

# STUDENT TEACHER-ATHLETE RELEASE REQUEST

## Instructions

**WHO:** Elementary and secondary education student teachers who plan to compete with an IWU athletic team during the fall student teaching semester.

**WHAT:** Complete the *Student Teacher-Athlete Release Request* for release time from full-time student teaching and/or participation in athletic competitions. (Refer to attached form.)

**WHEN:** Due Monday, April 15.

**HOW:** Email the completed *Student Teacher-Athlete Release Request* form to the Director of Field Placement, [lhensey@iwu.edu](mailto:lhensey@iwu.edu) by Monday, April 15. The Director will schedule a 20-minute meeting with each student teacher to discuss the request per Educational Studies policy. If both parties agree to the request, they will sign it. If not, the student teacher must revise the request and submit it again.

**NEXT STEPS:** The student teacher will then take the signed *Student Teacher-Athlete Release Request* to each of the individuals who must approve it. The student teacher will explain the document to each individual and ask for their signature. If anyone does not agree to the request, it is not approved. In that case, meet with the Director of Field Placement immediately.

Once the *Student Teacher-Athlete Release Request* has been signed by everyone, it must be submitted to the Director of Field Placement. It is a binding document outlining the schedule for the student teacher-athlete for the fall semester. The Director of Field Placement will share the final document with the signees, as well as the Athletic Director, Student Teaching Supervisor, and Building Principal.

### NOTE:

- Student teachers are required to attend all school attendance days, including teachers' institute days, school improvement days, parent-teacher conferences, open house/meet the teacher night, etc.
- Student teachers are required to arrive at school at or before the designated time for teachers and are not to leave school before the designated time teachers are allowed to leave the school grounds.
- ANY exceptions to this requirement MUST be noted on the *Student Teacher-Athlete Request* form. Once all individuals have signed the document, no changes will be made.
- Any student teacher-athlete who does not submit the *Student Teacher-Athlete Release Request* will not be able to participate in both student teaching and the athletic team during the fall student teaching semester.

**EXAMPLE of how to document CONFLICTS:** (*Assumes your teacher contract hours end at 3:15 pm*)

September 12 - bus leaves at 2 pm Missing TEACHING TIME - leave school at 1:30 pm Will miss 90 minutes of student contact time and 15 minutes of planning time Will make up 105 minutes by extending the student teaching experience
September 19 - bus leaves at 2 pm, Missing TEAM TIME - Will remain at school until 3:15 pm Will drive self to the game and meet the team there