Vernon

Public Schools

**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](http://vernonpublicschools.org/files/documents-district/Application%20%28Internship%2C%20Job%20Shadow%2C%20Observation%20and%20Student%20Teaching%29.pdf), and attach all of the following required documentation:

* A current resume
* An unofficial copy of college transcripts
* A [*Fingerprint Release*](http://vernonpublicschools.org/files/documents-district/Fingerprint%20Release%20Form.pdf)form (if fingerprints were completed **within the last 12 months** at one of the local [RESC](http://www.rescalliance.org/contact.html)s)
* A completed [*DCF Authorization for Release of Information*](http://vernonpublicschools.org/files/documents-district/DCF%20Authorization%20for%20Release%20of%20Information%20form.pdf)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](http://www.rescalliance.org/contact.html) 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](http://vernonpublicschools.org/documents-forms) form.
* Bring the original fingerprint card and a money order made out to “Treasurer – State of CT” in the amount of $16.50 to:

 Central Office

 30 Park Street

 Vernon, CT 06066

 Attention: Tammy Salminen

Upon acceptance, please contact Tammy Salminen at (860) 870-6000, ext. 110 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 Christine Black at cblack@vernon-ct.gov, or (860) 870-6000 ext. 143.