoma City Public Schools Foundation throughout your participation in the program;
- The semester before student teaching, you will be encouraged to enroll in the Urban Teacher Preparation Academy or UTPA. This program was created to provide more highly effective teachers for Oklahoma City Public Schools. In return for the commitment BTPP/DTPP/HPPP participants make, the UTPA provides a specialized clinical experience, three years of additional induction support, unique learning experiences and financial incentives.
- Commitment to remain employed as a teacher for OKCPS for a minimum of three years after certification. Failure to do so, or leaving the program for any reason, will require repayment of all expenses paid by the Oklahoma City Public Schools Foundation

### Probation and Program Dismissal

Failure to meet requirements can result in probation or dismissal from the program. If placed on probation, participant will be required to meet with OKCPS Foundation and education partners to discuss a plan for program continuation. If you are unable to complete the Teacher Pipeline Program for any reason, you will be responsible for repayment.

### Funding and Expenses

The Teacher Pipeline Program will cover 100% of the expenses detailed below, AFTER all FAFSA awards, scholarships and other financial aid (excluding loans) have been exhausted. No other expenses will be covered.



## Expenses covered

- Tuition
- Fees
- Books (book rental is encouraged) and/or required course materials
  - In order to make the most efficient use of funds, books purchased through the Teacher Pipeline Program must be returned to your education partner liaison at the end of the course. If the same textbook(s) is required for a future course, the participant may retain the book until two weeks after the completion of the semester. The participant is responsible for communicating with the Education Partner and/or the Foundation if books need to be retained for future classes
- Certification test fees
  - Initial testing fees are covered by The Foundation. If necessary, ONE retake of the certification exam will be covered by The Foundation; the participant will be responsible for covering the costs of any additional exam retakes.

## Additional credit hours

- Upon acceptance into the Teacher Pipeline Program, participants are required to enroll in a minimum of six (6) credit hours. Participants wishing to enroll in more than 6 credit hours (at any time during a given semester) must meet the following criteria:
  - Minimum GPA of 2.75;
  - Evaluation of most recent transcript supports ability to handle an increased workload. Ability demonstrated by past academic progress;
  - Approval by Supervisor, Foundation and UCO Teacher Pipeline liaison.

## Course Reimbursement Policy

- If you receive an **F, Incomplete or withdraw from any class after the drop/withdrawal deadline**, and the Foundation has paid for the class, you will be responsible for repayment of the class and entered into a repayment agreement, no exceptions.
- Retaking courses for any reason will be at your own expense.

## Employment Requirements and Professional Development Leave

As an employee of Oklahoma City Public Schools, you have a responsibility to maintain your workload and professional responsibilities. As a participant, you can request special permission from the district and your building principal to accommodate college courses for time away from your school site. This should be requested only if you are unable to complete required courses during non-work times. **Class schedules MUST be provided to The Foundation, UCO liaison and building supervisor in advance of the semester starting.** The following requirements must be followed in order to receive professional development leave:

### Professional Development Leave Eligible categories

- College class time: Time you are in class, which includes round trip travel time to the college or university
- Required practicum/clinical hours
  - Must complete the **Request for Leave** form through OKCPS Human Resources 30 days prior to the beginning of the college/university semester. This form requires approval from: your principal, principal's supervisor (ILD) and the cabinet member over your school/department

## Additional Requirements

- **Report time:** If your classes start in the middle of the day you must report to work and then leave for class. Extra time for lunch will not be provided and you must return to work after class.
- **Personal Business Leave:** The following are not eligible for professional development leave, but can be considered for personal business leave, if requested and approved in advance:

- Studying
- Homework
- Project meetings
- Group assignments
- **Principal Communication:** Must provide your principal with your schedule 30 days before classes start.
- **Enrollment Timeline:** Must enroll in classes 45 days before the semester starts
- **Professional Conduct:** Program participant's employment status must remain in good standing.

**FERPA Consent to Release Student Information**

I agree to allow all educational partners related to the Teacher Pipeline Program (Rose State College, Oklahoma City Community College, Oklahoma State University-Oklahoma City and University of Central Oklahoma) to release the following educational information to The Oklahoma City Public Schools Foundation for the purpose of scholarship funding and eligibility requirements:

- Enrollment records
- Financial aid account
- Bursar balance
- Class schedule
- Grades

I understand the information may be released via email or in the form of copies of written records, as preferred by the Oklahoma City Public Schools Foundation. I understand I may revoke this consent upon providing written notice to the college or university noted above. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to The Oklahoma City Public Schools Foundation for the specific purpose described above.

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Participant Signature

Date

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Mary Mélon-Tully, The Oklahoma City Public Schools Foundation

Date