Los Angeles Unified School District

Human Resources

intern verification

California State University at

|  |
| --- |
| **I. To be Completed by Candidate** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a. | Candidate’s Name | | |  | | | |  | Soc. Sec. # |  | |
|  | Employee No. | |  | | | Status |  |  | Home Phone | |  |
|  | School Name |  | | | | | |  | School Phone | |  |
|  | Intern Credential Sought | | | |  | | | | | | |

|  |
| --- |
| **II. For Use by LAUSD** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| a. | Assigned to: |  |  |  | | |  |  |
|  |  | Class |  | Location | | |  | Effective Date |
|  | An intern contract will be offered when the candidate presents a university letter verifying that an application for credential has been completed. | | | | | | | |
|  | The appropriate program coordinator will provide on-site supervision in cooperation with the school administration and the university. | | | | | | | |
| B. | Human Resources Approval: | | | | | | | |
|  |  | | | |  |  | | |
|  | Signature | | | |  | Print Name | | |
|  | Title | | | |  | Office | | |

|  |
| --- |
| **III. To Be Completed By University** |

|  |  |  |
| --- | --- | --- |
| a. | As soon as the candidate is selected for a teaching position, this institution will apply through the State Commission of Teacher Credentialing for the Internship Credential with an appropriate effective date. The college or university will provide on-site supervision and monitor future course work for the candidate. | |
|  | Comments regarding assignments of the Candidate: |  |
|  |  |  |
|  |  |  |
|  |  | Signature of University/College Coordinator Internship Program |

