**CSHS**

**Student Teacher & Student Intern Guidelines**

**Guidelines**

Any individual that would like to shadow a CSHS teacher or act as a student intern must adhere to the following guidelines:

* Prior approval must be obtained from teacher (via email or letter) if a specific teacher is requested.
* Request must be approved by the Principal (see form below).
* If approved, intern/student must sign in at the main office each day.
* If approved, must dress professionally.

**Request to Shadow/Intern with a CSHS Teacher**

Name: Phone:

College: Email:

I am requesting to shadow/intern with **or** in the subject

 Teacher Name

area of for .

 (E.g., English, Math, Science) Length of time (e.g., hours, days, weeks)

Check one box:

🞏 I have contacted the teacher and he/she has approved my request to shadow/intern with him/her. (See below or attach letter, email.)

🞏 I have NOT contacted a teacher and would like you to assign me to someone in the subject area of .

***For Teacher ONLY*** : The above individual has requested to shadow/intern with me. I

approve this request:

 Teacher Signature

***For Principal ONLY****:*

🞏 Approved

🞏 Not Approved