

Widefield School District 3 Procedures for Student Teaching / Internship

- Your college/university should send a written request to the Human Resources Office for your student teacher placement. Include in this request the necessary educational and professional data.
- The prospective student teacher should complete the attached Student Teaching Request form.
- The prospective student teacher should send the Student Teaching Request form, a letter of request and a copy of transcripts to:

Kirsten Toy
Widefield School District 3
Human Resources
1820 Main Street
Colorado Springs, CO 80911

- Or via e-mail (toyk@wsd3.k12.co.us) or via fax (719-391-3656)
- After reviewing the form, Kirsten Toy will contact you regarding a building interview. If she doesn't contact you within a week of the date you sent the form, please call her at (719) 391-3015.
- After the building interview, Kirsten Toy will contact you regarding your teaching placement.
- Please remember that you must always have the approval of your college/university supervisor first.