



ROUND LAKE AREA SCHOOLS

Community Unit School District #116

Observation/Student Teaching Request Form

Round Lake Area Schools welcomes all students to submit a request for placement at our district to complete their observation and/or student teaching requirements

If interested, please complete and submit this request form. Once received, we will look for a Cooperating Teacher who can accommodate your placement request. If we are able to secure placement, we will contact you and provide you with the Cooperating Teacher's information for you to contact the teacher directly and arrange mutually convenient hours.

Please know we will always try our best to accommodate all of the requests we receive. We will contact you within 10 days of receipt of this form to inform you whether we can or cannot accommodate your request, or to ask for additional information, if needed.

Please note:

We require Observations over 30 hours to complete a background check, processed at our offices.

We require ALL Student Teachers to complete a background check, processed at our offices, and also require additional forms to be completed.

Student Information	
Student Name:	Phone Number:
Email Address:	Educational Institution:

Request Details	
What is your required assignment?	<input type="checkbox"/> Observation <input type="checkbox"/> Student Teaching <input type="checkbox"/> Combination
Hours/Date Range Required?	
Preferred Grade (Elem., Middle School, HighSchool,etc.)	
Preferred Subject?	
Type of Setting? (Special Ed, Bilingual, etc.)	
What is your availability? (For example: "Can only observe on Tuesdays".)	
Date assignment must be completed by:	
Special Requests? (Student teaching filming, school, teacher, etc.)	

Please return the completed form to Human Resources Specialist, Luz Leal, via e-mail at lleal@rlas-116.org. You can also mail it to 884 W Nippersink, Round Lake, IL 60073, or fax it to 847-348-9408. For any additional questions, you may contact Luz Leal by e-mail or phone at 224-842-2007