

CCSD 46 Observation/Student Teacher/Practicum/Intern Guidelines

Effective January 2020

Observations (19 hours or less):

- Complete [Observation Request form](#) and submit in a timely manner
- Student must be checked in and run through Raptor system day of observation(s)
- First come first serve basis, not all requests may be able to be accommodated - please allow *at least* a week to process request

Observations (20 or more hours):

- Complete [Observation Request form](#) and submit in a timely manner
- Same process as Student Teaching/Practicum/Internship requests (minus formal University Request)
- First come first serve basis, not all requests may be able to be accommodated

Items required 4 weeks prior to Student Teaching/Practicum/Internship/Observations:

Applications will only be accepted through the Human Resources Department.

Please contact Chris Wolk (wolk.chris@d46.org)

- A formal request from the University (with specific dates/grade level etc.)
- Unofficial transcripts (3.0 GPA or higher)
- Formal resume with complete student contact info
- Interview with building principal of placement

All Student Teaching/Practicum/Intern/Observations(20+hrs) placement requests must be made the semester prior

- A request for a fall placement will only be accepted during spring (January - June)
- A request for a spring placement will only be accepted during fall (August - December)
- Requests are typically not reviewed during the summer

Items required prior to 1st day of assignment:

- Fingerprint-based federal background check (completed within 1 year)
- Signed internet agreement
- Student teaching placement contract
- Any ISBE required paperwork
- [Work physical](#) (within 90 days)
- TB test results (required for Pre-K only) (within 90 days)

**Any costs associated with the above requirements are the responsibility of the applicant.*

Reminders:

- If an applicant has a family member in the district, they can not complete coursework with their family member (do observations, etc). If they are being placed as a student teacher/intern/etc., they will not be placed at the same school as their family member. Current employees will not be assigned to their home building.
- If a placement can be made, the Human Resources Department will contact the institution