

Request to Student Teach Outside California University's Service Area

POLICY: Requests to student teach outside of California University's service area must be given in writing by September 30 for spring student teaching assignment or by March 30 for fall student teaching assignment. Consideration of these placements may be granted for documented family hardship, to participate in an urban experience, overseas experience or if student teaching is part of an on-line program. All requests are reviewed by the Director of Student Teaching in consultation with the Department Chairperson. All requests are reviewed on a case-by-case basis.

Directions: Complete the form below and present it to the Director of Student Teaching who will then consult with the appropriate Department Chairperson.

I am requesting to teach beyond California University's service area because of **one** of the following reasons:

Urban Experience in Philadelphia

Overseas

Through an On-line Program

Family Hardship

Other:

Name	
CWID	
Email	
Street Address	
City	
State	
Zip Code	
Major/Specialization	
Location desired for Student Teaching	
Reason for Request: Note: Requests will be granted only if a family emergency requiring the student's presence in the family home exists. Financial difficulties are not acceptable grounds unless documented by a social agency in the family's community.	
Complete by September 30 for spring student teaching assignment or by March 30 for fall student teaching assignment.	

I have completed this request and understand that I am responsible for the completion of all student teaching assignments.

Date

Student Signature

We have reviewed and discussed this request and confirm that it is approved according to the guidelines set forth.

Date

Department Chair or Representative

Date

Chair of Student Teaching Subcommittee