

**MOBILE COUNTY PUBLIC SCHOOL SYSTEM  
DIVISION OF HUMAN RESOURCES**

HR-400

P.O. BOX 180069  
MOBILE, ALABAMA 36618

**GENERAL NOTE:** Mobile County Public Schools does not authorize the video recording of students during the Student Teaching, Observation or Internship process.

**OUT OF STATE PROCEDURES TO STUDENT TEACH, OBSERVE IN A CLASSROOM, OR INTERN IN MOBILE COUNTY PUBLIC SCHOOL SYSTEM FOR STUDENTS ATTENDING REGIONALLY ACCREDITED UNIVERSITIES.**

**OUT OF STATE OBSERVATION/PRE-SEQUENCE STUDENT:**

- Observation/Pre-Sequence student must be enrolled in a teacher education program.
- Observation/Pre-Sequence student must have completed background check through the Alabama State Department of Education. ([CLICK HERE](#) for additional information.)
- Observation/Pre-Sequence student who is an employee of Mobile County Public School System must take personal leave or unpaid leave while doing observations and cannot complete observation hours in the same school he/she is assigned as an employee.
- Observation/Pre-Pre-Sequence student must submit the ***APPLICATION FOR STUDENT TEACHING OR OBSERVATION*** form HR-400 for permission to do observations or pre-sequence prior to reporting to any school in the Mobile County Public School System.
- Observation/Pre-Sequence student must complete and provide the ALSDE Application for a Substitute License. You may find the application at this link:  
<https://content.myconnectsuite.com/api/documents/3203b0c59c09402bbd7ca39ebe7bdd15>
  - All ALSDE Applications must be submitted with an official transcript. Official transcript may either be mailed to the address at the top of this form or emailed to [certified@mcpss.com](mailto:certified@mcpss.com).
- Observation/Pre-Sequence student must pay and provide confirmation of payment. You will pay through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card at this link:  
[www.alabamainteractive.org/education](http://www.alabamainteractive.org/education)
- Observation/Pre-Sequence student must provide copy of current Alabama Driver License (front & back) or at least one item from the Acceptable Documentation List featured on the ALSDE Application for a Substitute License.
- Observation/Pre-Sequence student must present approved form from the Division of Human Resources to the principal prior to reporting to the school.

**OUT OF STATE STUDENT TEACHER/INTERN:**

- Student Teacher/Intern must have completed background check through the Alabama State Department of Education. ([CLICK HERE](#) for additional information.)
- Student teacher who is an employee of Mobile County Public School System must take a leave of absence, if eligible, or must resign prior to student teaching. Student teacher cannot student teach in the same school he/she is assigned as an employee.
- Student teacher should be eligible to graduate at the end of the semester he/she is student teaching.
- Out-of-state students are advised to frequently review information accessible on the ALSDE Web site for updated Alabama Educator Certification Testing Program (AECPT) test requirements.
- Student teacher must submit the ***APPLICATION FOR STUDENT TEACHING, OBSERVATION OR INTERNSHIP*** form HR-400 for permission to student teaching prior to reporting to any school in the Mobile County Public School System.

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- Student teacher student must complete and provide the ALSDE Application for a Substitute License. You may find the application at this link:  
<https://content.myconnectsuite.com/api/documents/3203b0c59c09402bbd7ca39ebe7bdd15>
  - All ALSDE Applications must be submitted with an official transcript. Official transcript may either be mailed to the address at the top of this form or emailed to [certified@mcpss.com](mailto:certified@mcpss.com).
- Student teacher student must pay and provide confirmation of payment. You will pay through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card at this link:  
[www.alabamainteractive.org/education](http://www.alabamainteractive.org/education)
- Student teacher student must provide copy of current Alabama Driver License (front & back) or at least one item from the Acceptable Documentation List featured on the ALSDE Application for a Substitute License.
- Student teacher must present approved form from the Division of Human Resources to the principal prior to student teaching.

**COOPERATING TEACHER:**

- Cooperating teacher must have a master's degree and a minimum of three years teaching experience in Mobile County Public School System.

