

Process for Student Teachers

1. Once building principals have names of student teachers, they should email them to Mrs. Dooley at the Administration Office. Please include student teacher start dates and in which classroom they will be student teaching.
2. Make sure that either the college liaison that sets the teachers up with schools, or the student teachers themselves, have the instructions for the Expanded Criminal History Check. These need to be run before they start in the classroom.
3. Once student teachers have applied for their checks, classroom teachers can fill out the Student Teacher/Intern Account Request.
4. Technology will confirm with administration to determine if a background check has been completed.
5. Technology will then request the building principal's approval to give the student teacher credentials.
6. Upon the principal's approval, the student teacher will need to sign an AUP form before receiving their credentials.

PLEASE MAKE SURE YOUR TEACHERS DO NOT SHARE THEIR OWN CREDENTIALS WITH STUDENT TEACHERS, SUBS OR ANYONE. THERE IS NO WAY FOR TECHNOLOGY TO REVOKE THE STUDENT TEACHER'S ABILITY TO VIEW CERTAIN CONFIDENTIAL ITEMS IF THEY HAVE THEIR CLASSROOM TEACHER'S ACCESS.