

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 to 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.