

SIGNATURE FORM

The Office of Student Teaching, Indiana University at Bloomington

This form can be found at <http://site.educ.indiana.edu/stuteach/StudentTeachingForms/tabid/8871/Default.aspx> . Since the form requires signatures, it must be turned in with your application and other materials on your due date.

Transcript Release and Student Teaching Contract:

This too, is an internal form and will become part of your student teaching file. Essentially, this form, when completed gives the Student Teaching Office the authority to release your transcript(s) to school systems. By signing the transcript release you have given our office permission to use, copy, and send your transcript(s) with your Student Teaching application. If you attended schools other than IU, you must submit transcripts from all previous institutions unless those classes transferred to IU and appear on your transcript.

Print Name _____ ID # _____

PERMISSION TO RELEASE YOUR TRANSCRIPTS

Please sign the following statement regarding the release of your official transcript(s) to the Student Teaching Office, Indiana University at Bloomington and to School Systems concerning your Student Teaching Placement.

I, (Print Name) _____ give the Student Teaching Office/Indiana University at Bloomington authority to release my official transcripts to school systems and schools in order to secure my Student Teaching Placement(s). I further understand that a \$9.00 transcript fee will be charged through the Bursar's Office, if payment is not made at the time the transcript is given at the Registrar's office.

Signature _____ Date _____

STUDENT TEACHING CONTRACT

I have reviewed all Student Teaching materials and have completed all forms and documents needed by the Student Teaching Office to help secure my Student Teaching placement. Additionally, I turned in these materials on or before their due date. If I missed my due date, I do understand that the "intake process" for my Student Teaching placement(s) will be somewhat delayed.

Since good communication between the future Student Teacher and the Student Teaching Office is absolutely critical, the student teacher must inform the Student Teaching Office of any change in address, phone numbers, eligibility status, special program status, and any other information that effects the Student Teaching placement. Failure to do so may result in delays in processing your application and ultimately could harm your chances of obtaining one of the placements you prefer.

I have reviewed all documents that will be sent to school systems and schools and believe that they are accurate, well written, and complete. Further, I also know that if errors are found by the Student Teaching Office, I might have to make arrangements to re-do the documents found to be not acceptable.

Concerning geographic location(s) and placement(s), I understand that it will NOT always be possible for the Student Teaching Office to secure a placement in accordance to my preferences as listed on my documents. I agree to cheerfully accept any reasonable alternative placement that might be arranged for me by the Student Teaching Office. I understand that any failure to abide by agreements and due dates could jeopardize my placement. **I AGREE TO COMMUNICATE IN A PROFESSIONAL MANNER.**

Signature _____ Date _____