



Paraprofessional & External Instructor
Registration Form

Person Name (legal name): _____

Social Security Number (required): _____

Birthdate (MM/DD/YYYY): _____

Person is paid (employed) by: ☐ Puget Sound Regional Archives ☐ Eastern Washington University
☒ (through College in the High School) ☐ University of Washington
☐ Other: _____

Planned time frame for assignment: Begin date 9/30/2025
End date _____

Anticipated weekly hours: _____

Position description (including how the position interacts with students and/or student workers):

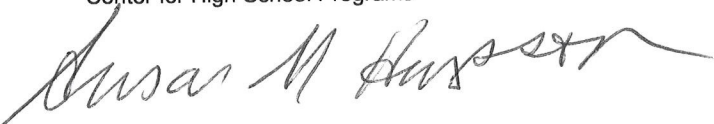
Position description (including how the position interacts with students and/or student workers):
High school teacher that offers his/her courses through the Bellevue College in the High School Program. He/she needs to be in our system as a teacher so we can create courses for him/her in the ctclink system and for access to class rosters and posting grades. He/she has met the adjunct hiring requirement of the respective department and will be paid a stipend based on a rate outlined in the interlocal agreement with his/her school district.

Instruction role: ☐ No instruction role
☒ Perform instruction for programs where the instruction occurs elsewhere (such as College in the High School)
☐ Supplemental instruction where instruction is provided by a Registered Apprenticeship program

Lead / Supervisor Responsibility: ☐ Assigns Work to Others ☐ Instructs Work of Others
☐ Takes Corrective Action on Others ☐ Plans Others' Work
☐ Evaluates Performance of Others ☐ Checks Others' Work
☐ Hires ☐ Terminates

Class title of direct report(s): _____ Number of direct report(s): _____
Class title of direct report(s): _____ Number of direct report(s): _____
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Supervisor name: Susan M. Hampson
Supervisor title: Director, College in the High School
Department: Center for High School Programs

Supervisor signature: 

Paraprofessional/External Instructor signature: _____

Routing Instructions

- 1) Supervisor and Paraprofessional complete and sign this form
- 2) Paraprofessional/External Instructor submits the completed registration form through "[Paraprofessional/External Instructor Registration](#)" page