

## STUDENT TEACHER AND INTERNSHIP REQUESTS

Requests for student teacher placements (or internships) should be requested directly from the College/University and be directed to the Office of Human Resources, Katonah-Lewisboro School District, PO Box 387, Katonah, New York 10536. Students should not contact our building principals or teachers directly.

- All requests must include the following information:
  - ✓ Completed *Application for Professional Field Experience* form
  - ✓ Start and end dates for placement(s)
  - ✓ Placement level (elementary/secondary/grade level)
  - ✓ Student resume (including student name, address, email address, phone number)
  - ✓ Written recommendation from college instructor or supervisor
  - ✓ Information regarding compensation to District/cooperating teacher, if applicable
  
- Importantly, please provide the District with a student handbook or information that outlines the procedures and responsibilities related to sponsoring a student teacher (e.g. evaluation requirements).

Upon receipt of the above application/requirements, Human Resources will process the request with appropriate grade level staff.

If approval has been granted to sponsor a student teacher/intern, an appointment for the student to meet the building principal and or supervising department head will be scheduled.

**FOR STUDENT OBSERVER REQUESTS:** Students who would like to observe classes should complete the *Application for Professional Field Experience* form and submit the application to Human Resources at the above address for processing.

Human Resources will review the request with the appropriate building principal or department head. If approved, the student will be given a schedule for class observations.

