

Student Teaching Procedures for TOTEM Employees

Once you have received notification from the university regarding student teaching, you will need to do the following:

- 1) Talk with your principal/supervisor giving them a "heads up" about your student teaching.
- 2) Complete the ASD Online Student Teaching Application.
Application dates are:
February for fall placement
September for spring placement
- 3) Complete the ASD Request for Extended Leave of Absence Form and **attach**
*A letter of support from your principal/supervisor and
*Verification of university enrollment
- 4) Submit documentation to Meghan McManamin, Leave Specialist. Final approval will be through Contract Administration.

Note: If after student teaching you are not hired by the District in a teaching position you will return to TOTEM on the following basis:

- *One semester student teaching – you will return to your current job title and location.
- *Both semesters student teaching – you will return your current job title based on position availability. If no position is available, you will be laid off.

Note: For one semester student teaching - if a sub is required, be sure to discuss with your principal/supervisor their preferred procedure for you to use in securing your substitute.

Here is a link for more information:

<http://www.asdk12.org/employment/certificated/student-teaching/>