

MONONA GROVE SCHOOL DISTRICT

Process DOC for Student Teachers

When a Student Teacher will be working in your classroom there are two steps that you are responsible for.

1. Complete the Student Teacher form.

The Student Teacher form is located in two places:

- On the Monona Grove School District homepage, click on District, click on Human Resources, and click on Student Teacher Form, located near the bottom of the page.
- Or on the Monona Grove School District homepage, click on Staff Resources, log in, click on Human Resources, and click on Student Teacher Form.

Fill out each field on the form and once you click on submit, this will notify each school, IT, Infinite Campus, and Payroll of the new student teacher. From there, IT will contact you with the Student Teacher's email, usernames, and passwords. It is the cooperating teachers' responsibility to supervise and ensure the student teacher understands their responsibilities and confidentiality in regard to student records.

The head secretary of the school will contact you to see what supplies the student teacher may need.

And Human Resources will email the Student Teacher directly welcoming them and requesting that they complete Emergency Contact form.

2. Have the Student Teacher complete an online background check application through Raptor [here](#). Please note, the background check must be completed prior to the Student Teacher working in your classroom.

If you have any questions on this process, please email HR@mgschools.net.