STUDENT TEACHING EARLY RELEASE GUIDELINES

The North Carolina Department of Public Instruction gives IHEs the opportunity to allow students to be released early from student teaching to accept full-time teaching positions. Students at Elizabeth City State University may be released after completing 13 of the 15 required weeks.

Conditions to be met prior to releasing the student teacher/intern:

- At least 13 weeks of student teaching internship
- At least three satisfactory or better observations on file in the Office of Teacher Education
- One satisfactory observation during the 15 consecutive days of full-time teaching
- A mentor assigned from the employing school system
- The intern must agree to be released and always retain the right to refuse the release in order to complete the internship and shall do so without repercussion from the university or school system.
- The school system must inform the intern that he/she will only receive substitute pay.

Early Release Guidelines

- If a principal chooses to hire a student teacher early, the student must inform and seek approval from the Director of Teacher Education at ECSU. The Director of Teacher Education shall immediately notify the students’ current principal and cooperating teacher via telephone, email and/or school visit.
- The student will access the Request for Early Release Form on the Teacher Education website under forms and documents. The form is also located in the Clinical Practice II Handbook.
- If approval is granted, the following LEA personnel must sign the Request for Early Release Form:
  - Student
  - Cooperating Teacher
  - Principal
  - Employing District Mentor
  - Employing District Principal/Superintendent

- The student must also obtain signatures from University personnel (University Supervisor, Director of Teacher Education and Chair-Department of Education and Psychology.

After all signatures have been obtained and the form is in the Office of Teacher Education, the student will be notified of official release. A copy of the form will be sent to the current and requested school principal.

Student Teacher Seeking Early Release for Employment in Another School System

If a school system is seeking to employee a student who is currently completing student teaching in another school district, he/she must make the initial contact with the Director of Teacher Education. The Director of Teacher Education will then proceed as stated above.
# Student Teaching Early Release Request Form

## EMPLOYING AGENCY

<table>
<thead>
<tr>
<th>School District:</th>
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<tbody>
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<td>Employing School:</td>
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## TO

<table>
<thead>
<tr>
<th>Dr. Shelia H. Williams</th>
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<tbody>
<tr>
<td>Office of Teacher Education</td>
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<tr>
<td>Elizabeth City State University</td>
</tr>
<tr>
<td>Campus Box 856</td>
</tr>
<tr>
<td>Elizabeth City, NC 27909</td>
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**Fax:** 252.335.3554  
**Email:** shwilliams@ecsu.edu

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## FROM

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## DATE

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## Name of Student Teacher/Intern

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## Teaching Position Requested

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## Date Requested to Begin Employment

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## Name of the Assigned Mentor

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## Clinical Practice Acknowledgement

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<th>Principal</th>
<th>Cooperating Teacher</th>
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## Employing District

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<thead>
<tr>
<th>Student Teacher/Intern</th>
<th>Mentor</th>
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<th>Principal/Superintendent</th>
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## Elizabeth City State University Approvals:

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<table>
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<tr>
<th>University Supervisor</th>
<th>Director of Teacher Education</th>
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<th>Chair-Department of Education</th>
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