



## STUDENT TEACHER/INTERN/OBSERVATION PROCEDURES

### MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

---

We welcome student teachers, interns and students observers who are enrolled in college or university classes that require placements in special education classrooms or programs.

The Monroe ISD has designated teachers and other staff who may accept a student teacher, observer or intern. All requests to student teach, observe or complete an internship must originate in the Human Resources Department and follow these procedures prior to observing in any ISD classroom:

Student teacher, intern or observer must complete the [Student Teacher/Intern/Observer Request Form](#)

**AND** submit that form along with resume and authorization from the college/university that student is enrolled in a course that requires the placement.

Email Request form plus required documents to:  
[ivy.finley@monroeisd.us](mailto:ivy.finley@monroeisd.us)

Once ICHAT and required documents are completed, placement will be approved by Elizabeth Taylor. Placement information will be obtained so it can be provided to the student. J.J. Dively will contact the student to schedule an appointment date to receive MCISD I.D. badge

ISD staff member will complete an evaluation of the student teacher/ intern at the completion of the assignment. There is no evaluation of an observer.

**No one will be placed in an ISD classroom or program prior to completing these procedures.**