



**All application materials must be completed and sent to [SUTR@spps.org](mailto:SUTR@spps.org) by **Feb. 28, 2025****

**Materials needed for SUTR application:**

- Upload and send the following to [SUTR@spps.org](mailto:SUTR@spps.org):
  - Application Cover Sheet
  - Updated Resume
  - Transcript(s)
    - Unofficial or Official degree awarded transcript accepted by SPPS in initial application process
      - Official transcript(s) sent directly from all universities attended required by all SUTR Finalists to the University of St. Thomas (UST) by April 1
  - Personal Essay Statement - found below (*St. Thomas application will also request a copy of this essay to be uploaded*)
- Apply to UST - Please refer to the [St. Thomas Application Directions](#).
  - \*UST admission criteria - No testing requirement at this time. We will inform you if there are changes.**
- Send a follow-up email to [danielle.ferguson@spps.org](mailto:danielle.ferguson@spps.org) stating "I have submitted the required documents for the SUTR program."

## SPPS/ SUTR Application Cover Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City & State Zip Code

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Data Sharing Agreement

For the purpose of research and evaluation, information about participants registered in the St. Paul Urban Teacher Residency (SUTR) program will be shared with the University of St. Thomas and National Center for Teacher Residencies (NCTR). Participant information will be collected by the Research, Evaluation, and Assessment (REA) Department of Saint Paul Public Schools (SPPS) to monitor the progress of the SUTR program.

I permit St. Paul Public Schools and SUTR to share my application information with the University of St. Thomas and the St. Thomas School of Education.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Race (Check all that apply)

- American Indian or Alaska Native  Asian  
 Black or African American  Native Hawaiian or Other Pacific Islander  
 Hispanic/ Latino  
 White or Caucasian  Other  
 Prefer not to answer

Ethnicity: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Bilingual:  Yes  No If yes, in what language(s): \_\_\_\_\_

Gender  Female  Male  Non-binary  Prefer not to answer

Did you graduate from SPPS?  Yes  No

Are you currently an SPPS employee?  Yes  No

Years of work experience after college: \_\_\_\_\_

Undergraduate GPA: \_\_\_\_\_

**References**

**Note:** At least ONE of the references listed must have Supervised you in a previous/current role. SUTR does not need letters of recommendation as we will contact your references directly.

*\*St. Thomas application will also request references names and contact information.*

**Professional Reference #1 Contact Information**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Professional Reference #2 Contact Information**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Preferences & Background Experience**

While Residents are encouraged to share their preferences such as location, start date, background experience, and preferred grade level with our program staff, it's important to note that we cannot guarantee an exact match for all preferences. However, we strive to find the best possible mentor and school site for each Resident.

It's important to clarify that Residents will not be placed at their current sites, and while Residents do not have the opportunity to select their own mentor, our program ensures that every effort is made to pair them with a mentor who will provide valuable support and guidance throughout their journey.

**Preferred School Start/End Time (check all that apply):**

Please visit <https://www.spps.org/starttimes> for SPPS school times:

- 7:30-2:00
- 8:30-3:00
- 9:30-4:00

**Preferred Location (Rate Your Top 3):**

Please visit <https://www.spps.org/about/district-map> for a visual map of SPPS Schools:

- \_\_\_ A      \_\_\_ E
- \_\_\_ B      \_\_\_ F1
- \_\_\_ C      \_\_\_ F2
- \_\_\_ D

**Please include any additional information to consider for site placement on the line below:**

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**For Elementary Education Candidates Only:**

Elementary Education Candidate
<input type="checkbox"/> I confirm that I am applying for the Elementary Education (grades K-6) license. * Most SPPS elementary schools are K-5. I prefer student teaching in the following grades (check all that apply): <ul style="list-style-type: none"><li><input type="checkbox"/> K</li><li><input type="checkbox"/> 1</li><li><input type="checkbox"/> 2</li><li><input type="checkbox"/> 3</li><li><input type="checkbox"/> 4</li><li><input type="checkbox"/> 5</li></ul>

**For ABS (Special Education) Candidates Only:**

ABS (Special Education) Candidate

I confirm that I am applying for the ABS (Special Education, grades K-12) license.

I prefer student teaching in the following grades (check all that apply):

- Elementary (K-6)
- Middle (7-8)
- High (9-12)

I have experience in the following Special Education Disability Areas (check all that apply):

- ASD
- EBD
- OHD
- DCD
- SLD
- None

\* Some special education secondary spaces focus only on one academic area while serving students with IEPs. If placed at a secondary student teaching placement that only focuses on one academic area, my academic area of strength (e.g. math, literacy, science, etc.) is: \_\_\_\_\_

## Essay Information:

Based on the prompts below, please complete the essay with 1,000 words or less. Be sure to address one or more parts of each of the missions. This aspect of the application process is intended to measure your written communication skills and your ability to consider and apply abstract thinking processes.

There are no right or wrong answers; the focus is on clear thinking and writing.

The essay will be read by **SUTR Program Staff** and **UST's admissions and scholarships** committee.

### Essay: SUTR & University of St. Thomas

Please complete the following prompts connected to your values and beliefs, aligned with the SUTR mission, [SPPS Racial Equity Policy](#), and the St. Thomas mission.

#### The mission of SUTR is as follows:

To create and sustain an innovative program that is a pathway for recruiting, preparing, supporting and retaining effective teachers who share similar life experiences as the diverse student population at Saint Paul Public Schools as well as serves as a model for school-university partnerships that enhances the ability of both schools and universities to continually improve upon their ability to be culturally responsive while eliminating racial disparities.

#### The mission of the University of St. Thomas School of Education is to educate practitioners to be:

1. morally responsible leaders, who
2. think critically,
3. act wisely, and
4. work skillfully,
5. to advance the common good.

These missions mean different things to different people. We are interested in your interpretation of the mission and your corresponding experience. What experience do you have in the above areas? How has that experience helped to form who you are now? How might that experience inform your future professional work?

\*\* Additional allied courses may be required for Elementary Education candidates only. This is dependent upon the review of transcript(s).

