



Section A: Loan Forgiveness Programs for Teachers

Loan forgiveness programs for teachers are intended to encourage individuals to enter and continue in the teaching profession. The Teacher Loan Forgiveness program is available to teachers who have Direct Subsidized Loans, Direct Unsubsidized Loans, Subsidized Federal Stafford Loans, and Unsubsidized Federal Stafford Loans. To be eligible, an individual must teach full-time for five (5) complete, consecutive years at an eligible school; and at least one of those years must have been after the 1997-98 school year. Certain highly qualified special education or secondary math or science teachers can qualify for up to 17,500 in forgiveness. Other eligible teachers can qualify for up to \$5,000 in forgiveness. Teachers can apply for teacher loan forgiveness after they have completed the five-year teaching requirement.

The Teacher Cancellation program is for Federal Perkins Loans only. A teacher may qualify for cancellation (discharge) up to 100% of a Federal Perkins Loan if he/she has maintained a full-time position with the district and met all contractual obligations of a public or non-public elementary or secondary school. Loan forgiveness programs are designed to dismiss all, or a portion of student loans obtained by educators.

Teacher Cancellation

The loan is cancelled in the following increments:

- 15% cancelled after the first and second year of service
- 20% cancelled for the third and fourth year of service
- 30% cancelled for the fifth year of service

Further information and complete eligibility requirements are available on the [US Department of Education](#) website and the [Teacher Loan Forgiveness](#) information page.

Section B: Colorado School Eligibility Criteria

Every year, the USDE receives a list of eligible schools from the Colorado Department of Education which is used to update the [Teacher Cancellation Low Income](#) (TCLI) directory. Schools that are included in the directory must meet the following eligibility criteria:

1. School must be a public or other nonprofit elementary or secondary school
 - a. Non-Public schools must be nonprofit and a copy of the IRS approval for non-profit status must be included with the School Eligibility Application.
2. School must have 30.01+% of the school's total enrollment comprised of children who qualify as low-income. This percentage may be determined through the National School Lunch Program (NSLP) or the school may submit alternative poverty documentation such as Parent Income Survey information.
3. School must be located within a district that is eligible for Title I funds

Section C: TCLI Directory Application Overview

This application is for those schools that didn't make it on the Directory and believe they should be included based on the data they provide in this application. **Note: Please do not submit any student data as it is personally identifiable information!**

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- If you are applying on the behalf of a Facility School, please complete Section E of this application.
- If you are applying on the behalf of a Public or Non-Public School, please complete Section F of this application.
- All items with an asterisk (*) are required.

Section D: Deadlines

The Colorado Department of Education accepts Eligibility Applications throughout the year. The directory is updated by CDE in June and again in December. If CDE receives a high volume of applications, CDE will collect and add schools to the directory after approval on an unscheduled day.

Due date for schools that wish to be added in the Summer: May 30th

Due date for schools that wish to be added in the Winter: November 30th

Section E: Colorado Facility Information

Complete this section if you are submitting a request to have a facility school added to the TCLI directory.

Colorado Department of Education (CDE) School Code:

*Facility Name:

*Facility Address:

*County:

*School District in which the facility resides:

*Grade Range:

Is your facility located in an eligible Title I school district? *

Yes

No

*For Neglected or Delinquent facility schools check the following assurances:

I assure that the facility meets the definition of an Approved Facility¹ and, the Facility Director has signed this application

Low-Income Student Data

Select poverty measure that the school will use to identify low-income students.

Free and Reduced-Price Lunch

Free and Reduced-Price Lunch & Community Eligibility Provisions

Free Lunch

TANF

Medicaid

US Census Data

Complete the table

School Year	Grade(s)	Low Income #	Total Enrollment #	% of Low Income

- List each school year that should be added to the list
- List the grades for each school year. If the grades change from year to year, please include that information in the chart.
- Enter the Low-Income Student Data for each School Year you are applying to be listed on the Directory

Note: to calculate the percentage of low-income students, use the following formula: # of Low-Income students / Total # of students = % of Low-Income Students

Facility Director name and Signature

- ¹ The term "Approved Facility School: means an educational program that is operated by a facility to provide educational services to students placed in the facility and that, pursuant to section 22-2-407 (2), has been placed on the list of facility schools that are approved to receive reimbursement for providing educational services to students placed in a facility

Name of Facility Director (Typed):
Signature of Facility Director:

Section F: Colorado **School** Information

Complete this section if you are submitting a request to have a public, non-public or charter school added to the TCLI directory.

*Colorado Department of Education (CDE) School Code:

*School Name:

*School Address:

*County:

*School District:

*Grade Range:

Is your school located in a district that is eligible to receive Title I funds? *

Yes

No

Is your school a stand alone preschool?

Yes

No

If yes, is it a Head Start Program?

Yes

No

N/A

If a preschool, is your preschool associated with the local elementary school?

