

**WELLESLEY PUBLIC SCHOOLS**  
**WELLESLEY, MASSACHUSETTS**

**New Student Teacher, Intern, Pre-Practicum Checklist**

**Paperwork**

- Application for Student Teachers, Interns, Pre-Practicums
- Protocol for Internships and Student Teaching Assignments
- Confidentiality Agreement

**Background Check, must be completed & cleared before starting**

- CORI Request Form, including copy of Driver's License
- Fingerprinting

**WELLESLEY PUBLIC SCHOOLS  
WELLESLEY, MASSACHUSETTS**

**Application for Student Teachers, Interns, Pre-Practicums**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

University Affiliation: \_\_\_\_\_ Undergraduate \_\_\_ Graduate

University Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Required Placement: \_\_\_ Student Teacher \_\_\_ 1<sup>st</sup> Semester \_\_\_ 2<sup>nd</sup> Semester \_\_\_ Full Year  
\_\_\_ Intern \_\_\_ 1<sup>st</sup> Semester \_\_\_ 2<sup>nd</sup> Semester \_\_\_ Full Year  
\_\_\_ Pre Practicum # days / week \_\_\_\_\_

Requested Location: \_\_\_\_\_ Requested Dates: \_\_\_\_\_

Requested Grade Level / Discipline: \_\_\_\_\_

Accompanying Documentation: (To be included with Application)

\_\_\_ College or University Endorsement / Approval Letter

\_\_\_ CORI Application

\_\_\_ Fingerprints

\_\_\_ Confidentiality Agreement

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Cooperating Wellesley Teacher / Educational Professional: \_\_\_\_\_

Grade / Discipline: \_\_\_\_\_

I agree to serve as a cooperating practitioner for the above applicant:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I recommend that the above request be: \_\_\_ Approved \_\_\_ Disapproved

Department Head / K-12 Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the approved application must be sent to the Office of the Assistant Superintendent prior to the start of the practicum / pre-practicum / internship.

## **WELLESLEY PUBLIC SCHOOLS**

### **Protocol for Internships and Student Teaching Assignments**

Local colleges and universities often partner with Wellesley Public Schools and request that the school district provide internships and student teacher opportunities for their students. Wellesley Public Schools welcomes the opportunity because it will afford interns with practical experiences that can be obtained in an educational environment. Not only will interns be better qualified to enter the educational workforce upon graduation, they may be encouraged to seek employment with the school district upon successful completion of the field experience.

Wellesley Public Schools recognizes that our primary responsibility is to provide a first class education to our students. Providing learning opportunities to interns cannot conflict with or in any way diminish the educational services provided to our students. Internships and student teaching opportunities shall be undertaken in accordance with the following guidelines.

#### **Approval of Internship or Student Teaching Assignments**

- 1) Interns and student teaching assignments may be undertaken only with approval of the appropriate supervising administrator. All requests for intern or student teaching opportunities, with supporting documentation from the college or university, should be forwarded to the appropriate supervising administrator or department head using the attached application. Upon review, the appropriate supervising administrator shall forward all requests and supporting documentation to the Assistant Superintendent of Teaching and Learning for final approval. The intern or student teacher must review any policies and requirements and pass a criminal history records check including a CORI and fingerprint background check prior to the commencement of the assignment.
- 2) Upon final approval of the internship or student teaching assignment, the assigned cooperating teacher or professional will meet with the intern or student teacher to review this policy, legal requirements relating to the privacy of student records, civil rights policy, crisis plan, and any other policy related to the intern or student teaching assignment.
- 3) Interns and student teachers arriving at Wellesley Public Schools specifically to do their student teaching or internship shall receive no compensation or other remuneration from the Wellesley Public Schools and are not employees of the school district. However, interns and student teachers will be subject to similar screening requirements conducted by the school district.
- 4) Existing Wellesley Public School employees are allowed to do their student teaching or internship, if it doesn't in any way diminish the educational services provided to our students. If it becomes apparent that the student teaching assignment or internship is diminishing educational services to our students, the supervising administrator may ask the student or intern to go unpaid or discontinue the internship or student teaching assignment.

**Intern and Student Teaching Protocols**

- 1) The assigned cooperating teacher or other educational professional will supervise the intern or student teacher and be responsible for all aspects of the assignment.
- 2) The assigned cooperating teacher or other educational professional will be in good standing, shall hold a valid professional teaching license and achieved professional teacher status in Wellesley.
- 3) Interns and student teachers may attend building meetings and participate in parent conferences with a cooperating teacher or other educational professional.
- 4) In the event an intern or student teacher is undertaking work which would require a professional license, the cooperating teacher or educational professional should be mindful that the intern or student teacher is operating under the auspices of the cooperating teacher's license. All such work must be directly supervised by the cooperating teacher or educational professional and must in all respects comply with legal standards and regularly accepted practices sanctioned by the school district.
- 5) Interns and student teachers are not authorized to use physical restraints of students.
- 6) Interns and student teachers may draft reports or other materials for review by and use of their assigned cooperating teacher, however, interns and student teachers are not authorized to sign documents of any kind on behalf of the Wellesley Public Schools.
- 7) All reports, reviews, evaluations or other documentation provided to the college or university regarding the intern or student teacher performance, prepared by the cooperating teacher, shall be reviewed by the building principal or supervising administrator before being provided to the college or university.
- 8) Student interns will be given access to email and be required to follow the Acceptable Use Policy established by the school district.
- 9) The Wellesley Public Schools reserves the right to terminate the placement at any time.
- 10) The Cooperating Teacher or Educational professional will forward any voucher received from the college or university to the Assistant Superintendent of Teaching and Learning.

