Professional Learning Forms

Springfield Public Schools
Request for Professional Learning Credit
Supervision of Student Teachers

Approval of the building principal is required in order to supervise a student teacher. Teachers serving as the Cooperating Teacher of a Student Teacher must meet the current guidelines of the student teacher’s University. For example, previous guidelines have included having at least three years of full-time teaching experience in the District and meeting District standards on the PBTE to be eligible to supervise student teachers.

Credit for supervision shall be a maximum of 48 hours. This maximum of 48 hours of credit earned for supervising a student teacher shall be allowed in meeting the professional learning requirements of any preceding five (5) year period.

Teachers requesting credit for supervision of a student teacher should submit this Request for Professional Learning Credit form with the required signature to the Department of Learning Development.

Name:__________________________________________ SPS ID Number:__________

Home School:______________________________________________

Teaching Assignment:________________________________________

Name of Student Teacher: _____________________________________

Dates of Supervision: _____________ to____________ Total number of weeks _______

Date Submitted:______________________________________________

Principal’s signature verifies that the supervision of a student teacher was completed.

__________________________________________  ______________
Principal's Signature                     Date

For office use only

Approved:_________ Not Approved:_________ Hours Credited:_______________

__________________________________________  ______________
Director of Learning Development             Date

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