



MAMARONECK UNION FREE SCHOOL DISTRICT

CLAIRE REINHARD, Ed.D.

Assistant Superintendent for Administration and Personnel

1000 W. Boston Post Road

Mamaroneck, NY 10543

Tel. 914 220-3020; Fax. 914 220-3026

Student Teacher/Intern Form Necessary Information Checklist

1. Complete the attached Student Teacher/Intern Information Sheet and send to Liana Guglielmo: lguglielmo@mamkschools.org
2. If you have not already been fingerprinted through the NYS Department of Education, log onto www.nysed.gov. Choose the blue Certification and Licensing section and click on the Fingerprinting tab. Choose the employee option to schedule your fingerprinting appointment.
3. After you have been fingerprinted, contact Liana Guglielmo: lguglielmo@mamkschools.org so that we can monitor the progress of your fingerprint clearance.
4. We will contact you as soon as we receive your fingerprint clearance to schedule an appointment to obtain an ID Badge in the Personnel Office at the address below:

Mamaroneck High School
1000 W Boston Post Rd
Mamaroneck, NY 10543



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Student Teacher/Intern Information Sheet

Name: _____

Address: _____

Home phone #: _____ **Mobile phone #:** _____

Email: _____ **Social Security #:** _____

Emergency contact: _____ **Relationship:** _____ **Tel #:** _____

Name of College: _____

Address of College: _____

Name of Recommending Professor: _____

Contact Information of Professor: _____

Mamaroneck School Location: _____

Mamaroneck Supervising Teacher: _____

Effective Dates: _____

Have you been fingerprinted by New York State? : Yes No

Signature: _____ **Date:** _____

For Personnel Use Only:

Fingerprint clearance date: _____