The following signature will acknowledge receipt of the protocols.

\_\_\_\_\_  
Student Intern / Student Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cooperating Teacher / Educational Professional

\_\_\_\_\_  
Date

**WELLESLEY PUBLIC SCHOOLS**  
40 Kingsbury Street • Wellesley • Massachusetts 02481  
781-446-6210

**Dr. DAVID F. LUSSIER**  
Superintendent of Schools

**Dr. Joan Dabrowski**  
Assistant Superintendent, Teaching and Learning

**LORI V. CIMENO**, Director of Student Services



**JUDITH M. BELLIVEAU**  
Assistant Superintendent, Finance and Operations

**KATHLEEN F. DOOLEY**, Director of Technology

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**Confidentiality Agreement**

The Commonwealth of Massachusetts has promulgated regulations to ensure parent's and student's rights of confidentiality, inspection, amendment, and destruction of student records and to assist local systems in adhering to the law.

In accordance with federal and state requirements, the district protects the confidentiality of any personally identifiable information that it collects, uses, or maintains. The district maintains and provides access to student records in accordance with federal and state requirements.

As a student intern for the Wellesley Public Schools, I acknowledge that there may be information about students, families or staff that is of a confidential nature. I agree not to reveal any information about students, families or staff of the Wellesley Public Schools outside the duties of my position.

Name (printed) \_\_\_\_\_ School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

WELLESLEY PUBLIC SCHOOLS  
WELLESLEY, MA 02481

School \_\_\_\_\_ WELPS CH385 G

CORI REQUEST FORM

Wellesley Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of \_\_\_\_\_, I understand that a criminal record check will be conducted for conviction, non-conviction, and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

**REQUESTED INFORMATION (Please Print)**

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

\_\_\_\_\_  
DATE OF BIRTH (MM/DD/YYYY) XXX - -  
LAST SIX DIGITS OF SSN

\_\_\_\_\_  
PHONE NUMBER EMAIL ADDRESS

\_\_\_\_\_  
STREET ADDRESS APT # or SUITE

\_\_\_\_\_  
CITY STATE ZIP

_____ FORMER LAST NAME 1	_____ FORMER LAST NAME 2	_____ FORMER LAST NAME 3	_____ FORMER LAST NAME 4
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FATHER'S NAME  
LAST NAME FIRST NAME

MOTHER'S NAME  
LAST NAME FIRST NAME MAIDEN NAME

RACE \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
(REQUESTED BUT NOT REQUIRED)

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

**\*\*PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE\*\***

**\*\*The above information was verified by reviewing the following form of government issued photographic identification\*\***

REQUESTED BY: \_\_\_\_\_  
Director of Human Resources  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

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Dr. DAVID F. LUSSIER  
Superintendent of Schools

Dr. DEAN W. BLASE  
Assistant Superintendent, Teaching and Learning

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Assistant Superintendent, Finance and Operations

KATHLEEN F. DOOLEY, Director of Technology

TO: Wellesley Public Schools Interns/Student Teachers

FROM: Gayle McCracken  
Director of Human Resources

RE: Massachusetts Law: Criminal History Checks for School Interns/Student Teachers

Please be aware that all Interns/Student Teachers are required to submit fingerprints for the national criminal background check. Please make an appointment to schedule your fingerprint session as soon as possible by following the information listed below:

**Please read through this information before you register for an appointment to have your fingerprints taken.**

The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprint taken. The second step requires you to go to a location to physically have your fingerprints taken. While the following looks daunting, I have registered myself and it is not very difficult and will take you about 15 minutes.

- Please visit <http://www.identogo.com/FP/Massachusetts.aspx> to register for a date, time and location to have your fingerprints taken.
- While the current locations to have your fingerprints are limited, new sites are being added every month. When you go online, you will find all the locations of the fingerprint centers.
- While these sites may not be convenient for you, they offer evening and Saturday appointments as well as day time appointments.
- When you are asked to provide a "Provider ID" please use Wellesley's Provider ID which is **Provider ID = 03170000**
- The fee is \$55 for staff who hold a position which requires a DESE license and \$35 for those who hold positions that do not require a DESE license. You can pay with a credit card while online or pay when you arrive to the fingerprint center.
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

If you hold any other position where you may also work or volunteer simultaneously in another public school district, you may select up to 10 other districts where you would like to have your criminal history report sent. You will need to have the Provider ID code of those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code.

Please bring to the Human Resources Department one of the following documents as soon as possible:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact the Human Resources Department at 781-446-6210 extension 5603.