

**REQUEST FOR INTERNSHIP**

**ASSIGNMENT - NASSAU COUNTY SCHOOLS**

**PLEASE COMPLETE AND E-MAIL, MAIL OR FAX TO:**

**Office of Professional and Staff Development**

**1201 Atlantic Avenue, Fernandina Beach, FL 32034 FAX (904) 277-9044**

**EMAIL: [profdevelopment@nassau.k12.fl.us](mailto:profdevelopment@nassau.k12.fl.us)**

Student Name:

Address:

Telephone: Home:  Work or Cell:  (Print legibly or type.)

Email address:

College or University:

Course name/number:  Date course begins:  Instructor:

Required grade level:  Total required:  Additional hours (if any):

Required tasks/assignments:  
Host Teacher Requirements:  
ESOL Endorsed  
Reading Endorsed

I have a child or am related to a teacher in the following school(s) and grade level(s):

I am a NCSB employee at  and my position is  (complete if applicable)

I graduated from high school after 2018: (Check if yes)  Initial agreement to wear appropriate attire\*:

Signature OR typed initials for agreements:  Date:

Date of Fingerprint Screening:  (We will not process this form until your fingerprints have cleared.)

**STUDENTS- PLEASE READ:**

***PLEASE DO NOT CALL A SCHOOL PRINCIPAL OR TEACHER YOURSELF:***

Thank you for your interest in Nassau County Schools. After you have submitted this form and your fingerprints have cleared, we will provide you with your school/teacher assignment and the necessary contact information. Please allow one week for a response from us. Students may not be assigned to the following: 1) a class or school in which they have children enrolled; 2) the class of a relative who is a teacher; 3) as an approved volunteer without fingerprint clearance; or 4) in grades 9-12 if your graduation from high school was after 2018. We will notify you by email of your assignment. **\*Appropriate attire** means no jeans, shorts (except P.E. majors), mid-drift or low-cut tops, flip-flops, or T-shirts). Please be comfortable but convey a responsible image to students and others in the school. Please also know that all information about students' grades, learning disabilities, discipline, etc. is confidential. Cell phones should be on "silent" while you are in the school. **We reserve the right to decline to place a student for a field experience.**

***For Nassau School District Use Only:***

**DATES:** Form received: \_\_\_\_\_ Fingerprint Report cleared: \_\_\_\_\_ Student notification: \_\_\_\_\_

School assigned: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade/subject: \_\_\_\_\_