

Woodring College of Education
Certification Office, Miller Hall 150

516 High Street, Bellingham WA 98225-9090
Telephone: (360) 650-3388

Student Intern Information	
Name and WWU ID:	
School Information	
School Name & District:	
Principal:	
Cooperating Teacher:	

This form must be signed and completed in order for the candidate's substitute certificate request to be approved. Once signed, the candidate will submit this form to WWU for approval via the E-Sign form.

School Agreement & Approval
<p>Important information for Cooperating Teachers and Building Administrators:</p> <ol style="list-style-type: none"> Students must complete the Substitute Certification Request Process <u>prior</u> to serving as a substitute. The district assumes all liability and responsibility associated with the performance of the intern for the duration of any given substitute assignment. Any time an intern is independently responsible for running a class due to a sub shortage, they should be paid as a substitute teaching employee. Interns who are not certified with an emergency sub certificate or intern sub certificate shall not, under any circumstances, serve as a substitute teacher. Additional expectations: <ul style="list-style-type: none"> Interns cannot be pulled from their internship responsibilities to sub in other classrooms Interns may have limitations on the number of consecutive days they can serve as a substitute, permission to exceed those days must be provided by the intern's department Serving as a substitute during the internship is dependent upon the intern's continued growth. If it is determined by the UIC/FS, CT, or administrator that subbing is interfering with the intern's growth, permission to sub will be revoked.
<p>By signing this form, we acknowledge that we have read, understand, and agree to adhere to the requirements of subbing during an internship as outlined above. We request and support approval of the above-named student intern to receive a substitute teaching certificate.</p> <p>We understand that the determination of approval is made only by the Woodring College of Education and agree not to request that an intern serve as a substitute until approval is received.</p>
Principal Signature / Date
Classroom Teacher Signature / Date