****

Requirements for

Student Teaching, Student Observation, Internship Placement

1. Complete the KPBSD Volunteer Application online at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us) indicating school preference (s).
2. Complete the KPBSD Student Responsibility Contract and Registration Form
3. Provide a current TB test (must be within one year).
4. Provide an unofficial copy of transcripts.
5. Provide a copy of your State of Alaska Student Teaching Certificate (if applicable)
6. Provide a syllabus or description of program expectations.

Once the required paperwork is complete and turned in to Human Resources, we will contact the school and set up placement. Please do not contact the school directly. You will be notified by your advisor or KPBSD when placement is complete. You will then be given information to contact the administrator or mentor teacher. It is recommended that you meet prior, to go over classroom rules and expectations.

Honorariums are handled directly with the host teacher (not through our office).

Every effort is made to accommodate when a specific school is requested, but the District has final say in placements. (Also the university/college must agree to remove a student if the District deems it is in the best interest of the students of the Kenai Peninsula Borough School District to do so.)

STUDENT TEACHERS: An evaluation may be completed by the administrator and mentor teacher upon completion of your term with KPBSD.

Please return all documents to:

KPBSD

Attn: Stephanie McDowell

148 N. Binkley Street

Soldotna, Alaska 99669

(907) 714-8888 Fax: (907) 262-9645

[smcdowell@kpbsd.k12.ak.us](mailto:smcdowell@kpbsd.k12.ak.us)