Applying for Student Teaching
Checklist

_____ Attend one of the Pre-Student Teaching Workshops.

_____ Print your name on the folder given to you at the Pre-Student Teacher Workshop, last name first (add due date to front of folder).

_____ Have your advisor(s) check your degree audit to determine if you are actually ready to student teach.

_____ Complete the Application and Personal Data Sheet using Microsoft Word. PLEASE NOTE: Personal Data Sheet must be kept to two pages (front and back total)

_____ Have your advisor(s) sign the one-page Application.

_____ Spell-check the Personal Data Sheet, and have someone re-read your essays.

_____ Make 4 copies of the Personal Data Sheet for each endorsement.

_____ Make sure YOU sign the Application and the Personal Data Sheet

_____ Request one copy of your transcripts from the Registrar’s Office (done on MyBlue)

_____ Make 4 copies of your transcript for each endorsement. Black out your social security number before making copies.

_____ Staple a copy of your transcript to each personal data sheet.

_____ Apply for the background check online: http://www.onesourcebackground.com. Go to TOOLS at the top of the screen, choose STUDENTS, select University of Nebraska at Kearney, then click Background Check: College of Education STUDENT TEACHERS. After completing the information, the candidate will be asked to click on “Sign General Release.” Select the box in blue that states “click to e-sign”. The candidate is then directed back to the previous screen where he/she will select “I agree” at the bottom and then click on “Enter Order.” At this point, the candidate’s credit card information will be requested.

_____ Include the following in the folder:

a. One copy of the Application with all appropriate signatures

b. Four copies of your Personal Data Sheet with a copy of your transcripts stapled together for each endorsement and signed by you

_____ KEEP A COPY OF ALL MATERIALS FOR YOURSELF.

Bring the completed folder to the Educator Certification Office, C128, College of Education Building. Applications are due by the first Tuesday in February for fall placements and the first Tuesday in September for spring placements.

Reminder: Don’t register until your placement is confirmed and you pick up your information in the Educator Certification Office.