

KU Substitute Teaching While Student Teaching Form

Please reference the KU Substitute Teaching While Student Teaching Policy while completing this form.

Section 1: Student Teacher Initiation

The student teacher declares interest in being paid to substitute in the student teaching classroom for up to 10 days during the student teaching semester. Substitute teaching can only occur after at least 3 weeks of field experience in the current placement classroom and steps 2 and 3 are completed below.

Student Teacher Name

Signature/Date

Section 2: Student Teaching School-Based Mentor and KU Supervisor Approval

Both district mentor teacher and KU student teaching supervisor must approve that the teacher candidate is qualified to be a substitute in the current placement classroom. By signing, the mentor and supervisor indicate that they have observed the candidate teaching in the placement and agree that they are capable of substitute teaching.

School-Based Mentor Teacher Name

Signature/Date

KU Supervisor

Signature/Date

Section 3: District Approval and Start and End Date

The student teacher submits any necessary paperwork to be hired and paid as a substitute teacher during the placement following district hiring guidelines.

Student teacher's substitute start date may begin only after 3 weeks of field experience in their current placement. This agreement allows for up to 10 days of substitute teaching during the semester and concludes on the final day of the placement.

Date when substitute teaching may begin: _____

Final Day of Placement: _____

Please return this form to the [KU Office of Clinical Experience & Partnerships](#)