

Student Teaching School Familiarization Form

*Arrange a meeting with your cooperating teacher(s)
before your student teaching placement begins*

Placement 1

The home/cell phone number of your teacher: _____

The school telephone number: _____

Placement 2

The home/cell phone number of your teacher: _____

The school telephone number: _____

School Arrival Time for:	Placement 1	Placement 2
Cooperating Teacher	AM	AM
Teacher Candidate	AM	AM
Students	AM	AM
School Departure Time for:		
Students	PM	PM
Teacher Candidate	PM	PM
Cooperating Teacher	PM	PM

Placement 1	Placement 2	Are you familiar with:
		Method of handling daily attendance
		Fire drill procedures? Lockdown procedures
		Procedures to handle injuries in the classroom/on the playground
		Accident reports
		Discipline procedures
		Rules for duplicating and making copies
		Lunchroom or hallway responsibilities
		Classroom procedures for excusing a student to leave school with an adult
		Bus schedules and arrival and departure routines
		Field trip procedures
		Procedures for a snow day, delay or late start
		The report card used for your students
		Schedule of faculty meetings
		School holidays
		Dates of parent-teacher conferences

Placement 1	Placement 2	Do you have:
		A daily and weekly schedule
		A plan book
		A school calendar
		Can you locate:
		Library
		Administrative offices
		Cafeteria
		Auditorium
		Gym
		Playground
		Duplicating/copying facilities
		Computer room
		Audio-visual equipment

Placement 1	Placement 2	People you may need to know:
		Other teachers at your grade level or content area
		Principal
		Person in charge if principal is out of building
		Office support staff
		School Nurse
		Librarian/Media Specialist
		Guidance
		Custodian
		Other
		Other