**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