



Kenmore-Town of Tonawanda Union Free School District

**Application for Assignment of Student Teacher**

(This form must be completed prior to the assignment of a student teacher)

I am interested in having a student teacher for the \_\_\_\_\_ school year, and have met the following conditions:

- ◆ I am a tenured teacher.
- ◆ I am willing to take the responsibility of this assignment as required by the college.
- ◆ I am willing to devote the time necessary to provide a successful experience for the student.
- ◆ I will complete the school district’s evaluation form and forward it to my principal for their signature during the last week of the student teacher’s assignment.

All student teacher placements are made through the Human Resource Department. *If a placement coordinator from a college contacts me I will refer them to the HR Department, 874-8400 ext. 5420.*

\_\_\_\_\_  
Employee’s Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building

\_\_\_\_\_  
Grade Level/Subject

Our building works with \_\_\_\_\_ a placement coordinator from \_\_\_\_\_ Placement Coordinator  
\_\_\_\_\_ College/University Name I will have them contact HR for further processing.

I am approving the application (HR will contact employee regarding placement)

I am disapproving the application.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

*Deadline for Application: November 15<sup>th</sup> for following Spring Semester*

*Deadline for Application: May 30<sup>th</sup> for following Fall Semester*

**Assignment Preference:**

- 1<sup>st</sup> Quarter
- 2<sup>nd</sup> Quarter
- 3<sup>rd</sup> Quarter
- 4<sup>th</sup> Quarter
- No Preference

**Routing**

- Principal
- Teacher
- Human Resources