



# MAHOPAC HIGH SCHOOL

*Every Child, Every Challenge, Every Day*

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Mahopac, New York 10541  
www.mahopac.k12.ny.us

## Student Teacher / Intern Request Form

### General Information

Mahopac High School and the Mahopac Central School District are committed to the proper preparation and training of educators who wish to enter the profession. To this end, we regularly partner with teacher preparation institutions to provide field experiences for students. All field placements are subject to Principal and Board of Education approval.

Application Deadline for Fall Student Teaching Placement: May 1<sup>st</sup>

Application Deadline for Spring Student Teaching Placement: November 1st

### Instructions

To request a field placement at Mahopac High School, you must complete the following steps:

- Print and fill out this form in its entirety
- Review Board Policies on child abuse, harassment, the employee code of ethics, and the code of conduct. These policies are available at <http://tinyurl.com/ms285wf> and confidentiality/FERPA regulations <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Sign the agreement on the page 2 of this application
- Attach a resume
- Attach a letter from the college or university (on letterhead) requesting the placement
- Attach any college terms and conditions agreement that may require signature from the district
- Submit all of these documents together either by e-mail to [lawrencem@mahopac.k12.ny.us](mailto:lawrencem@mahopac.k12.ny.us) or by mail to Dr. Matthew W. Lawrence at the address above.

### Student Information

Name of Student Teacher/Intern: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Status:

- Undergraduate Student Undergraduate Major: \_\_\_\_\_
- Graduate Student Graduate School Major: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If so, attach a letter of explanation.

## College / University Information

College of University Requesting Placement: \_\_\_\_\_

Program Coordinator/Supervisor: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Field Placement Supervisor (if different than above): \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ e-mail: \_\_\_\_\_

## Placement Request Information

### PLACEMENT 1:

Subject Area / Department Requested: \_\_\_\_\_

Grade Level(s): 9 10 11 12 Requested Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Days of the Week: M T W R F Number of Hours Each Day: \_\_\_\_\_

### PLACEMENT 2: (If necessary)

Subject Area / Department Requested: \_\_\_\_\_

Grade Level(s): 9 10 11 12 Requested Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Days of the Week: M T W R F Number of Hours Each Day: \_\_\_\_\_

## Agreement & Signature

I certify that I have completed my review of the provided School District Board Policies and Procedures regarding child abuse, harassment, the employee code of ethics, and the code of conduct. These policies are available at: <http://tinyurl.com/ms285wf>. I have also reviewed the confidentiality/FERPA regulations at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

I agree to abide by these District Board Policies and Procedures and FERPA regulations during the requested field placement.

I verify the accuracy and completeness of the information submitted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Internal Use Only

**Department Chair Review:**

- Request Approved:  
Primary Cooperating Teacher Assigned: \_\_\_\_\_  
Subject/Courses Taught: \_\_\_\_\_  
Supporting Cooperating Teacher Assigned: \_\_\_\_\_  
Subject/Courses Taught: \_\_\_\_\_
  
- Request Denied: Reason \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Chair Return to Principal -

**Principal Review:**

- Request Approved:
- Request Denied: Reason \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_