



Date:

To: Chris Gardea

From: Principal/Director (please provide name)

RE: Administrative Intern Approval

_____ (*teacher's name*) has requested to be included in the Walla Walla Public Schools Administrative Intern Program. Application into the program requires that the candidate complete a series of steps, some of which are with their building principal. Please confirm by your initials below that you have discussed this process with the above named teacher so that we can determine whether they should be considered for the administrative intern program at this time.

_____ I have met with the teacher concerning his/her qualifications and readiness to be an administrator.

_____ We discussed the need for a qualified administrator who would be available and willing to serve as a mentor. My suggestions are listed below.

_____ We discussed the administrative duties that would be available to the teacher during their internship.

_____ If approved for the internship we will develop a plan to allow the teacher time to participate in administrative duties.

Please indicate below if you recommend the teacher named above for the district's administrative intern program:

_____ I do recommend the teacher for the program.

_____ I do not recommend the teacher for the program.

Principal

Date