

TIMELINE

February (Fall Semester)

September (Spring Semester)

- Office of Curriculum and Instruction releases **Request for Student Teacher** form to all staff via email. DUE: 30 days after notification
- Principals, Directors, and Supervisors recruit for Cooperating Teachers

March (Fall Semester)

October (Spring Semester)

- **Request for Student Teacher** form will be signed by Principal (and Director or Supervisor, as appropriate) and sent to the Office of Curriculum and Instruction at the end of the request time period (30 days after notification)
- The **Request for Student Teacher** forms will be kept on file in the Office of Curriculum and Instruction

March/April (Fall Semester)

October/November (Spring Semester)

- Colleges will contact the Office of Curriculum and Instruction requesting placements for students
- The request forms will be used to place students
- The Office of Curriculum and Instruction contacts the teachers for placement information and verify continued interest in hosting a student teacher
- The Office of Curriculum and Instruction sends teacher contact information to the college, copying Principals, Directors & Supervisors
- College contacts cooperating teacher
- If the Office of Curriculum and Instruction has depleted the request forms and the colleges are still requesting placements, additional recruitment may be necessary

NOTES:

- Please refer college placement personnel to the Office of Curriculum & Instruction (518) 475-6060 as all staff are required to use this process for student teacher placement
- Please refer potential student teachers to college placement personnel first, and to the Office of Curriculum & Instruction second (518) 475-6060
- **Observation Hours:** Teachers can use the application to indicate interest in hosting pre-service student teachers for observation hours only. Students interested in observation hours only, must contact the Office of Curriculum & Instruction to obtain an application.