**Paraprofessional Field Site Assignment Form**

**Created in Word 2019**

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| **Candidate’s Name:** | Candidate’s First Name and Last Name |

District/School mentor (defined under *Responsibilities* section) ***must***:

(1) hold a Georgia certificate in the **same content field** as the candidate **(e.g. math, English, history, science, special ed: gen curriculum, or special ed: adapted, etc.)**,

(2) or an **Educational Leadership** certificate,

(3) support the growth and development of the candidate,

(4) Must have **more than three (3) years** of experience.

*Responsibilities of a district/school mentor include (Please note this is not a complete list):*

* *Offer feedback on key assessments*
* *Provide direction and coaching to the candidate*
* *Communicate with UWG professors/instructors as needed*
* *Enter all necessary information, documents, assessments, etc. within Course Den (the data repository used and provided by the College of Education).*

**Mentor Information:**

|  |  |
| --- | --- |
| **Name:** | Mentor’s First Name and Last Name. |
| **Position:** | Mentor’s Position. |
| **District Name:****School Name:** | District Name.School Name. |
| **School Phone Number:** | School Phone Number. |
| **Email Address:** | District email address. |
| **GA Certificate Number:** | GA PSC Certification Number. |

**My signature indicates the following:**

[ ]  **the district letter has been submitted to the Office of Field Experiences. The district letter must be on filed before registering.**

[ ]  **paraprofessional certificate will be submitted the UWGs Qualtrics application system.**

[ ]  **I understand that I MUST complete two, consecutive weeks of full-time teaching per semester.**

**Signatures:**

|  |  |  |  |
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| **Candidate:** | Candidate’s Signature. | **Date:** | Click or tap to enter a date. |

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| **Mentor:** | Mentor’s Signature. | **Date:** | Click or tap to enter a date. |