**Please see the Cromwell Public School District’s university intern/student teacher requirements below:**

1. Meet with your assigned prospective cooperating teacher to determine if a placement will be accepted.
2. Once the cooperating teacher agrees to accept the placement, sign the confidentiality paperwork provided by your cooperating teacher (see attachment).
3. Bring a copy of the signed confidentiality paperwork to Central Office as verification that you’ve received placement within district.
4. At Central Office, request our university intern packet that explains the fingerprinting process necessary to work with Cromwell Public Schools’ students.
5. Follow each building’s entry protocol by entering through the main office, signing in, and receiving a visitor’s badge (if applicable, your cooperating teacher will advise).

Please make sure the above mentioned steps are followed as Cromwell Public Schools strives to protect the safety and well-being of our students.

Thank you!