|  |  |
| --- | --- |
|  | **Single Subject Credential Program****Adopted 11.2014*****Long-Term Substitute Teaching Application*** |
| *Initial discussion and approval for a long-term substitute teaching position should be negotiated with the Subject Area Coordinator, whose decision is final. Teacher Candidates who accept a long-term substitute teaching position are NOT on an Intern Credential. They are expected to meet all program requirements in a timely manner and may be considered for program removal, if any requirements are not met. All details below should be discussed prior to accepting the position. Supervision may continue with initial Supervisor or a new Supervisor may be assigned.****Directions: A copy of this form should be filed with the Single Subject Credential Program Director prior to accepting and beginning position.*** |
|  |  |
| **Candidate Name** | **Candidate CWID** |
|  | [ ] Second |
| **Candidate Email** | **Semester** |
|  |  |
| **Subject Area** | **Subject Area Coordinator** |
| **CONFIRMATION FROM COURSE INSTRUCTORS** | **Initials** | **Role** |
| Teacher Candidate is not taking EDSC 304 during long-term substitute period. |  | Subject Area Coordinator |
| Teacher Candidate has completed EDSC 410 with B or better. |  | Subject Area Coordinator |
| Teacher Candidate is in GOOD STANDING with 440S/F (First Semester only). |  | PDC Instructor |
| Teacher Candidate is in GOOD STANDING with 442 OR 449S. |  | 442/449S Instructor |
| Teacher Candidate is in GOOD STANDING with TPA  |  | TPA Coordinator |
| **CONFIRMATION FROM DISTRICT SITE** |
| The following individuals are aware of this opportunity and plans have been made for transition out of/return to current fieldwork. |
|  |  |
| **Master Teacher Name and Email** | **Site Principal Name and Email** |
| **DETAILS OF LONG-TERM SUBSTITUTE TEACHING POSITION** |
|  |  |  |
| **Total Periods** | **School** | **District** |
|  |  |  |
| **Beginning Date** | **Estimated End Date** | **Estimated Total Weeks** |
|  |  |
| **Plan for Transition Out of Current Fieldwork** | **Plan for Return to Fieldwork Placement** |
| **NEW PRINCIPAL SIGNATURE CONFIRMING ACCURACY OF CONTENTS OF FORM** |
|  |  |  |
| **New Site Principal Name** | **Email** | **Signature** |
| **CONFIRMATION OF CANDIDATE REQUIREMENTS** | **Initials of New Principal** |
| The Teacher Candidate will be allowed access to student information and meet videotaping requirements for Teaching Performance Assessment. |  |
| The Teacher Candidate will be released in time to attend afternoon credential program classes. |  |
| The individual below has been appointed to mentor the Teacher Candidate, complete Teacher Candidate evaluation forms, and serve as the University point of contact. |  |
|  |  |  |
| **Name of Contact Who Will Function as Master Teacher** | **Title** | **Email** |
| **UNIVERSITY SIGNATURES CONFIRMING ACCURACY OF CONTENTS OF FORM** |
|  |  |
| **Signature of Teacher Candidate** | **Signature of Subject Area Coordinator** |
| **Date/Stamp Received by SSCP Director** |  |