

★Release Time Instructions Sheet★

Release time may be taken by the scholar to attend class, study, or take care of school related needs. The Oklahoma State Regents for Higher Education will reimburse the child care facility the allowable release time at the rate of \$7.00 per hour.

Directors as owner/teacher who work in the classroom at least 30 hours per week, teachers, teacher assistants, family child care providers, and family child care provider assistants are eligible for release time. **Directors as owner/employee performing administrative duties only are NOT eligible for release time.**

The director, teacher, or family child care provider is responsible for completing the Release Time Form as follows:

1. Complete the facility and the scholar information.
2. Select the current semester and write in the year attending.
3. Determine the number of hours allowed based on enrollment. The 9-21 credit hours during the agreement term are based on the first 9-21 credit hours enrolled per agreement term. These are the same hours used to figure release time and education stipends.

3-5 credit hours = 6 hours per semester

10-21 credit hours = 15 hours per semester

6-9 credit hours = 12 hours per semester

*1 CD/ECE lab class = 12 hours per semester

*CD/ECE lab class must be **pre-approved** by the Scholars Program. **DO NOT INCLUDE LAB CLASS ON THE RELEASE TIME FORM.**
Call the Scholars Office for approval of a lab class and the **separate form** used for CD/ECE lab release time.

4. In Column #1: record the date you took the release time.
In Column #2: record the number of hours of release time taken.
5. Sign and date the Release Time Form.

The form **MUST** be signed by both the scholarship participant and the director/owner if employed at a child care facility.

Family Child Care Providers will only need to sign on the director's signature line (a signature from the class instructor is not required).

6. To request reimbursement for release time hours taken, return the completed Release Time Form to:

Scholars Program – Release Time
Oklahoma State Regents for Higher Education
P.O. Box 108850
Oklahoma City, OK 73101-8850

