



Enhancing Excellence in Teaching Program Proof of Course Completion Form

To meet the requirements of the Enhancing Excellence in Teaching Program, this form must be completed in its entirety and submitted with a **copy of a grade report** or unofficial transcript to the Nebraska Department of Education (NDE). Proof of course completion may be submitted after each semester/term or as a composite at the end of the award period.

Failure to submit proof of course completion within sixty (60) days from the end of the award period (June 30 each year) may result in the denial of future award requests under this program and/or the commencement of repayment requirements.

Please provide the following information:

| | | | | | |
|--|----------------------------------|------|-----|------|------------------------------------|
| Last Name, First Name MI | | | | | |
| Sum | begin after July 1 st | Fall | Spr | Sum | begin before June 30 th |
| Semester/Term (example: ✓ Fall 2010) | | | | | |
| Provide the following information for each course which you are reporting as completed: | | | | | |
| <u>Course Code</u> | <u>Course Title</u> | | | | |
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| | | | | | |
| <i>I hereby attest that the information on this form and any related documents are true, complete, and accurate.</i> | | | | | |
| Signature (not required if emailed from account on record) | | | | Date | |

Submit this completed form and the required supporting documentation to NDE:

By Mail

Nebraska Department of Education
Karen Buller
PO Box 94987
Lincoln, NE 68509-4987

By Fax

(402) 742-8372
ATTN: Karen Buller

By Email

karen.buller@nebraska.gov

NDE USE ONLY

Date Reviewed: _____

Reviewer: _____