



School Request

Woodring College of Education
 Certification Office, Miller Hall 150

516 High Street, Bellingham WA 98225-9090
 Telephone: (360) 650-4930

The Intern Substitute Certificate authorizes the intern to substitute teach, only in the assigned student teaching classroom. OSPI will only issue Certificates to interns who the District has requested and Woodring has approved.

Keep a copy and Fax, email, mail or deliver this completed form to the Woodring Certification Office; photos are acceptable. Fax: (360) 650-6583, Teacher.Certification@wwu.edu, or use address above.

<i>Student Intern Information</i>	
Name and WWU ID:	
Department: Eled/ECE <input type="checkbox"/>	Secondary <input type="checkbox"/> Special Education <input type="checkbox"/> Eled in NS, EV or BR <input type="checkbox"/>
University Intern Coordinator	
UIC's Email:	
<i>School Information</i>	
School Name & District:	
Principal:	
Cooperating Teacher:	
<i>School Request</i>	
We request and support approval of the above-named student intern to substitute teach in the classroom of the cooperating teacher(s) listed above. We understand that the determination of approval is made only by the Woodring College of Education.	
Principal Signature / Date	
Classroom Teacher Signature / Date	

Woodring Certification Office Use Only:			
School Request <input type="checkbox"/>	Midterm <input type="checkbox"/>	Clearance <input type="checkbox"/>	Residency App <input type="checkbox"/>
Notes:			
UIC:			
To Chair:		From Chair:	
OSPI Approve <input type="checkbox"/>	Enter WIS <input type="checkbox"/>	Email candidate <input type="checkbox"/>	OFE <input type="checkbox"/>