

PAYMENT VOUCHER -VERIFICATION FORM
Supervising Teachers of Student Teachers and/or Interns

Please complete this form at the end of your supervising assignment and submit the form to your school/office timekeeper. Forms should be submitted no later than the dates outlined in the following time schedule:

- Fall Semester.....December 1st of the student teaching semester
- Spring Semester.....May 15th of the student teaching semester
- Summer Session.....August 1st of the student teaching semester

School Name: _____ Location Code: _____ Year: 20____

Name of Supervising Teacher	ID#	Start Date	End Date	Full Time (check)	PART-TIME ONLY		Name of Student Teacher	College/University Program (please check)
					Hours per day	Days per week.		
								Partnership Programs
								GWU Teachers 2000 _____
								JHU ProMAT _____
								JHU ProSEMS _____
								JHU SET-IT _____
								Montg. College (ACET) _____
								Towson MA SPED _____
								Trinity ESOL _____
								UMCP CITE _____
								UMCP MA CERT _____
								Speech/ Language Program _____

								Professional Development School Programs (PDS)
								My school is a Professional Development School (PDS) with

								(College/University)

If assignment was part-time, please provide the following information:

Number of hours per day: _____ Number of days per week: _____

I certify that the teacher(s) listed on this verification form have performed their duties as supervising teachers of the student teacher(s) and/or intern(s) listed above.

Supervising Teacher's Signature _____ Date: _____

Principal/Supervisor's Signature _____ Title: _____ Date: _____

School/office contact person for student teachers: _____

(This is the person who has been designated by the principal/office supervisor as the contact person with OHR regarding payment compensation. This person is knowledgeable about the student teaching/intern program at the school/office and the general work schedule of the student teacher(s)/intern(s).)

Other

Identify college or university and program: (examples:

UMCP- Art; UMCP - TLC; JHU SIMAT; counseling; dual cert spec. ed; physical education; or library science internship)

PLEASE NOTE: A part-time assignment is considered to be an assignment that is less than a full work week and less than a full work day. A full work week constitutes 5 days per week, full day assignment.