

Office of Teacher Certification

Student Teaching Placement Confirmation

PLACEMENT INFORMATION:

Student Teacher: _____ Phone Number: _____

Area of Certification: _____

School Placed at: _____ School Phone Number: _____

Date of Interview: __/__/__ Placement Dates: __/__/__ to __/__/__

Student Teacher Signature: _____

COOPERATING TEACHER:

Name: _____ Grade: _____

Subject: _____

Email Address (required): _____

(All OTC correspondence will be sent to the above e-mail address)

Payment Option: A free graduate course tuition voucher or \$500 remuneration

Cooperating Teacher Signature: _____ Date: _____

COOPERATING TEACHER 2 (IF APPLICABLE):

Name: _____ Grade: _____

Subject: _____

Email Address (required): _____

(All OTC correspondence will be sent to the above e-mail address)

Payment Option: A free course tuition voucher or \$500 remuneration

Cooperating Teacher Signature: _____ Date: _____

PRINCIPAL INFORMATION

Principal Name: _____

Principal Email Address (required): _____

(All OTC correspondence will be sent to the above e-mail address)

TO PRINCIPAL OR DESIGNEE: Your signature verifies that the cooperating teacher assigned to the student teacher has a minimum of three years teaching experience. You also verify that you acknowledge and accept the above selected payment option for the above teacher(s). A copy of this form, signed by the Coordinator of Teacher Certification and Clinical Experiences, will be mailed to the school to officially confirm this placement.

School Principal Signature: _____ Date: _____

Signatures of all parties indicate a willingness to meet the conditions outlined in the Teacher Certification Handbook for the placement dates indicated above.

The student should return this form to the Office of Teacher Certification for authorization as soon as possible after the interview. This form is due to OTC by **November 30** for Spring Student Teachers and **April 30** for Fall Student Teachers. If this document is not returned by the due dates, your placement will be cancelled.

Coordinator of Teacher Certification and Clinical Experiences

Date

www.plymouth.edu/teachercertification/