

Steps to complete your Student Teaching Application Process:

1. Log on to your **CoTE portal** and click on ‘Student Teaching Form Application’ (left column). Fill out the form and print a copy for your records. Submit the form electronically. **This form should have already been submitted; please see SCE personnel if you have not done this.**
2. Write, rewrite, and *proof* your Student Teaching Resume and Letter of Interest (cover letter) until they reflect the positive first impression becoming of a student teaching candidate. The letter should state your reasons for wanting to student teach in the geographical area and the reasons you feel you would be a notable candidate. This letter will go to the district as a first introduction to you.

Your letter of interest and your resume will need to be in the same document. Place your Letter of Interest on the first page, then your Resume on the second page. Save your document in the following format as a Word Document (.doc) or a PDF, and name it as listed below.

Follow the naming format for your program.

Early Childhood:

Last name_first name_EC_Stu teaching term_L&R_date
(example: Malony_Brian_EC_SP21_L&R_12-10-19)

Elementary:

Last name_first name_EL_Stu teaching term_L&R_date
(example: Malony_Brian_EL_SP21_L&R_12-10-19)

Middle Grades:

Last name_first name_MG_Stu teaching term_L&R_date
(example: Malony_Brian_MG_SP21_L&R_12-10-19)

Secondary:

Last name_first name_Content abbreviation (see below)_Stu teaching term_L&R_date
Content Abbreviations: ENG – English, MAT – Math, BIO – Biology, CHE – Chemistry,
PHY – Physics, EAR – Earth Science, SOC – Social Studies
(example: Malony_Brian_ENG_SP21_L&R_11-16-18)

Attach the ONE document (with both the cover letter and resume together) to an e-mail and send to School and Community Experiences: sce@education.illinois.edu. **These are due by December 10, 2019.**

3. Some districts will request additional information including your transcripts and a copy of your criminal background check. Most districts will request an NEW Criminal Background Check. If these are requested, this is what will happen:

Transcript: SCE will pull your unofficial transcript from Banner and send it to the requesting district.

Criminal Background Check: You will need to contact the district to find out what is required. We will notify you of district requirements if they have shared them with us prior to the start of your student teaching semester.

TB Test: A TB test may also be required prior to student teaching but it must be completed within 90 days of the beginning of the placement.

Statement of Health/ Physical: Some districts may request that you visit your doctor to complete a physical or a statement of health. This needs to be completed within 90 days of your student teaching start date, and not sooner.

If we have more requests for specific locations/areas than placements available, your request may be sent to your second and third choice. Depending on the number of students requesting certain grade levels and geographic areas, we may be limited in our placements in certain districts.