

## Short-Term Substitute While Enrolled in Student Teaching/Clinical Experiences Approval Form

Student Name: \_\_\_\_\_

Student Teacher/Clinical Placement Site: \_\_\_\_\_

### ***District Section (must be completed prior to the Student/Program Section)***

School District: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

The District has a signed University Teacher Education Placement Agreement and University Teacher Education Placement Agreement Short-term Substitute Amendment on file with Illinois State University.

The District is interested in hiring the listed student teacher/clinical student to work as a short-term substitute teacher at the above listed placement site due to the current substitute shortage.

District Approval: Sign & Date \_\_\_\_\_

Cooperating Teacher Approval: Sign & Date \_\_\_\_\_

### **Student Section**

Program/Content Area: \_\_\_\_\_

This completed form signifies my interest as a student teacher/clinical student to work as a paid short-term substitute teacher in the school building where I am currently assigned as requested by the school and as my time permits. Accepting additional paid short-term substitution assignments are not required and will not have any impact on my student teaching/clinical assignment. The school district and ISU have agreed to the following:

#### ***University Teacher Education Placement Agreement Short-term Substitute Amendment***

13.1: If University's student teacher/clinical student is appropriately licensed, they may agree to act as a paid short-term substitute teacher within the limits as defined in the Illinois School Code (105 ILCS 5/ et al) while participating under this Agreement. The district will employ the student teacher/clinical student in accordance with all local, state, and federal regulations and laws and take responsibility for all employment-related issues. District and student teacher/clinical student will determine mutually when the student teacher/clinical student is acting in a short-term substitute capacity or only as a student teacher, and District will follow all employment policies while student teacher/clinical student is performing in the short-term substitute capacity. The district will not start employment until they have a signed approval form (attached as Exhibit A) from the University. If student teacher/clinical student chooses not to substitute teach, in their sole discretion, they may continue to participate as a student teacher/clinical teacher in the District as originally scheduled by the parties.

#### **Student requirements to work as a paid short-term substitute teacher during a student teaching/clinical assignment:**

- Must hold a valid short-term substitute license and work under those guidelines.
- Must have approval from the ISU content area program/University site supervisor that:
  - Student is in good standing as a student teacher/clinical student.
  - The additional short-term substitute duties will not negatively impact primary student teaching/clinical assignment responsibilities.

**Once completed the form will be returned to the Building Administrator who is responsible for hiring short-term substitute teachers and a copy will be kept by the student and the Program.**

ISU Department Approval: Sign & Date \_\_\_\_\_

ISU University Supervisor Approval: Sign & Date \_\_\_\_\_

Student Teacher/Clinical Student: Sign & Date \_\_\_\_\_