



Request for Approval of Student Teacher/Intern/Volunteer

Part I – to be filed with the OCM BOCES Supervisor or Director

Requestor’s Name (Supervisor/Director): _____

Work Location: _____

Nature of Request: Student Teacher _____ Intern _____ Volunteer _____

Name of Supervising Teacher: _____
(For student teachers and interns only)

Time period for which person is requested: Starting _____ Ending _____

Program area to which person is to be assigned: _____

Part II – Recommendation of OCM BOCES Supervisor/Director: I hereby recommend the following individual to serve as:

Student Teacher _____ Intern _____ Volunteer _____

Name: _____ Telephone: _____

Social Security#: _____ **Email Address:** _____
(REQUIRED FOR FINGERPRINTING CLEARANCE PURPOSES)

Address: _____

Name and address of College or University: (For student teachers and interns only)

Contact Name: _____

College/University: _____

Address: _____ Telephone: _____

Supervisor

Date

Program Administrator

Date

Assistant Superintendent

Date

Director of Personnel & Labor Relations

Date

Request is to be submitted to the Personnel Department

Note: This approval is to be included as a Board of Education informational item on a board agenda.

Student Teacher/Intern/Volunteer Agreement

AGREEMENT

This AGREEMENT made this _____ day of _____, _____

Between the Board of Education (hereinafter referred to as the first party)

and _____ (hereinafter referred to as the second party), to wit:
please print name

In consideration of the services to be performed by the second party, the first party agrees to furnish the second party with coverage under the applicable provisions of the Workmen’s Compensation Law and the second party agrees to accept such coverage for injury, illness or disability arising out of the course of his/her employment.

Signature of Student Teacher/Intern/Volunteer

Date

Witness/Responsible Administrator

Date

Original of Agreement is to be submitted to the Personnel Department. Copy of Agreement is to be given to Volunteer, Student Teacher, or Intern.

Revised 10/2021 (due to fingerprinting requirement)