

## **Request for Student Teachers Beyond Subject Allocations**

Montgomery County Public Schools will select and provide a cooperating teacher to supervise a student teacher. However, the university is expected to contact the MCPS subject/program director concerning placement prior to MCPS selection of a cooperating teacher.

The procedures for this service are as follows:

1. Montgomery County Public Schools must receive from the college/university the amount of \$50.00 per week for the number of weeks of the student teaching experience.
2. The college/university will provide an invoice or purchase order with the name of the student(s), along with a purchase order number, for the service.
3. The invoice or purchase order must be faxed (301-279-3024) or sent to Ms. Kathleen Erkert, MCPS Office of Human Resources, 7361 Calhoun Place, Suite 401, Rockville, Maryland 20855.
4. The completed Student Teacher/Intern Assignment Verification Form(s) must be submitted with the university invoice or purchase order. Billing is "Net 30" unless otherwise specified.
5. MCPS Office of Human Resources will process the college/university invoice or purchase order through the MCPS Office of the Controller for appropriate financial reimbursement from the college/university.

For further clarification, please review the MCPS student teaching website:

<http://www.montgomeryschoolsmd.org/departments/personnel/studentteaching/>

Additional questions should be referred to Ms. Kathleen Erkert, 301-279-3024 or 301-279-3900 in the Office of Human Resources.