

Request for Internship Placement

Name of Intern:	
Intern's address and phone number:	
College/University/Business Requesting Placement:	
Duration of Placement: (# of days, hours, weeks, etc.)	
Beginning date and ending date (if known) of placement:	
Will this person have regular contact with students?	
Will this person have regular contact with the public?	
Will this person be handling confidential information (staff or student)?	
Will this person be using NC RESA computers?	
What are the goals of this internship program?	
Who will be assigned to mentor/oversee this intern?	

Request submitted by:

Administrator Signature

Date

Approved by:

Superintendent

Date

If this is a student intern, please attach the student's resume or other documentation from their post-secondary institution and submit this form to the Superintendent's office for approval.

If this request is approved, the intern will be required to complete a criminal history check. Depending on the duration of placement and/or if the intern will spend time with students, this criminal history check may be an online ICHAT (no charge) or a complete Livescan criminal history check in which case it will be the responsibility of the intern to pay the fee.

NC RESA Form 9840 (3/13/13)