

Interns: Required Paperwork

District Required Paperwork

Partner districts all have different requirements regarding paperwork interns must complete and submit. Due to the vast differences among districts, communication about these requirements will come from the district, either the TiR or another district representative. Please monitor this process to ensure all paperwork is submitted by the district. **Failure to have all paperwork completed prior to the first day of school may result in an intern not able to begin on the first day of school.** Days missed due to paperwork being incomplete will be considered Comp days and will be deducted from the five total Comp days available to each intern.

Missouri State University Required Paperwork

Missouri State University requires all Compliance Documents be completed and submitted to by interns. It is the responsibility of interns to have this paperwork completed before beginning their internship. **Failure to have all paperwork completed prior to the first day of school will result in an intern not able to begin on the first day of school.** Please note: items with expiration dates must be renewed prior to beginning the Internship Academy so they will be active throughout the entire placement. For example, if a TB test will expire in March of the IA year, the TB test must be renewed before the start of the IA year so the expiration will fall after graduation.

Information about university required compliance documents can be viewed by clicking the link below.

<https://www.missouristate.edu/professionaled/compliance/>