



TO: Prospective Student Teachers, Interns, College Observers
FROM: Dr. Denise Jones, Director of Secondary Education
RE: District procedures for student teachers, interns and college student observers

WSSD is a highly achieving district that is highly sought after for a student teaching or internship experience. Although we recognize the importance of supporting the development of new educators, we balance that commitment to support our profession with a desire to have our students taught primarily by our high quality certificated staff. Therefore, *we are required to limit student teaching and internship opportunities at WSSD.*

Mandatory Clearances Required by ALL College Visitors

To ensure that the District and our students are properly protected, please know that the following clearances are required for placement:

All student teachers and interns

- FBI Background Check (Fingerprinting) (\$33 or \$35)
- State Police Background Check (\$10)
- Child Abuse History Clearance (\$10)
- PDE Arrest/Conviction Report and Certification Form (PDE-6004)

College students who wish to observe classrooms as part of their program

- State Police Background Check (\$10)
- Child Abuse History Clearance (\$10)
- PDE Arrest/Conviction Report and Certification Form (PDE-6004)

**Note: College student observers whose fieldwork includes working with small groups of students need the same clearances listed above for student teachers.*

Most colleges and universities are aware of the requirement for these clearances and assist their students in obtaining them. However, college students requiring assistance should contact their Education Department. If necessary, our Human Resources Department can provide instructions.

College Student Observers/Field Placements

College students who request to observe classrooms as part of their undergraduate program may send the interest form (see attached), transcript, and clearances directly to the principal of the school in which they wish to observe. Building principals will grant requests as possible, depending on the number of requests and the number of teacher volunteers available. These requests do not need to go through the Office of Curriculum and Education.

Student Teachers/Interns

Student Teachers/Interns must submit a resume, reference letters, clearances, an interest form (see attached) and transcript the semester before the desired placement to Debbie Elias in the Office of Curriculum and Education. Mandatory clearances must be submitted before placement begins. The district will work to place student teachers with volunteer cooperating teachers, but will not guarantee a placement. It is the responsibility of the college students to communicate with their college education offices and our office about openings. Students are advised to seek a variety of options. While the district will work with colleges and student teachers to provide a rich rewarding placement that provides strong preparation for new educators entering the profession, the district's priority will remain providing a supportive yet rigorous learning environment for students and ensuring the continuity of high quality instruction.

Please direct questions to the Office of Curriculum and Education, at 610-892-3470, ext. 1205.



STUDENT TEACHER/INTERN INTEREST FORM

APPLICANT INFORMATION:

Student Name _____

Contact Information:

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Preferred method of contact: _____

COLLEGE INFORMATION:

College/University Name: _____

College Educ. Dept. Contact Name: _____

College Contact Phone: _____

PLACEMENT INFORMATION:

Placement Desired: Observation Field Placement School Year 20 - 20

Student Teacher Spring Fall

Elementary: K-2 3-5 Any Subject Area: _____

Secondary: 6-8 9-10 11-12 Any Subject Area: _____

University required number of hours per semester: _____

Placement Dates: _____ Hours/Days (if applicable) _____

Comments:

For Office Only:

Clearances:	FBI Ck	State Police Ck	Child Abuse Ck
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WALLINGFORD-SWARTHMORE SCHOOL DISTRICT
200 South Providence Road, Wallingford, Pennsylvania 19086
The Office of Curriculum & Education



Semester:	Fall	Spring	Year:
Placement:	Bldg:	Tchr:	Gr./Subj:
Resume:	Ref. Ltrs. __ __	Transcripts:	