

INSTRUCTIONS FOR FILLING OUT THE STUDENT TEACHING FORMS

- **Please read through these instructions thoroughly.** Incomplete or improperly completed forms will be returned to candidate and can delay student teaching acceptance and placement.
- It is **STRONGLY** recommended candidates print a blank copy of the student teaching forms and collect the information **FIRST**. Candidates are **UNABLE** to **SAVE** information on the forms.
- All forms - 1 copy student teaching application, 5 copies personal & professional information (each copy individually stapled) and 1 copy parts 1 & 2 of the criminal background check - **must be submitted typed and submitted together no later than September 15 for Spring student teaching and February 15 for Fall student teaching.**

Student Teaching Application - 1 page

- Please type in all information requested. Your Banner number can be found on the first screen of the MyYSU Portal right under your name. Be sure to check for typing and spelling errors.
- List all previous field experience, indicate the school and grade level.
- Select only one Student Teaching area and provide the teaching field/concentration areas.
- Click the mouse in the box next to the county where you wish to student teach. Only one may be selected. Candidates selecting “out of area” must meet with Mrs. Kightlinger. Call 330-941-3269 to schedule an appointment. Failure to do so will delay student teaching acceptance and placement.
- PRINT and sign two (2) copies of the application - one for your records and one to submit to the Student Teaching Office, BCOE 2101.
- Close file. **File cannot be saved.**

Personal & Professional Information - 5 pages

- Please type in all information requested. This form will be sent to a school district to secure your student teaching placement and will be your **first impression with a school district**. Be sure to check for typing and spelling errors

Page 1 -Candidate Introduction: Briefly introduce yourself as a learner and professional referencing experiences that have contributed to your development as a pre-service teacher. Introduction is not to exceed text area.

Page 2 -Be sure to list all of the content courses you have completed using your curriculum sheet or unofficial transcript. List course titles (not catalog numbers) as this helps determine your placement. Do not list grades.
Student Teaching goals: Complete page 3 then write a set of statements describing your student teaching goals. Goals are not to exceed text area.

Page 3 -Click the mouse on the letter of your choice for each criterion and indicate which criteria are goals for student teaching.

Page 4 -Be sure to sign the Acknowledgement section on page 4 of each copy.

- PROOF READ before printing. This form will be your **first impression with a school district**. **PRINT SIX (6) COPIES** - ONE for your records and **FIVE (5)** to be submitted to the Student Teaching Office, BCOE 2101.
- Close file. **File cannot be saved.**

Criminal Background Check - Parts 1 & 2

- Fill in your name and banner number and check no or yes at the bottom of the each form. Print, sign and turn in with your student teaching application and personal and professional forms.
- Close file. File cannot be saved.

Forms may be found on the website at the following address:

www.coe.ysu.edu/stforms.html