



NEW BEDFORD PUBLIC SCHOOLS
PAUL RODRIGUES ADMINISTRATION BUILDING
455 COUNTY STREET
NEW BEDFORD, MASSACHUSETTS 02740
www.newbedfordschool.org

(508) 997-4511

"We are committed to developing a community of learners who are academically proficient, demonstrate strong character and exhibit self-confidence."

Requesting Student Teaching Assignment / Observation Hours Request

1. Please submit a written request to the office of Human Capital Services, with the following information:
 - a. Dates of observation
 - b. Number of hours needed
 - c. Preferred school and grade level (if there is a preference)
 - d. Contact information – current telephone number & e-mail address
2. Official letter and/or form from the College/University outlining observation/assignment requirements
3. Please be available to meet with Building Principal / Supervisor, as needed

Submit request to:

Paul Rodrigues Administration Building
Human Capital Services, Room 101
455 County Street
New Bedford, MA 02740

Fax: 508-984-0713

For additional information/questions, please contact Human Capital Services at 508-997-4511, ext. 14300 or ext. 14350.

Please note:

To accommodate the request, please ask for it in a timely manner to assure that it can be fulfilled to the benefit of the student and the school department.

