



P.O. Box 23120 Henrico, VA 23223

APPLICATION FOR IN-SCHOOL PARTICIPATION

This application is for: [] Student Teaching [] Counselor Internship

Processing of this "Application for In-School Participation" will begin when a complete application packet including when the following are submitted to the Henrico County Public Schools Human Resources Department:

- 1. Resume with biographical information including work experience, goals and community involvement. (Please include your address, telephone number and email address)
2. Personal statement indicating why you have selected the field of education including your personal characteristics and strengths.
3. Unofficial College/University Transcripts

This request must be received prior to the appropriate date, which shall be six weeks prior to the semester during which the experience will begin.

Name of Applicant Last First Middle Date

College/University

Licensure Endorsement Major Field G.P.A.

Requested Dates of Placement: First Placement From to Dates

(If needed) Second Placement From to Dates

Additional Notes/Comments:

College/University Representative's Signature Title

HCPS Office Use Only

ADMINISTRATORS:

Please instruct cooperating teachers NOT to reach out to student teachers via the use of Social Media.

School Cooperating Teacher From to Dates

School Cooperating Teacher From to Dates

Principal HCPS Human Resource Representative