Process for Requesting Student Teacher Placement
Hurst-Euless-Bedford I.S.D.
Office of Human Resources

➢ Students are eligible to apply for a student teaching placement in HEB ISD if:
  o Currently enrolled in a teacher degree program at a four-year college or university OR
  o Currently seeking certification through an Alternative Certification Program.

➢ Eligible student must complete the following:
  2. Go to “Careers” tab and select “Apply for a Job.”
  3. Click on “Go to the HEB ISD online application system…”.
  4. Follow the “Instructions for External Applicants”
  5. Select applicant type “Student teacher/Classroom observer”
  6. Submit required documents to Human Resources at FieldPlacements@hebisd.edu
     confirming your application has been completed.
  7. Required Documents:
     o College or University – Course Syllabus
     o Alternative Certification Program – Letter of Acceptance

➢ University will:
  Submits a request to FieldPlacements@hebisd.edu including the following:
  ■ Certification being sought
  ■ Grade Level(s)/Subject Area(s) requested
  ■ Dates of requested placement
  ■ University requirements for student teaching
  ■ Contact information (phone number and email address) for University Liaison

➢ Scheduling of Student Teacher Placements:
  Student teaching placements will be made during May/June for fall semester placements and
  November/December for spring semester placements. Placement requests later than one month
  prior to the start of a requested placement may not be accepted.

All requests for student teaching placements are subject to space and availability.

➢ Human Resources Department will:
  Contact the approved student and University or ACP by email, after the criminal history check
  has been completed and the placement has been approved. Email will provide the student teacher
  and University with the campus placement(s), name and email address of cooperating teacher(s),
  dates of placement(s), District map, District calendar, and invitation to Annual Student Teacher
  Orientation.