WASHINGTON•SARATOGA
BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
WARREN•HAMILTON•ESSEX

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Lisa Palmer
Director of Personnel Development and Improvement

Professional Field Experience Application

This completed application must be submitted to the Assistant Superintendent for Instructional Programs at least 4 to 6 weeks prior to start date of experience.

Application for (check one): __Student Teaching __College Fieldwork __Internship ___Classroom Observation

Name:_____ Date:_____

Address:_____ Home Phone:_____

E-Mail Address:_____ Cell Phone:_____

College:_____

College Contact Name:_____Phone:_____
Email:_____

Subject Area:_____

Grade Level:_____

How many hours of Observation/Fieldwork:_____

Experience Start Date:_____

Experience End Date:_____

Required documents from participant

- ✓ Letter from Participant
- ✓ Docs/Guidelines from College
- ✓ Participant's Resume
- ✓ Unofficial Transcript

Signature:_____

I agree to abide by all WSWHE BOCES policies and procedures.

Applicant must attach letter of request, documentation from the college that outlines the experience guidelines,

APPROVALS

_____ _____
Assistant Superintendent for Instructional Programs Date

_____ _____
Director of Personnel Development and Improvement Date

OFFICIAL USE ONLY:
___ Letter from Participant
___ Affiliation Agreement from College
___ Participant's Resume
___ Unofficial College Transcripts

School:
___SAEC
___Myers
___SSTLC
___WSTLC
___Other

TEACHER ASSIGNMENT

Teacher Name:_____ Signature:_____
Grade Level:_____
Subject:_____ Date:_____

Return to Director of Personnel/Human Resource after receiving all approvals and teacher assignment