

# > Student Intern/Teacher Request Guidelines

## Oak Park School District

### Guidelines for Assignment of Student Interns and Student Teachers

When it comes to training teachers and student interns, the Oak Park School District promotes collaboration with colleges and universities. Consequently, the school district will be able to admit college students from a variety of accredited universities. The following rules need to be adhered to. At the conclusion of the application, you will be asked to sign a document attesting to your comprehension of our requirements for teacher and student intern placements.

### The Process & Required Documentation For Obtaining Placement Is As Follows:

**Step 1:** The college or university contacts the Department of Human Resources to verify placement opportunities that meet the needs of the student teachers in their program. The Department of Human Resources will verify an affiliation agreement exists between the District and the university.

**Step 2:** IF the student candidate is eligible (***required forms listed below must be submitted***) and IF there is a placement available, the Department of Human Resources will reach out to confirm the specifics of placement.

- Letter from the college/university formally requesting the placement, which provides the details of the assignment (e.g., dates, grade/subject, location, number of hours, activities that must be performed).
- Resume
- Official Transcript

**Step 3:** Once the candidate has been approved by the Department of Human Resources, the student candidate should visit the links below to complete the following paperwork:

#### Required Forms:

LiveScan Fingerprint Form -  
contact Ms. Lashun Harris-Mitchell  
for an appointment

LiveScan locations link

Student Intern/Teacher  
Emergency Contact Form

#### Additional Information:

Lashun Harris-Mitchell  
HR Specialist  
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248-336-7716

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