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 <u>completed</u>.

_____ _____

Principal's Signature Date

For office use only

Approved:_____ Not Approved:_____ Hours Credited:_____

_____ _____

Director of Learning Development Date

Revised 2013