



## Release Time

Release time is a very important component of the T.E.A.C.H. Early Childhood® Washington, DC scholarship program. This component is built-in to help a scholarship recipient be successful in pursuing education by freeing time to balance the demands of work, home, and coursework. The release time component is often difficult to understand and may be challenging to fulfill so included in this tip sheet is an explanation of release time as it pertains to all scholarship models. Also included are some examples of ways to ensure that centers and recipients can fulfill this component of the scholarship.

How release time is provided depends on many factors, the most significant of which can be when the classes are offered. Technical colleges, private colleges, and universities offer classes in many formats, including day, night, weekend, intensive, online, instructional television and correspondence options. Sometimes only one course offering is available to a recipient; other times the recipient may have a choice between several course offerings. **If there is a choice, it would be appropriate to discuss which choice would be best not only for the recipient, but for the center which is going to provide the release time. Release time must occur in the same semester a recipient is enrolled in a course.**

If class hours overlap with a recipient's usual work hours, release time should be given for those hours so that the recipient may attend class. A recipient should be **paid for all the time that they are released from work to attend class.**

**If a center is supporting more than one recipient at a time, it is helpful for everyone to be involved in a discussion about how the needs of all parties can be met.** A concrete plan laid out at the beginning of the semester can ensure that all recipients receive their release time in a consistent and equitable way.

**Use "Form C", Release Time Reimbursement Claim Form, to request payment from TEACH.** Release time is a reimbursement and it should be claimed only after it has been provided. It cannot be claimed prior to fulfilling the corresponding course hours. Payment is made to the center. Turning over a release time reimbursement check to a recipient does not fulfill the release time component. **Release time must be given to the recipient as paid hours, not as cash or checks.**

The recipient's Center Director is responsible for completing Form C. Both parties must sign the form before being sent in. Make sure the dates and hours of release time are clearly noted and that all center and recipient information in the top section is correct. Submit "Form C" each semester remembering to indicate what semester the reimbursement claim is for.

If you need further information on release time, call the T.E.A.C.H. Early Childhood® Washington, DC Program Office and ask to speak with the T.E.A.C.H. Counselor. The counselor will be able to answer questions that recipients or Center Directors may have regarding the scholarship components. They might be able to share with you how they have made the release time component work for them.