SPRING SEMESTER, 2012

Student Teaching On-Line Application Procedures

Instructions for completing the online applications:

1) **Complete Online Student Teaching Application by the assigned due dates indicated below.**
   Applications received after the due date will be processed according to space availability.

2) **Students seeking placement in a Long Island school must complete the following.**
   1.) Long Island Contact Information Form.
   2.) Background Information Form
   3) Submit evidence of fingerprinting .

   *If no supporting documentation is received, your application will not be submitted to the Long Island school district(s) and you will be placed in a New York City school.

3) **White Medical (TB) Card**
   - This card must be submitted prior to beginning student teaching unless it has previously been submitted (if you are not sure whether you have already completed this card, you may inquire with the Field Placement Office, in PH-135).

4) **Fingerprinting Requirements**
   
   All students must be fingerprinted before student teaching, NO EXCEPTIONS. If you have not previously been fingerprinted by the State or NYC / Dept. of Education please stop by The Field Placement Office in PH 135 for assistance.

   • **The Student Teaching Information Bulletin** – Will be distributed by your instructor. This information should be read and shared with the appropriate Assistant Principal/Cooperating Teacher when you confirm your placement).

   • **Student Teaching Guide & Student Teaching Expectations**
   Be sure to read and understand both attachments prior to Student Teaching.

DEADLINE **

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Student Due Date</th>
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<tbody>
<tr>
<td>Long Island Placements</td>
<td>September 29th, 2011</td>
</tr>
<tr>
<td>NYC Placements</td>
<td>October 6th, 2011</td>
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