



Teacher Preparation and Support Department  
**STUDENT TEACHING PROGRAM**  
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## STUDENT TEACHER PLACEMENT PROTOCOL

The district accepts and places student teachers from colleges and universities with approved Student Teaching Agreements. Student teachers are matched with district employed master teachers through a formal collaboration process between Teacher Preparation and Support Department, site administrators, and college/university partners, per the CTC requirements.

### Teacher Preparation & Support and the University

- Initial contact is made by the university to the Teacher Preparation & Support
- The university initiates discussion regarding student teaching placement needs 4-6 weeks prior to the beginning of the term
- Teacher Prep considers university placement needs to select school sites with approved master teachers that align with placement needs
- Teacher Prep seeks approval for master teacher participation from site administrators prior to forwarding names to the universities

### Teacher Preparation & Support and Site Administrators

- Teacher Prep shares matches with site administrators
- Teacher Prep notifies site administrators that the university will make contact to confirm and finalize student teacher placements

### Site Administrators and the University

- University placement coordinators contact site administrators to confirm and finalize student teacher placements:
  - Only master teachers authorized by Teacher Prep and site administrators are to be matched with a student teacher
  - University will not contact master teacher directly
  - Student teachers do not contact master teacher or site administrator directly
- Site administrators or their designee collaborate with university placement coordinators to finalize student teacher placements with approved master teachers

### Teacher Preparation & Support and the University

- University coordinator notifies the student teacher of their placement
- University coordinator notifies the master teacher of the placement and provides relevant program and university training information
- University submits **Notification of Student Teacher Placement** report to Teacher Preparation & Support **before the first day of the student teaching assignment**
- Teacher Preparation and the University coordinator will collaborate to find a new placement should the current placement prove to be unsatisfactory