

LAUREL PUBLIC SCHOOLS

School District No. 7 and 7-70

410 Colorado Ave

Laurel, MT 59044

District Office (406) 628-3360

Fax (406) 628-3375

Website: www.laurel.k12.mt.us



Student Teachers in the Classroom

All student teacher applicants must go through the Human Resources department prior to acceptance by the school.

If accepted to student teach within our district you must become an **approved substitute** prior to entering the classroom. This process will address two important matters; background checks and eligibility to substitute.

Students desiring to become eligible must complete the following steps:

1. Complete a **substitute application packet** online at laurel.k12.mt.us
2. Be fingerprinted by the Laurel School District Human Resources Office. The district will accept University background checks provided they were completed within the last year and the school shares it with the district. They must be Montana University background check.
3. Complete the student teacher intake form on the district website under the Human Resources tab.
4. Go through substitute onboarding.

*Background checks typically take three to five days to process. Upon receipt and review of the substitute application and background report, a recommendation will be submitted to the board of trustees. Approved substitutes will be notified by email.

Student teachers are allowed to substitute during their clinical time with Laurel Public Schools, up to the maximum days allowed by their university.

Questions regarding substitute applications can be directed to the Human Resources office:

LPS – Human Resources Office

410 Colorado Avenue

Laurel, MT 59044

Phone: 406-628-3360 | Fax: 406-628-3375

(Summer Hours: 8:00 am – 4:00 pm, Monday-Thursday)