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SUBSTITUTE TEACHING POLICY FOR STUDENT TEACHERS

Teacher Candidates in EDU 458 and SPE 456/458 may be employed by the P-12 school district to which they are assigned as a substitute teacher during student teaching under the following conditions:

1. The student teacher has completed the required P-12 district paperwork for employment.
2. The **General Education** student teachers may substitute teach in their assigned classroom(s) for a total of 5 days during weeks 1-5 of the semester. The same student teacher may substitute teach in his/her assigned building for a total of 10 additional days beginning week 6 of the semester unless other arrangements are made with the Director of Clinical Experiences due to extenuating circumstances.
3. The **Special Education** student teachers may substitute in their assigned classroom for a total of 5 days during weeks 1-8 of the semester. The same student teacher may substitute teach in his/her assigned building for an additional 10 days beginning week 9 unless other arrangements are made with the Director of Clinical Experiences due to extenuating circumstances.
4. The student teacher will notify his/her assigned University Coordinator in writing in advance when employed as a substitute teacher.
5. The student teacher will not be absent from the EDU 432 seminar course to substitute teach unless approved in advance by the seminar instructor.

PERSONNEL	PRINTED NAME	SIGNATURE	DATE
Building Principal			
Cooperating Teacher			
University Coordinator			
Student Teacher			