



March 21, 2018

Administrative Internship Notification

ADMINISTRATIVE INTERNSHIP NOTIFICATION CHECKLIST:

Please submit completed form to: [Canyons School District, HR Department, 9361 South 300 East, Sandy, Utah 84070.](#)

- ☐ Obtain university supervisor's signature stating you have met the qualifications for administrative internship hours.
- ☐ Contact Canyons District principals to arrange administrative internship hours
 - The supervising administrator must be willing to accept the additional responsibility of mentoring an administrative intern.
 - An administrator may not supervise more than two administrative interns at any one time.
 - A supervising administrator must have a minimum of three years administrative experience.
- ☐ Obtain supervising principal(s) signature
- ☐ Obtain current principal's signature if trading time to complete administrative internship hours

PERSONAL CONTACT:

Name: _____ Home Telephone Number: _____

Preferred Name: _____ Cell Telephone number: _____

Current Address: _____ Alternative Telephone Number: _____

City: _____ State: _____ Zip: _____ Email Address: _____

BACKGROUND:

Have you ever:

- a. been convicted of a violation of law other than a minor traffic violation? Yes ☐ No ☐
- b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding? Yes ☐ No ☐
- c. been placed on probation in conjunction with a criminal charge or conviction? Yes ☐ No ☐

Are any criminal charges or proceedings pending against you? Yes ☐ No ☐

If you have answered yes to any of the above, provide a statement explaining the circumstances.

Explanation

Have you had disciplinary action or had your Educational License revoked or suspended? Yes ☐ No ☐

If you have answered yes to any of the above, provide a statement explaining the circumstances.

Explanation

RECOMMENDING UNIVERSITY

University: _____ Supervisor: _____

Telephone: _____ E-mail: _____

I certify that the applicant has a cleared background with the Utah State Office of Education and has completed all necessary coursework preparatory for administrative internship hours.

Supervisor's Signature: _____

ADMINISTRATIVE INTERNSHIP LOCATION(S)

- *The supervising administrator must be willing to accept the additional responsibility of mentoring an intern.*
- *An administrator may not supervise more than two administrative interns at any one time.*
- *A supervising administrator must have a minimum of three years administrative experience.*

☐ Elementary School Requested Location: _____ Hours: _____ Dates: _____

Principal Signature: _____

☐ Middle School Requested Location: _____ Hours: _____ Dates: _____

Principal Signature: _____

☐ High School Requested Location: _____ Hours: _____ Dates: _____

Principal Signature: _____

☐ District Office Requested Location: _____ Hours: _____ Dates: _____

Supervisor Signature: _____

Agreement: By submitting this Administrative Internship Notification form I certify that all the information I have provided is correct and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

Current Canyons District employees may trade time, during a single contract day, to complete administrative internship hours with the written approval of their current principal. Trade time must not negatively impact the employee's ability to fulfill their current contract.

As the applicant's principal, I have agreed to the following trade of hours: _____.

Principal's Signature: _____ Date: _____