



STUDENT TEACHER PLACEMENT FORM

Supervising Teacher: _____

Building _____ Classroom _____

Student Teacher: _____

University _____ Term _____

Start Date: _____ End Date _____

Is there a stipend expected from the university? YES NO If YES, how much? _____

(stipends are generally received by the district a few weeks after the completion of the term)

How would you like to have the stipend made available to you?

Send the stipend to my building so I can access for supplies for my classroom or department.

Deposit the stipend into a district account for me to use for my coursework or other approved professional development.

I want the stipend added to my paycheck as compensation with appropriate taxes withheld.

Teacher Signature: _____ Date _____

Principal Approval of Placement: _____ Date _____

Direction: After receiving form from Todd/Brian, complete relevant information, sign and submit to your building principal for approval.

Distribute completed copies to: teacher, building secretary, Todd/Brian and business office.