



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Human Resources Department

148 North Binkley Street

Soldotna, Alaska 99669

Phone (907) 714-8888 Fax (907) 262-9645

### Substitute Permission Form for Student Teachers

Complete Section I and forward to your Program Advisor to complete Section II.

Return completed form to Kristen Vix at [KVix@KPBSD.org](mailto:KVix@KPBSD.org)

#### SECTION I. To be completed by Student Teacher

I acknowledge that the Kenai Peninsula Borough School District (KPBSD) allows me to substitute for my host teacher(s) during my student teaching, if permitted by my program, and that it is my responsibility to comply with the policies and restrictions of both the District and my program. This includes, but is not limited to, adhering to guidelines on who I may substitute for and any limitations on the amount of substitute teaching I may undertake. Furthermore, I understand that I must complete all required District substitute paperwork and mandatory trainings to be eligible to substitute.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Host/Mentor Teacher(s)

\_\_\_\_\_  
School(s)

#### SECTION II. To be completed by Program Advisor

I affirm that the Student Teacher listed above is authorized to substitute during their student teaching, subject to the following restrictions (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
First Day of Student Teaching (MM/DD/YYYY)

\_\_\_\_\_  
Last Day of Student Teaching (MM/DD/YYYY)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date