



Student Teacher Request Process

The Student Teacher Request Process is implemented when a college or university requests placement of interns for a particular semester or school year.

- Requests are made via email to Venetia Sneed in Human Resources and consist of:
 1. The student teacher name and certification information
 2. The start and stop dates of the placement requests
 3. The grade level or subject area of the request
 4. A completed MISD Criminal Background Clearance form for each request
- Background checks are processed by Nikki Wright in Human Resources
- Requests are assigned to an MISD campus and sent to the campus administration for approval and student teacher placement
- Approved placements are returned to the college or university by Human Resources
- Cooperating teachers are notified of the approved placement and sent information regarding the Compensatory Day Agreement
- Cooperating teachers are sent the MISD Badge Notice to be given to the intern upon arrival for badge acquisition

11/05/10