

Teaching Assignment and Verification for Employed Interns

The school principal or school system's HR Director must 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 to celliso6@montevallo.edu.

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

Student's name: _____

School of employment: _____

Teaching assignment, preps, etc: _____

Grade levels: _____

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

Mentor name: _____ Email: _____

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

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

Certificate area/level: _____

TCert #: _____ TCert/ALSDE # can be found here: <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>

Send SA1 form to: (check one)

Principal (Name: _____)

HR Director (Name: _____)

Directly to ALSDE

Address for Principal or HR Director:

***If address is not included, the SA1 will be sent directly to the ALSDE.**

Signature

Title

Date