

Student Teacher Placement Request Process

Curriculum & Instruction Division

1. Confirm placement availability with Building Principals/Special Ed Director
2. Required from University Clinical Placement Office:
 - Formal request for student placement (including specific dates)
 - Student application information
 - Transcripts
 - Illinois State Police Background Search
 - FBI Fingerprint Search
3. Contact Principals with viable candidate information

Principal

- Reviews student request information
- Principal or designee contact student for possible placement/interview

Special Ed Director

- Review Special Ed student request information

Placement-No

Placement-Yes

Communicate to C & I.

C & I to notify University

Communicate to C & I the name of the cooperating teacher, grade, level and subject area.

C & I

- Notify University of placement/confirm student start and end dates.
- Submit Helpdesk/scanned form to Technology for student email address, login and photo ID.

C & I

Required of student prior to final confirmation:

1. Completion of Technology Request Form
2. Dates of assignment
3. Confirmation of all documents received.
4. Inform student to arrange an appointment with Technology for photo ID.