

## *STUDENT TEACHER/INTERN PROTOCOL*

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Upon receipt of a placement request from a potential student teacher/intern or his/her program coordinator, the following protocol shall be followed. *The placement request may be made directly to the school or to the Administrative Services Office (ASO).*

### *School Site*

- 1) If a school is contacted directly with a placement request, and is able to accommodate the request, the school site will:
  - a) Forward the Student Teacher/Intern form to the requestor and requests for it to be completed by the Student Teacher/Intern and his/her program coordinator.
  - b) Advise the requestor that a copy of his/her **AZ DPS Fingerprint Clearance Card** will need to be submitted prior to beginning the observation, student teaching, etc.
  - c) Once the school receives a copy of the form back, the principal will sign and have the mentor teacher sign as well.
  - d) The completed form is sent to the ASO Administrative Assistant for processing of the photo ID.
- 2) If the school site is NOT able to accommodate the request, the school will:
  - a) Forward the requestor to the Administrative Services Office to initiate district-wide request.

### *Administrative Services Office*

- 1) The placement request (received either via email or telephone) will be logged into database with the requested information:
  - Grade level
  - Subject, if applicable
  - School of preference (if any)
  - Time frame of observation/teaching, etc.
- 2) If a Student Teacher/Intern Form and fingerprint clearance card are attached with the request, they will be scanned and saved for future use.
- 3) The ASO Admin. Asst. will email all applicable schools the placement request requirements to see if any school is able to accommodate the request. *If received, a copy of the requestor's Student Teacher/Intern form will be attached to the email to the schools.*
- 4) Upon confirmation from a principal, the ASO Admin. Asst. will relay the response to the requestor and forward a copy of the Student Teacher/Intern forms for his/her use (if needed). **The requestor will also be advised that a copy of his/her AZ DPS Fingerprint Clearance Card is needed on file if they have not submitted it previously.**
- 5) Upon receipt of a form completed by the Student Teacher, the program coordinator, principal, and mentor teacher (and the fingerprint clearance card) the ASO Admin. Asst. will contact the student teacher/intern to arrange a time to take a photo and issue Student Teacher/Intern ID badge.