

Out-of-School, Unpaid Internship Termination Notice

Intern Name _____ Graduation Year _____

Intern Site Mentor _____ Period (s) _____

Date _____ Grade at Time of Termination _____

This intern is being removed from the internship program for the following reasons:

- Parent request
- Intern Site Mentor request
- Administrator request
- Required forms or assignments not completed and turned in to the School Site Coordinator
- More concentration needed on required school courses
- Excessive absences or tardies at school or at the internship site
- Failure to turn in: Weekly Reports Internship Summary Mentor Evaluation
- Failure to complete tasks assigned by intern site mentor
- Unprofessional response and/or behavior toward intern site mentor
- Failure to comply with all rules/regulations of East Allen County Schools and the Internship Program including breach of confidentiality
- Falsification of documentation
- Other _____

Student Signature

Date

Intern Site Mentor Signature

Date

School Site Coordinator Signature

Date

School Site Coordinator Copy

Intern Site Mentor Copy

Guidance Copy

Student Copy