



Student Teacher Internship Checklist

Check the Box showing verification of completion and/or learning

Prior to Starting Student Teaching Experience (Required)

- 1. Acceptance Form:** Signed Student Teacher/Internship Acceptance Form
Submitted through Frontline or emailed to Kathy McRae (KMcRae@LWSD.org)
- 2. Badge:** Acquire your badge
Submit a professional style photo to Kathy McRae (KMcRae@LWSD.org) or in-person at the Human Resources Department located at the LWSD Resource Center up to 2 weeks prior to start date
- 3. Technology Access**
Skyward Account access via email from Kathy McRae (KMcRae@LWSD.org)
- 4. Orientation to LWSD**

During your Student Teaching Experience

Observations by Cooperating Teacher (Recommended)

- | | |
|---|---|
| <input type="checkbox"/> #1 Date _____
Content _____ | <input type="checkbox"/> #2 Date _____
Content _____ |
| <input type="checkbox"/> #3 Date _____
Content _____ | <input type="checkbox"/> #4 Date _____
Content _____ |

Observations by Building Administrator(s) (Required)

- | | |
|--|--|
| <input type="checkbox"/> #1 Date _____
<input type="checkbox"/> Content _____ | <input type="checkbox"/> #2 Date _____
<input type="checkbox"/> Content _____ |
|--|--|

Culmination of Your Student Teaching Experience (Required)

- 1. Return your ID Badge to Human Resources within 2 weeks following completion of your placement
- 2. Complete Student Teacher Feedback Survey (sent from Mandy Verhaar or Kathy McRae via email)

Applying for a Position in LWSD

You should include these people in the Confidential References section of the LWSD certificated application. They will receive a request for a confidential reference which must be returned in order for your application to be considered complete.

- University Field Supervisor
- Cooperating Teacher
- Administrator/Principal