

Teaching Assignment and Verification for Employed Interns

Interns, please have your school principal or school system's HR Director complete the information below. Employment must meet all ALSDE, UM, and certification requirements for the teaching field, grade level, and program as outlined in the Guidelines for Employed Interns (additional information is available on TES website at www.montevallo.edu/tes) Please note that the mentor must hold at least a master's degree and have at least three years of teaching experience in your teaching field. Completed forms should be returned by the deadline to the Teacher Education Services office in Wills Hall 207.

To be completed by the principal or school system's HR Director

Intern name: _____

School of employment: _____

Teaching assignment, preps, etc: _____

Grade levels: _____

Is this a full-time position? (circle one) yes no

Mentor name: _____

Years of experience (must have at least 3 years): _____

Highest degree (must be Master's or higher): _____

Certificate area: _____

Certificate level: _____

Signature

Title

date

TES use only

Verification of Interim Employment Certificate (IEC) _____