



## Intern Substitute District Approval Form

Educators in teacher preparation programs who are completing their student teaching may apply as an Intern Substitute if working on a bachelor's degree or as an Emergency Substitute if working on a master's degree. While student teaching, the intern is permitted to substitute ONLY for the mentor teacher in their absence. Intern Substitute Certification is valid only during the student teaching field experience. Substituting while student teaching cannot exceed a total of 12 days and is limited to a maximum of three consecutive occurrences.

For the district to initiate a request for the Intern Substitute Certificate with OSPI, the Human Resources Department must have approval from the mentoring teacher, building administrator and University supervisor. Please collect all applicable signatures and return to [studentinterns@everettsd.org](mailto:studentinterns@everettsd.org).

Student Teacher Name: \_\_\_\_\_ Email: \_\_\_\_\_

Placement School/Mentor: \_\_\_\_\_ University: \_\_\_\_\_

Dates of Internship/Student teaching: \_\_\_\_\_ to \_\_\_\_\_

Applying for: Intern Substitute Certificate \_\_\_\_\_ or Emergency Substitute Certificate \_\_\_\_\_

By signing below, you are stating support and approval of the student teacher to substitute teach in the classroom of the mentoring teacher listed above.

Mentoring Teacher Printed Name: \_\_\_\_\_

Mentoring Teacher Signature/Date: \_\_\_\_\_

Building Administrator Printed Name: \_\_\_\_\_

Building Administrator Signature/Date: \_\_\_\_\_

University Supervisor Printed Name: \_\_\_\_\_

University Supervisor Signature/Date: \_\_\_\_\_

*When the intern substitute certification request is made, the district student intern coordinator will notify the student teacher. It is the student teacher's responsibility to complete the application on [OSPI's E-Certification program](#), pay the fee, and submit all district hiring paperwork to the Human Resources Substitute Coordinators. [subservices@everettsd.org](mailto:subservices@everettsd.org) | 425-385-4111.*

March 2023

For HR use only: Approved: Y \_\_\_\_\_ N \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_