

Professional Education Programs

SPECIAL REQUEST FORM

Placement guidelines for requests:

- All student teacher candidates must meet with their Advisor to submit a special request application.
- All supporting documentation must be submitted with the special request.

Please note:

- Notification of decision will be emailed to your NAU EMAIL account

NAME:

ID#:

PHONE#:

EMAIL:

@NAU.EDU

Student Teaching Term and Year:

MAJOR(S):

Early Childhood

Elementary Education

Special Education

Secondary Education

Check the appropriate special request and provide details to support your request in the appropriate section. Special Requests submitted without supporting details will not be considered. You may use an additional page if needed for rationale.

Relative in District

If you have any relatives in the district where you are requesting a student teaching placement, provide the following information:

- Name(s) of your relative(s)
- Relationship(s)
- Name of District
- Name of School(s) where your relative(s) attend or work
- Grade(s)/position(s) of your relative(s)

Note: The committee will abide by the district policies regarding the appropriate placements for family members.

Relative in School

If you have any relatives in the school where you are requesting a student teaching placement, provide the following information:

- Provide a rationale for consideration why this is the only placement available for you.

- Name(s) of your relative(s)
- Relationship(s)
- Name of School(s) where your relative(s) attend or work
- Grade(s)/position(s) of your relative(s)
- Letter of Support*

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***Note:** If there is no district or school policy in place, an email or letter from the school's lead administrator on school letterhead supporting your request must be submitted for consideration. The email or letter must contain knowledge of the relationship, assurance of no conflict of interest, and that the relative(s) will not be in a position of authority over the candidate. Also, that the candidate will not be placed in the same classroom or grade level as the relative(s).

Taking a Course concurrently with student teaching (If approved, the course is limited to 3 units, online venue only, and cannot be a required course for the teaching certificate.)

To take a course concurrently with student teaching, the following requirements must be met:

- Must have cumulative NAU GPA of at least 3.00 at the time of application.
- Must be a liberal studies, elective, or emphasis course (with the exception of ESL, BME, and Early Childhood).
- Provide the course number (i.e. MUS 100) and title (i.e. Introduction to Music).

- Provide the venue, location, time and place of the course. (online, face2face, etc.)

- Provide rationale for taking course concurrently and why it was not taken prior to student teaching.

Note: No education, foundation, curriculum, or methods courses can be taken concurrently during student teaching.

Middle School Placement for Elementary Majors

To be eligible for a middle school placement, the following requirements must be met:

- Take the NES or AEPA Middle Grade content exam(s) for the content(s) requested (Social Studies, Math, English, and/or Science)
- Provide the passing score(s) for the NES or AEPA Middle Grade content exam(s).
- Indicate Content Area (only choose one):
 - Social Science
 - Math
 - English
 - General Science

Note: Elementary majors will only be allowed to student teach in these areas (with evidence of passing AEPA or NES scores):

Student Teacher Candidate Signature

Date