Los Angeles Unified School District

Human Resources

intern verification

California State University at

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

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

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| **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 |

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

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| 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 |

