



State of Wisconsin Higher Educational Aids Board

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MINORITY TEACHER LOAN EMPLOYMENT VERIFICATION FORM

As a Minority Teacher Loan (MTL) recipient, you may be eligible for 25% loan forgiveness (see reverse side for forgiveness criteria) for each academic year that you teach. You must complete sections A and B of this form, and your school administrator must complete section C. Please submit your completed form to the Higher Educational Aids Board (HEAB) at the end of your academic year. Illegible or incomplete forms will not be accepted nor will forms submitted before the end of the academic year.

I am applying for 25% loan forgiveness for the _____ academic year.

Please indicate academic year (i.e. 2024-25)

Section A: MTL RECIPIENT INFORMATION *(To be completed by MTL recipient)*

Name		Account Number	
Mailing address	City	State	Zip
Phone	Email		

Section B: MTL RECIPIENT EMPLOYMENT INFORMATION *(To be completed by MTL recipient)*

Name of school			
School street address		City	State Zip
Start employment date	Month: Year:	End employment date	Month: Year:
DPI Educator File #	Area of discipline:		

Section C: EMPLOYER VERIFICATION *(To be completed by the school administrator)*

I certify the following: *(check all that apply)*

- ☐ The individual listed in Section A has been employed as a full-time teacher in the discipline area listed in Section B at the school listed in Section B.
- ☐ The individual listed in Section A receives a rating of proficient or distinguished on the educator effectiveness system or equivalent if the school district does not use the educator effectiveness system.

Please print name:	Title:
Signature:	Date:

Mail completed forms to:
Higher Educational Aids Board
MTL Program
PO Box 7885
Madison WI 53707-7885

For more information, contact:
Joy Dyer
Grant Specialist-MTL Program
Phone: 608-267-2212
Email: joy.dyer@wisconsin.gov

MTL Recipient: You must complete and submit this form in order to have your loan forgiveness granted.

MINORITY TEACHER LOAN

Loan Forgiveness

During the service period, you may earn 25% loan forgiveness per year provided you meet **all** of the following requirements:

- Be licensed by the Wisconsin Department of Public Instruction to teach in a discipline identified as a teacher shortage area for the state of Wisconsin by the United States Department of Education. *Note: This is the discipline that you identified on your original Minority Teacher Loan Agreement.*
- Be employed in a private or public elementary or secondary school, or tribal school, located in an eligible school district as a full-time teacher in the discipline that you identified on your original Minority Teacher Loan Agreement.
- Receive a rating of proficient or distinguished on the educator effectiveness system or the equivalent in a school that does not use the educator effectiveness system.
- Submit to HEAB a completed employment verification form at the end of each academic year.

****Eligible school districts are Wisconsin school districts with a 40% or higher minority student population***

Loan Forgiveness Service Period

If you meet all of the requirements as outlined above for loan forgiveness, you will have 4 years to earn full forgiveness. This time period is called the service period.

- The service period will begin on the date that you meet all of the requirements for loan forgiveness, but must begin no later than 6 months after graduation or program certification completion.
- The standard 4-year service period may be extended up to 3 years for special circumstances.
- During the service period, you must maintain contact with the HEAB office on a yearly basis through submission of the Status and Employment Verification forms.
- Loan forgiveness and the service period will be terminated when you are no longer employed as a full-time or part-time teacher in a shortage area discipline at an eligible Wisconsin school and/or no longer hold a valid teacher's license.
- Once the service period has expired or forgiveness is terminated, you will be required to pay any remaining loan balance, including principal and interest.

If forgiveness is terminated, repayment is to begin immediately. **You must contact the HEAB office to update your status and arrange to begin repayment of your loan.**

Teacher Shortage Discipline Areas for the State of Wisconsin:

Standard Disciplines:

English as a Second Language
Bilingual Education
Foreign Languages
Mathematics
Music
Reading
Sciences

Special Education:

Cognitive Disabilities
Cross Categorical
Deaf and Hard of Hearing
Early Childhood-Special Education
Emotional/Behavioral Disorders
Learning Disabilities
School Speech and Language Disabilities
Visual Disabilities

Career and Technology Education:

Business Education
Family and Consumer Education
Technology Education

Note: This list is subject to change annually.