To: All Staff
From: Geri
Re: Requests for Student Teaching, Observations

**Step One:** All requests need to be sent to the Deputy Superintendent in writing.

**Step Two:** Once received, the candidate will ask that his/her parent university submit coursework guidelines and requirements for the observation and/or student teaching.

**Step Three:** Once received, the Deputy Superintendent will contact building principal/director for possible placement.

**Step Four:** Once approval is received from the building principal or director, I will contact the teacher for his/her approval.

**Step Five:** Once the approval has been given, the individual will be contacted and, if approved, directed to contact the building principal.

USD 207 Fort Leavenworth School District

**VISION:**
Creating lifelong learners and future leaders with 21st Century Skills.

**MISSION:**
To achieve the highest level of learning for all through the tenacious pursuit of excellence.