

**DEPARTMENT OF URBAN EDUCATION  
PRINCIPAL'S VERIFICATION OF EDUCATIONAL TEACHER AIDE STATUS  
FOR PARAPROFESSIONAL FIELD-BASED PD 1 or PD 2 PLACEMENT**

Please **PRINT CLEARLY** all requested information.

Name \_\_\_\_\_ UHD ID# **900** \_\_\_\_\_ Gatormail \_\_\_\_\_ @gator.uhd.edu

Semester/Year seeking placement \_\_\_\_\_ Certification Area \_\_\_\_\_ EC-6 Gen \_\_\_\_\_ EC-6 Bil Gen  
\_\_\_\_\_ 4-8 Gen \_\_\_\_\_ Secondary

I am currently **employed as an instructional aide** at \_\_\_\_\_ School

School Address \_\_\_\_\_

School District \_\_\_\_\_ Grade/Subject Area \_\_\_\_\_

You may confirm this with my principal \_\_\_\_\_ (Principal's Name)

Principal's Phone Number \_\_\_\_\_ Principal's Email \_\_\_\_\_

A teacher candidate must be able to teach a minimum of two lessons in PD 1 and two lessons in PD 2 in his/her **certification area** while being observed by a PED 4380/4381 field experience instructor. Additional work with children in collaboration with the classroom teacher and UHD faculty will be required for some courses.

Describe the proposed instructional work with teacher and students (a minimum of 60 clock-hours per semester at **6 hours per week in the area of certification** is required). Signature indicates agreement to allow this teacher candidate to comply with these requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(In each case, the signature verifies that all information submitted is accurate and correct.)*

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In order for Urban Education to consider a paraprofessional field-based placement in PD 1 and PD 2:

- Teacher candidate must submit the required forms the semester before the intended Professional Development semester placement.
- Teacher candidate currently must be employed as an instructional, certified teacher's aide in a school and remain in a teacher's aide assignment for the duration of the PD 1 and PD 2 coursework.
- The work assignment **must be in the certification subject area and certification grade level** of the teacher candidate's degree plan.
- A teacher candidate in an approved outlying area will be required to video his/her lessons and submit the videos to his/her PED 4380/4381 field experience instructor.

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**Instructions for returning this form:**

Teacher aides must submit to the Department of Urban Education for each semester seeking this placement the following documentation:

- The application for paraprofessional field-experience semester placement
- A current copy of the district contract *indicating the assignment as an instructional aide*
- This completed form which indicates the name of the school and grade assignment(s), contact information for the principal, a general description of the work with teachers and students (individual, small group, whole group), and the principal's signature verifying that the information is correct and that the minimum 60 clock-hours of field based work per semester at 6 hours per week for 10 weeks will be arranged for the proposed semester.

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Notification of acceptance via Gatormail pending review of your application.

\_\_\_\_\_ Date received by UE office and SIGNATURE of RECEIPT: \_\_\_\_\_

(revised 10/1/12)