

Eastport-South Manor Central School District

Personnel Office

149 Dayton Avenue • Manorville, NY 11949

Phone: (631) 801-3025 • Fax: (631) 874-6750

Linda Anne Weiss, Assistant Superintendent for Personnel and Accountability

APPLICATION FOR PROFESSIONAL FIELD EXPERIENCE

Please Check with an X:	Student Teacher	Student Practicum	Student Intern	Student Observer
<p>This form must be used to document all student teachers in your buildings. The <i>Application for Student Teaching</i> document must be completed and sent to the Personnel Office prior to the student teacher being placed in a classroom. Once this form is received, this office will verify all pending certifications and fingerprint clearance from the New York State Department of Education.</p> <p>Once verification is received, a copy of this form will be returned to you, along with a copy of the student teacher's <i>Fingerprinting Clearance for Employment Document</i> and a copy of the <i>TEACH Website Document</i> verifying certification.</p> <p>All three forms should be kept on file at the school building along the student teacher's contact information, and college syllabus outlining all placement requirements. Please make sure all requirements are carefully reviewed and agreed upon prior to placement.</p>				
STUDENT TEACHER:		SSN#:		DATE:
ADDRESS/TOWN:		STATE:	ZIP:	PHONE:
COOPERATING TEACHER(S):				BUILDING:
SUBJECT AREA:				
DATES STUDENT WILL BE IN BUILDING:			CERTIFICATION:	
			SCHOOL STUDENT ATTENDED:	

SPECIFIC REQUIREMENTS/COMMENTS:	
STUDENT TEACHER SIGNATURE:	DATE:
COOPERATING TEACHER SIGNATURE:	DATE:
COOPERATING TEACHER SIGNATURE:	DATE:
BUILDING ADMINISTRATOR SIGNATURE:	DATE: