

School Business Manager Internship Verification Form

The 300-hour internship should be an individualized, mutually developed series of experiences reflective of the results of an assessment of the educational needs of the intern to the role, functions and responsibilities of the business manager. The 300 hours of field experience should be well distributed over the following areas:

1. Overview of business office responsibilities
2. Supervision and management of district business affairs
3. Budget development and long-range financial planning
4. Management of district real estate and insurance programs
5. Supervision of support services in the areas of purchasing, food services and transportation
6. Personnel management of all clerical, business and support staff
7. Supervision of facility maintenance, construction and alteration
8. Coordination of safety programs including fire inspection and prevention, weather alerts, energy conservation and school bus safety inspection

I hereby certify that

Name of Applicant

Educator State ID

Has successfully completed all internship requirements, as specified above, for the School Business Manager license.

The beginning date of the internship was

The ending date of the internship was

Signature of licensed supervising school business manager

Educator State ID of licensed supervising school business manager

Ohio school district and IRN

Please be sure all required information is correct and included on the form. An incomplete form and/or incorrectly completed form will not be accepted, and a new form will be required.