Early Release from Clinical Experiences
For Employment: Steps for Approval
Kennesaw State University
Clinical Experiences, Placements & Partnerships

Students may be released from student teaching for employment no earlier than seven school days prior to the last day in the field.

For example:  

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If Thursday the 12th is the last day in the field, then the student could be released at the end of the school day on Tuesday the 3rd. The student could begin employment on Wednesday, the 4th.

STEPS:

1. The student teacher receives an offer of employment from the Human Resources Department of the School System.
2. The student downloads the *Early Release from Student Teaching* Form from http://bagwell.kennesaw.edu/centers/cepp.
3. The student teacher secures the signature on the *Early Release* ... form of the Director of Human Resources (or his/her Designee) from the School District requesting the student teacher’s release and confirming the offer of employment.
4. The student teacher obtains the signature of the collaborating teacher and the university supervisor on the *Early Release* ... form.
5. The student teacher takes the *Early Release* ... form to the Clinical Experiences, Placements & Partnerships.
6. The Clinical Experiences, Placements & Partnerships obtains the signature of the Student Teacher’s Department Chair and the signature of the Director of the Clinical Experiences, Placements & Partnerships.
7. The Clinical Experiences, Placements & Partnerships notifies the school system of the approval (or disapproval) of the request and files the form.
MEMORANDUM

TO:        Human Resources Directors

FROM:      Clinical Experiences, Placements & Partnerships
           Kennesaw State University

RE:        Early Release of Student Teachers for Employment

Because of the critical need for teachers and numerous requests to release student teachers early for employment, I want to clarify Kennesaw State University’s position. Please share this information with others in your school district that have a need to know.

Rationale:
Student teaching is the capstone experience in teacher preparation at Kennesaw State University. Research has repeatedly shown that student teaching is the most valuable pre-service training for developing teaching skills. It is the time when theory and practice are synthesized and the student becomes ready to assume the responsibilities of his/her own classroom. KSU suggests eight to ten weeks of full-time classroom responsibility plus additional weeks of observation and less than full-time teaching. KSU enjoys a reputation for producing excellent teachers. We believe our rigorous program and adherence to high standards has earned this distinction.

The Georgia Professional Standards Commission strongly encourages a complete, full student teaching experience. Therefore, KSU can release student teachers no more than seven days early to begin employment without compromising our standards or state regulations. KSU advises the GAPSC that each student completing a teacher preparation program at KSU has had a full student teaching experience. We cannot recommend certification for a student who has been released more than seven days early.

Procedure:
To release a student teacher for employment up to seven days early, KSU—Clinical Experiences, Placements & Partnerships, needs the attached form (please make copies as your needs dictate) completed and signed by the employing school system and signed by the collaborating teaching and university supervisor certifying that the student teacher is ready to assume responsibility for his/her own classroom.

We believe that by working together we can produce excellent teachers to help meet the needs in your school district. If you have questions or need assistance in any way, please e-mail studentteach@kennesaw.edu or call 470.578.6734.
EARLY RELEASE FROM STUDENT TEACHING
FOR EMPLOYMENT
Kennesaw State University
Clinical Experiences, Placements & Partnerships

requests that

School District

be released early from student teaching to begin full-time employment on

Date

with release from student teaching effective

Date

at the end of the school day. The school system agrees to provide release time to the student teacher to attend the Ending Seminar at KSU (time and date on student teacher calendar).

_________YES        _________NO

Signature Director, Human Resources or his/her Designee                                        Date

Signatures below indicate approval for this early release and agreement that the student teacher has successfully completed student teaching, is receiving full credit for the course, and is ready to begin full-time employment in his/her own classroom.

_________________________Approve_________Disapprove_________
Collaborating Teacher -Date

_________________________Approve_________Disapprove_________
University Supervisor or Student Teacher Coordinator-Date

Return to Director, Clinical Experiences, Placements & Partnerships, Kennesaw State University, 585 Cobb Ave., MD#0115, Kennesaw, Georgia 30144-5591, FAX: 470.578.9194.

_________________________Approve_________Disapprove_________
University Department Chair-Date

_________________________Approve_________Disapprove_________
Director, Clinical Experiences, Placements & Partnerships-Date

The Clinical Experiences, Placements & Partnerships will notify the school system of the student teacher’s status.