## UNIVERSTITY STUDENT TEACHER AGREEMENT COMES TO HR LEGAL DEPARTMENT REVIEWS THE AGREEMENT AND IS APPROVED BY HR **EXECUTIVE DIRECTOR** AGREEMENT REMAINS IN HR University is ADDED TO APPROVED LIST on LEADERSHIP NEWS BY HR (AGREEMENT IS VALID FOR 3 YEARS) IF UNIVERSITY IS NOT ON LIST, UNIVERSITY APPROVED LIST FOR **CONTACT HR - HR WILL START THE** PRINCIPALS TO CHECK ON APPROVAL AGREEMENT/PROCESS **LEADERSHIP NEWS** PRINCIPAL TO ASSIGN A MENTOR TEACHER in accordance with procedure 5641P ELECTRONIC PDF FILLED OUT BY PRINCIPAL EXHIBIT A - 5641P (The PDF

- is found on LEADERSHIP NEWS)
- SUBMITTED TO HR AND SCHOOL SUPPORT OFFICES