

VERNON PUBLIC SCHOOLS



Office of the Superintendent
30 Park Street • P.O. Box 600
Vernon, CT 06066-0600
Fax (860) 870-6005

Website: www.vernonpublicschools.org

Internship and Student Teaching Application Process

Students who are interested in internship and student teaching placement in the Vernon Public School District must complete an [application](#), and attach all of the following required documentation:

- A current resume
- An unofficial copy of college transcripts
- A [Fingerprint Release](#) form (if fingerprints were completed **within the last 12 months** at one of the local [RESCs](#))
- A completed [DCF Authorization for Release of Information](#) form

NOTE: DCF will NOT accept this form with blank spaces. Please write “**N/A**” in all spaces that would otherwise be left blank.

For students who have NOT been yet been fingerprinted, the following options are available:

- Visit your local [RESC](#) to be fingerprinted and request permission to have the results released to Vernon Public Schools.

OR

- Visit your local police station, or other participating location to be fingerprinted. For more information please review the [Fingerprint Information](#) form.
- Bring the original fingerprint card and a money order made out to “Treasurer – State of CT” in the amount of \$12.00 to:

Central Office
30 Park Street
Vernon, CT 06066
Attention: Human Resources

Upon acceptance, please contact Human Resources at (860) 870-6000 to schedule an appointment to obtain a temporary security badge prior to the start of your assignment.

For questions regarding the “Internship and Student Teaching Application Process,” please contact Cindy Schnell at cschnell@vernon-ct.gov, or call (860) 870-6000.