

# Checklist for Washington D.C.

7/31/07

Name \_\_\_\_\_

Date \_\_\_\_\_

- \_\_\_\_\_ 1. Complete the regular Student Teaching Application available on the Field Services website, <http://education.byu.edu/fieldservices>. Fill it out online, then print it to be signed and submitted to the Field Services Office, 120 MCKB.
- \_\_\_\_\_ 2. Complete the “Information Form for National/International Student Teaching File,” available on the Field Services website under National/International Programs.  
This information form includes:  
(A.) Information Page  
(B.) Letter of intent – Explain reasons for requesting this placement, what you will offer the program, and why it will be good for you.  
(C.) Two letters of recommendation – One as a character reference and one from someone who has observed you teach in a school classroom. Come as close as you can to this, based on your experience. This could be a supervisor or liaison. For each of these letters you should provide a stamped envelope, pre-addressed to: **Dr. Merrell Hansen, 206-B MCKB, BYU, Provo, Utah 84602-5099 or the person could fax the letter #801-422-0652, Attn: Merrell Hansen. You must follow up with the individual to verify that the letter of reference has been sent. Arrange to pick up the sealed envelope and deliver it to the Hansens, if the due date is near.**
- \_\_\_\_\_ 3. **Submit a hard copy of the Information Form to the Hansens in 206-B MCKB. This is the form that tells us you are seriously interested in participating in this program. We will start a file on you when we receive this form. Please don’t wait for the other materials before you give us this form – the earlier the better! Then please keep in touch.**  
**Be sure to get a signature for department approval at the bottom of the “Information form” from your Major Program Supervisor or Liaison.**
- \_\_\_\_\_ 4. A TB test is required for teaching in the DC schools. **Submit** a copy of either a chest x-ray or TB skin test to the **Hansens 206-B MCKB**. The paper you submit must show that the test was negative.
- \_\_\_\_\_ 5. Interview (You will be contacted about the time and place.)
- \_\_\_\_\_ 6. Apply for graduation before you leave – the best time is now.

**Application Deadlines:      January 31 for Fall semester**  
**September 30 for Winter semester**

Merrell & Mary Hansen NISTP  
(National/International Student Teaching Programs)  
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