

COMMACK PUBLIC SCHOOLS
HUBBS ADMINISTRATION CENTER
480 Clay Pitts Road
East Northport, NY 11731

OFFICE OF HUMAN RESOURCES

Dear Prospective Student Teachers and Interns:

Congratulations on your upcoming milestone in your pursuit of a career in education! We are pleased that you are pursuing your student teaching or internship experience with the Commack Union Free School District.

To determine if the Commack UFSD can accommodate your request, please review the information below as it pertains to your potential placement:

- Verify that your name and contact information is accurate on the documents provided by your college placement office. These documents should clearly indicate that you are requesting a placement for student teaching/observation/intern hours and provide some level of detail about the requirements of your upcoming experience.
- All placements must be secured through the Office of Human Resources. Please do not seek a placement on your own or make any arrangement regarding your placement with building principals, department administrators, teachers, or other employees.
- Complete the required District application and attach the necessary documents, including:
 - College Placement Letter (on official college letterhead – original only)
 - Complete Registration Profile
 - Letter of Interest
 - Resume
 - Other documents to support your candidacy as a student teacher, student observer or intern.

These items may be submitted to the Office of Human Resource at the mailing address above or by email (see below). Failure to submit the requested documents will result in a delay of your potential placement.

- All student teachers and interns are required to be fingerprinted by the New York State Education Department. Fingerprinting will be done at the applicant's own expense.
- Arrangements may be made for selected candidates to interview with administrative staff prior to placement decisions being made. Interviews may be conducted with building principals, assistant principals, department administrators, or district office administrators.
- Candidates will be contacted with a decision and placement information, if applicable.

We wish you the best regarding the beginning steps of your future career! Should you have any questions, please contact our Student Teacher/Intern Coordinator at placement@commack.k12.ny.us.

Very truly yours,

Scott Oshrin

Assistant Superintendent for Human Resources

COMMACK UFSD
STUDENT TEACHER/INTERNSHIP
REGISTRATION PROFILE

Directions: Please complete this Student Teacher/Internship Registration Profile, attach the required documents, and submit to the Office of Human Resources.

BASIC INFORMATION

First Name: _____ Last Name: _____

Email Address: _____ Phone: _____

Permanent Address

Current Address (if different than Permanent)

Address: _____

Address: _____

City: _____

City: _____

State: _____ ZIP: _____

State: _____ ZIP: _____

UNIVERSITY INFORMATION

Name: _____

Anticipated Degree(s): _____

Anticipated Certification Area: _____

Anticipated Graduation Date: _____ Cumulative GPA (to date): _____

Program Requirements (Time frame, hours, etc.):

OTHER INFORMATION

How likely are you to apply for a position at the Commack UFSD after graduation? Why?

Would you like to Office of Human Resources to contact you regarding additional information about substitute opportunities after graduation?

Yes, please do!

I do not know at this time – I will contact the District.

No, thank you.