

Leave Substantiation for Student Teaching/Internship

Student Teaching/Internship Leave

Due to educational requirements pertaining to completion of a course, there may be need to take leave from your position to complete internship or log student teaching hours. Your direct supervisor needs to be aware of your commitment, along with the Human Resource Certification and Compensation department – especially in cases where mentorship will take place within Everett Public Schools. Leave may be continuous or intermittent, depending on the requirements. Please coordinate dates affected by this commitment and provide documentation from your institutional provider or via the Certification and Compensation department.