Yes

No

N/A

Check the box to indicate the school's eligibility:

a. Public Elementary and Secondary Schools (includes Charter schools)

The school DOES participate in the National School Lunch Program (NSLP) or [Community Eligibility Program](#) (CEP) and,

o The Principal has signed the application.

The school does NOT participate in the National School Lunch Program (NSLP) or Community Eligibility Program (CEP) and,

o The School District's Superintendent has signed the application certifying:

o The school has ON HAND a [Family Economic Data Survey Form](#) for form for each student represented in the low-income student count available upon request. These forms will

- need to be kept on hand for a period of 5 years from the end of the first and last applied school year and,
- The school used the [Income Eligibility Guidelines](#) in determining the low-income student data and,
- The Principal must sign the application.

b. Non-Public Elementary and Secondary Schools

- The school is listed on the CDE non-profit school list, or documentation from the IRS demonstrating non-profit status is provided and,
 - An example of method for collecting low income student data (survey, form, etc.)² is included and
 - The Non-Public School Director has signed the application

Low-Income Student Data

Select **one** poverty measure that the school will use to identify low-income students.

- Free and Reduced-Price Lunch Free and Reduced-Price Lunch & Community Eligibility Provisions
 Free Lunch TANF Medicaid US Census Data

School Year	Grade(s)	Low Income #	Total Enrollment #	% of Low Income

- List each school year that should be added to the list
- List the grades for each school year. If the grades change from year to year, please include that information in the chart.
- Enter the Low-Income Student Data for each School Year you are applying to be listed on the Directory
- If you are applying for a preschool and CDE already has the Low-Income Data, you do not need to fill out this section.

Note: to calculate the percentage of low-income students, use the following formula: # of Low-Income students / Total # of students = % of Low-Income Students

Certifications (check the applicable certification):

Non-Public Schools: I certify that the school has ON HAND a for each student represented in the above count of low-income students, and the [Income Eligibility Guidelines](#) were used for the application year(s) to determine low income eligibility. Survey forms will be retained and available for a period of 5 years from the first and last of the school year(s) of this application for state and/or federal audit purposes.

For Public Schools that do NOT participate in the National School Lunch Program (NSLP) or Community Eligibility Program (CEP): I certify that the school has ON HAND a for each student represented in the above count of low-income students, and the [Income Eligibility Guidelines](#) were used for the application year(s) to determine low income eligibility.

² Do not submit Personally Identifiable Information (PII). A template for your data collection will suffice. NO STUDENT DATA SHOULD BE INCLUDED

Survey forms will be retained and available for a period of 5 years from the first and last of the school year(s) of this application for state and/or federal audit purposes.

Non Public School Director / School Principal name and Signature
Name of Non-Public School Director / School Principal (Typed):
Signature:

Section G: Application Submission

Submit School Eligibility Applications by email or by mail to: Rachel Echsner
Email Address: echsner_r@cde.state.co.us
Mailing Address:

**Federal Programs
Attn: Rachel Echsner
1560 Broadway Suite 1100
Denver, CO 80202**

***Please ensure that all information provided to CDE does not contain personally identifiable information.**

Section H: Next Steps

Once the school's application has been processed, CDE will send an approval or denial letter to the applicant via mail and email for their records.

The Teacher Cancellation Low Income (TCLI) Directory is updated for the current school year in June and December. If your school was approved for the current school year, it will be listed in the directory at that time.

Once a school is listed in the TCLI Directory, teachers in the school may fill out the [Teacher Loan Forgiveness Application](#) and submit the completed application to their loan provider.

Section I: Definitions

20 U.S.C. 1401(5): Educational service agency

- means a regional public multiservice agency—
 - authorized by State law to develop, manage, and provide services or programs to local educational agencies; and
 - recognized as an administrative agency for purposes of the provision of special education and related services provided within public elementary schools
 - and secondary schools of the State; and
- includes any other public institution or agency having administrative control and direction over a public elementary school or secondary school.

C.R.S 22-2-402: Approved facility school

- The term "Approved Facility School: means an educational program that is operated by a facility to provide educational services to students placed in the facility and that, pursuant to section 22-2-407 (2), has been placed on the list of facility schools that are approved to receive reimbursement for providing educational services to students placed in a facility

Colorado Definitions of Public School:

- Preschool: A preschool generally serves children from birth to kindergarten eligibility age.
- Elementary School: An elementary school will generally serve children in grades K -5, but may include preschool and extend as far as 8th grade.
- Middle School: A middle (junior high) school will generally serve children in grades 6-8 but may extend beyond into typical elementary or high school grades.
- High School: A high school will generally serve children in grades 9-12. Schools which generally serve children in grades 6-12 are termed "undivided high schools."
- NOTES: For accountability purposes, Colorado assigns each school to one or more levels elementary, middle and/or high school. For other uses, such as Highly Qualified Teachers, Colorado attributes each school to one of two levels- elementary or secondary. Middle schools and high schools are considered to be secondary.

ESSA 9201(19): Elementary School

- The term "elementary school" means a nonprofit institutional day or residential school, including a public elementary charter school, that provides elementary education, as determined under **State law**.