

**APPLICATION FOR AN EARLY RELEASE
FROM STUDENT TEACHING OR AN INTERNSHIP
UNIVERSITY OF WISCONSIN – RIVER FALLS**

The student teacher/intern must submit the completed form to the Director of Field Experiences. The student may not vacate the placement without confirmation of approval. Doing so will result in a failing grade for the experience. **Please type or print neatly.**

I. STUDENT INFORMATION

Student Name	ID Number	Date
Address	City, State, Zip	Phone Number

II. STUDENT TEACHING PLACEMENT(S) – *If you have two concurrent placements, provide the following information for both placements.*

Cooperating Teacher	Grade/Subject	School
District	Phone Number	Placement Dates

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III. REQUEST FOR EARLY RELEASE – Please complete Part A or Part B, as appropriate to your request.

A. J-Term, Summer School, or a subsequent semester begins prior to the end of the student teaching/internship placement.

Proposed end date of Student Teaching/Internship	Date of first class in new term
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B. Emergency situation – a job offer or summer position is NOT an emergency situation. Please describe the situation on the back or on an attached sheet.

IV. SIGNATURES

Cooperating Teacher	Date	Approved Denied
University Supervisor	Date	Approved Denied
Administrator (Required only for Internships)	Date	Approved Denied
Director of Field Experiences	Date	Approved Denied

