

Student Intern/Teacher **PLACEMENT REQUEST**



Applicant Information

University: _____	University Coordinator/Phone: _____
Applicant Name: _____	
Last	First
M.I.	
Address: _____	
Cell Phone: _____	Home Phone: _____
E-Mail: _____	Did Applicant attend Oak Park Schools? If so, which schools? _____
Certification Pursuing: _____	Is this an Intern or Student Teacher Placement Request?: _____

Placement Request

	Grade Level Requested	Provide Grade/Subject	Placement Begin Date	Placement End Date
<input type="checkbox"/>	Elementary			
<input type="checkbox"/>	Secondary			
<input type="checkbox"/>	Other (i.e. Early Childhood, Art, Bilingual, Special Ed.)			

Comments: Please provide any information that will help us locate a suitable placement for you.

Student Signature

Date

University Coordinator Signature

Date

Confirmation of Placement (For Human Resources)

Principal Approval

Date

Human Resources Approval

Date

Teacher Placement:	Grade/Subject Placement:	School:
HR Process Completed: <input type="checkbox"/>	Date Attended Mtg.: _____	ID Badge and Email Requested <input type="checkbox"/>
Livescan Form Received <input type="checkbox"/>	Fingerprinting Completed: <input type="checkbox"/>	