



MAHOPAC HIGH SCHOOL

Every Child, Every Challenge, Every Day

Phone: 845-628-3256
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421 Baldwin Place Road
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 1st

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 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: _____