



**WATSON SCHOOL OF EDUCATION
UNIVERSITY OF NORTH CAROLINA WILMINGTON**

Out-of-Area Placement Cover Form

Candidate Name _____ Date of request _____

Please complete the following section using contact information that is current and that will allow UNCW to reach you over the course of the internship semester.

Phone # _____ Alternate Phone # _____

Email address _____ Alternate Email (if available) _____

Permanent Address _____

Address you will be using during the Out-of-Area placement (if available):

Alternative contact who will know how to reach you if the information above fails:

Name _____ Relation _____ Phone _____

WSE Department & Program _____

Current GPA _____ (Please attach an unofficial copy of your UNCW transcript)

Requested grade level and subject for internship _____

List 2 or more NCATE accredited institutions that offer your program of study (e.g. *undergraduate elementary education, secondary math education, etc.*) and a contact representative at that institution who will have the responsibility of approving your Out-of-Area placement:

Institution	Contact Representative	Phone #	Email



List 2 or more public school systems in the area for which you are applying for Out-of-Area placement, along with contact information:

School System	Central Office Phone	School System Web Address

Please use the following checklist to confirm that each item is included in the Out-of-Area placement application packet.

- Formal letter of request detailing the specific extenuating circumstances necessitating an Out-of-Area placement.
- Two letters of reference (*in sealed envelopes*) from UNCW faculty members affirming the candidate's potential to successfully complete the internship Out-of-Area.
- Completed Watson School of Education internship application – **electronic version**
- Unofficial copy of UNCW transcript

Student signature _____ Date _____