**SUPERVISING TEACHER:**

- Supervising teacher must be a person who has been approved by the Division of Human Resources.
- Supervising teacher cannot be an employee of the Mobile County Public School System.
- Supervising teacher must observe student teacher a minimum of three times during the semester.
- Supervising teacher must have a current, cleared background through the ALSDE before entering any MCPSS school to supervise.

**FIELD PLACEMENT SUPERVISOR:**

- Field Placement Supervisor must make initial contact with the Division of Human Resources for tentative permission to place student teacher in a school in the Mobile County Public School System prior to contacting principal to request permission to place a student in the school and to obtain name of cooperating teacher.
- Field Placement Supervisor will submit name of student teacher, cooperating teacher, supervising teacher, and school assignment to the Division of Human Resources for approval.

**Be aware that a person who completes a state-approved program at a regionally accredited institution in another state will not be eligible to receive an Alabama certificate unless he or she earned a renewable professional educator certificate from another state. Important information is provided on:**

<https://www.alabamaachieves.org/teacher-center/teacher-certification/out-of-state-certificate/>

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**Definitions:**

**Student Teacher:** A student who is enrolled in a Teacher Education Program in a regionally accredited university who is required to complete a semester of full-time student teaching/internship in a classroom with a cooperating teacher in the student's subject area.

**Observation/Pre-Sequence Student:** A student who has been admitted to a Teacher Education Program at a regionally accredited university and who is required to observe a teacher and/or teach one or more lessons during the semester he/she is enrolled in a college education course or who is required to observe in a school setting at the beginning and/or ending of a school term.

**Cooperating Teacher:** A Mobile County Public School System teacher with a master's degree in the subject area and tenured in the district. The teacher must be approved as a cooperating teacher by the principal and the Division of Human Resources.

**Supervising Teacher:** A person with Alabama administrative certification, a retired Mobile County Public School System administrator, or a faculty member in the College of Education at a local regionally accredited university who has been contracted by the out-of-state university that the student attends to monitor and evaluate the student while he/she is student teaching or observing.

**NOTE:** Employees in the Mobile County Public School System cannot serve as the supervising teacher.

**Field Placement Supervisor:** An employee in the College of Education of a regionally accredited university that coordinates the placement of the student teacher/student observer and the assignment of the supervising teacher.

**In State:** A student who is enrolled in a regionally accredited Alabama University Teacher Education Program.

**Out of State:** A student who is enrolled in a regionally accredited University Teacher Education Program not located in the state of Alabama.

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**APPLICATION FOR STUDENT TEACHING, OBSERVATION OR INTERNSHIP**

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
(FULL LEGAL NAME)

**UNIVERSITY:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
(Street) (City) (St) (Zip)

**Telephone (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**I AM REQUESTING PERMISSION TO DO THE FOLLOWING:**

\_\_\_\_\_ **STUDENT TEACH** \_\_\_\_\_ **OBSERVATION** \_\_\_\_\_ **INTERNSHIP**

**DATES: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**COOPERATING TEACHER:** \_\_\_\_\_  
(Local MCPSS Teacher)

**SUPERVISING TEACHER:** \_\_\_\_\_  
(College or University Representative)

**THE FOLLOWING MUST BE ON FILE PRIOR TO REPORTING TO ANY  
SCHOOL IN THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM:**

- **Background clearance from the Alabama State Department of Education**
- **Approved Leave of Absence for Mobile County Public School System Employees**
- **Signature of Principal approving the request**
- **Signature of Field Placement Supervisor requesting the placement**
- **Approval from the Mobile County Public School System Division of Human Resources**

\_\_\_\_\_  
**Signature of Applicant** **Date**

\_\_\_\_\_  
**Signature of Principal** **Date**

\_\_\_\_\_  
**Signature of Field Supervisor** **Date**

**FOR HR USE**

\_\_\_\_\_ **Background Clearance** \_\_\_\_\_ **ALSDE Substitute Teacher License** \_\_\_\_\_ **Approved LOA**  
(if MCPSS Employee)

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Disapproved**

\_\_\_\_\_  
**HR Personnel Administrator** (of the school where college student will be)