SUBSTITUTE TEACHING GUIDELINES

Credential candidates who have emergency permits to substitute teach may do so for pay if they (1) provide advance notice to the mentor teacher and school site principal, (2) do not miss required class meetings at HSU, and (3) are able to complete the required hours of fieldwork excluding the hours of substitute teaching and absences.

EMPLOYMENT DETAILS

Credential Candidate’s Name:

__________________________________________________________

Request to substitute teach for pay: ____ days in spring semester.

__________________________________________________________

Valid permit to substitute teach (attach photocopy if not previously submitted to Credential Programs Office).

__________________________________________________________

Number of days absent from fieldwork to date plus future planned absences: ____

__________________________________________________________

Verification Signatures

Student: _______________________________________________

Mentor: _______________________________________________

Principal: _____________________________________________

Approval

Program Advisor: ___________________________ Date: _______