

## **Sarasota County Public Schools**

### **District Procedures for the Approval of Sarasota County's Standard Affiliation Agreement with an Individual University for Clinical Educator Experience**

1. University contacts SBSC Professional Development (PD) Department
  - a. University makes request to place intern(s)
  - b. PD Specialist verifies initial criteria and terms of the agreement
  
2. District Standard Affiliation Agreement is Sent to University
  - a. PD Specialist sends standard Sarasota County Affiliation Agreement to University
  - b. University reviews the terms and conditions specified in the agreement and
    - i. Accepts the terms and returns signed original or
    - ii. Declines the terms of the agreement
  
3. The District Affiliation Agreement is accepted and executed.
  - a. The Director of Professional Development, acting as the Superintendent's Designee, signs agreement
  - b. One executed copy of the agreement is returned to the University and the second copy is filed in the Department
  
4. PD department coordinates the placement for intern(s)
  - a. PD Specialist contacts principals and secures placement for intern(s)
  - b. PD Specialist serves as the liaison to coordinate any other activities related to the clinical educator experience