1. Walled Lake Consolidated Schools only accepts students from accredited colleges and universities.

2. Placements for field assignment and student teaching assignments must be processed through the Walled Lake Human Resources Department. Please do not contact school buildings, principals or teachers to make arrangements for internships.

3. Students requesting a field placement or student teaching assignment with Walled Lake Consolidated Schools must enroll for placement during the following timeframes:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Enrollment Begins</th>
<th>Enrollment Ends</th>
<th>Interviews Completed</th>
<th>Placement Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>March 1</td>
<td>March 21</td>
<td>April 14</td>
<td>April 30</td>
</tr>
<tr>
<td>Winter Semester</td>
<td>October 15</td>
<td>November 5</td>
<td>November 25</td>
<td>December 15</td>
</tr>
</tbody>
</table>

4. Requests received outside of these timeframes will not be considered for placement.

5. All documentation for Student Teaching with Walled Lake can be found on our website at http://www.wlcsd.org/our-district/human-resources/.

6. Please enroll by completing Walled Lake’s Student Teaching Placement Request form which can be found at the link provided above. Complete the fillable form, save a copy for yourself and provide the required electronic signatures. Please submit the Student Teaching Placement request by the end of the enrollment period to AnnaMansor@wlcsd.org for consideration.

7. For your application to be accepted, please send a copy of the following documents to AnnaMansor@wlcsd.org before March 31 for Fall Semester candidates and November 5 for Winter Semester candidates:
   - your most recent, official transcripts
   - your updated resume

8. Students must interview with their potential mentor teacher prior to the approval of a placement. The potential mentor teacher will make contact with the student to set up the interview.

9. All interviews will be completed by April 14th for Fall semester and November 25th for Winter semester internships.
10. All students scheduled for a student teaching assignment with Walled Lake Consolidated Schools must plan to substitute teach for the district and enroll as a substitute with EduStaff.

11. Students will not be allowed to begin their internship until all items on the Student Teacher Checklist (found on the district website) are completed.

12. Field Placement Students and Student Teachers must be fingerprinted before they may begin their internship. Fingerprinting is done at the cost of the student. Fingerprinting forms can be found on our webpage (link provided above). Placement with Walled Lake Consolidated Schools is tentative pending an approved fingerprint result.

13. Students must receive approval from the building principal, university coordinator and Human Resources prior to substitute teaching within the district.

14. Questions should be directed to the Walled Lake Consolidated Schools Human Resources Department:

   Anna Mansor
   Walled Lake Consolidated Schools
   850 Ladd Road, Building D
   Walled Lake, MI 48390
   248-956-2016
   AnnaMansor@wlcsd.org