

**Application for Student Teaching
Rules and Regulations
College of Education**



Failure to comply with the following guidelines may jeopardize or delay your student teaching placement.

1. You must have **all** required paperwork submitted before your application will be considered:
 - Completed application with your signature and your advisor's signature
 - Four copies of your personal data sheet for *each* endorsement
 - Four copies of your transcript for *each* endorsement with Social Security numbers whited out on each page.

ALL OF THE ABOVE DOCUMENTS NEED TO BE SUBMITTED IN THE MANILA FOLDER PROVIDED AT THE PRE-STUDENT TEACHING WORKSHOP. PLEASE PRINT YOUR NAME ON THE FOLDER TAB, LAST NAME FIRST. KEEP A COPY OF ALL MATERIALS.

APPLICATIONS ARE DUE THE FIRST TUESDAY OF FEBRUARY FOR FALL PLACEMENTS AND THE FIRST TUESDAY OF SEPTEMBER FOR SPRING PLACEMENTS.

2. If your application has any deficiencies, you will be notified by email. Those deficiencies must be removed for your application to be considered for placement:
3. All student teaching shall be conducted in Nebraska schools that are approved or accredited by the Department or out of state schools approved by another state education agency. Non-Public schools, in states where a state or national approval/accreditation process exists, which do not meet that standard, do not fit this definition.
4. Out-of-state placements will be considered on a case-by-case basis at the discretion of the Director of Field Experiences. To student teach in the Alief Independent School District in Houston, a GPA of 3.0 or better is required.
5. Arranging your own placement is highly inappropriate and prohibited. The Director of Field Experiences reserves the right to select the location and cooperating teacher for your student teaching assignment.
6. Placement in any school district is dependent upon the number of students requesting that site, funding for supervisor travel, availability of a cooperating teacher with 3 years' experience in your endorsement area, and the approval of the appropriate superintendent or principal. If there are more requests than available placements for a certain district, names will be chosen through a lottery system.
7. Students may not be assigned to a secondary school from which they graduated.
8. Students may not be assigned to a cooperating teacher who has taught the prospective student teacher as a student.
9. Students may not student teach in any school building where they have relatives in attendance, such as children or siblings.
10. Students may not be assigned to any school building where a relative is currently employed.
11. Students may not student teach in any school district where a relative is a member of the School Board.
12. Once our letters of request for placement are sent to the schools, students will NOT be able to change their location requests. Exceptions to this will be considered only for serious reasons.
13. Your signature on the application means that you agree to abide by these rules and regulations set forth by the College of Education regarding student teaching placement procedures as outlined here and in the application packet, which includes sharing transcripts with schools and supervisors.