

STUDENT TEACHER: _____ DATE: _____

**AUBURN PUBLIC SCHOOLS
REQUEST FOR STUDENT TEACHING EXPERIENCE**

PROCEDURES CHECKLIST

- 1. **Fill out student teaching request form (attached)**
- 2. **Attach course syllabus and outline of observation requirements**
- 3. **Fill out CORI request form (must complete form at Superintendent's Office, 5 West Street, Auburn – 508-832-7755)**
- 4. **Attach letter of introduction**
- 5. **Contact the principal**
- 6. **Await approval**
- 7. **Meet with teacher**
- 8. **Coordinate/facilitate communication between sending college personnel; the teacher and the building principal**
- 9. **Obtain teacher and principal's signature on student teaching form**
- 10. **Send a thank you letter to cooperating teacher(s), cc Main Office.**

An important part of your educational training is to complete student teaching, generally the final step before being ready to assume a classroom of your own. Our school district is committed to facilitating successful field experiences for college students preparing for teaching certification.

The Auburn Public School District is committed to education excellence. As a student teacher in our district you are expected to act and dress professionally at all times, working in collaboration with all district personnel in supporting students to achieve to their full potential.

All student teaching arrangements must be approved by the Principal, with written notification to the Superintendent, prior to any student teaching experiences commencing.

The privilege of student teaching in the Auburn Public Schools may be revoked at anytime without prior notice or cause.

Non-Discrimination Policy Statement

The Auburn Public School District is committed to ensuring that all of its programs, activities, employment practices and the facilities are accessible to all members of the public. The Auburn Public School District operates without discrimination on the basis of sex, religion, national origin, age, or disability in compliance with Title VI, Title VII, Title XI, Section 504, and all other applicable civil rights legislation.