



CROTON-HARMON UNION FREE SCHOOL DISTRICT

Personnel Office, 10 Gerstein Street, Croton-on-Hudson, NY 10520

Telephone: 914-271-4713 ♦ Fax: 914-271-8685

Student Teacher/Intern & Class Observer Request Form

Pre-service teacher certification candidates who wish to complete their student teaching/internship or observe classes in the Croton-Harmon Union Free School District must contact the building principal to check for availability and submit to the District Office **this completed form with a resume and a letter on letterhead from the supervisor** at least **30 days** before the requested assignment is to begin. An interview with the District office will be scheduled at that time. Without prior approval from the District Office, a pre-service teacher cannot be assigned to a student teaching/ internship or classroom observation experience in the Croton-Harmon Union Free School District.

Please check one: Student Teacher/Intern OR Class Observer

Name: _____

Address: _____

Email Address: _____

Home Telephone: _____

Date of Birth: _____

Cell Telephone: _____

Subject/Grade Level Requested: _____

Certification Working Toward: _____

Sponsoring College/University: _____

College/University Supervisor: _____

Supervisor Phone: _____

Supervisor Email: _____

Requested Dates: From: _____

To: _____

Signature*

Date

* By signing above, I attest that the information provided above is accurate. I am also aware that I will need fingerprint clearance, at my own expense, prior to receiving approval for student teaching/internship or classroom observation.

For those student teaching, please check this box if you would also like to be considered as a substitute teacher and it is allowed by your college/university. If you check the box, the District Office will contact you.

FOR DISTRICT USE ONLY

School Assignment: _____

Cooperating Teacher: _____

Assistant Superintendent Date

- Approved
- Denied