



## Field Placement Requests

### Student Teacher Placement SY 2024-25

GCPS requires all colleges and universities to meet specific guidelines for field placements and student teaching in the district. For a list of all partnering colleges, please contact the Division of Human Resources - Office of Talent Management, Recruitment Department if you have questions or need additional information.

All requests (i.e., observation, practicum, formal student teaching) for placement within GCPS must be submitted to the GCPS Placement & Partnership HR Specialist or call 678-301-6185 the Recruitment Department.

678–Criminal background checks are conducted by the Georgia Professional Standards Commission (or the colleges/universities) on all students participating in field placements.

679–GCPS employees cannot work full-time while student teaching.

680–Student teachers may not be placed in a classroom when family members are present.

681–Confidentiality Agreements must be completed on all student teachers. These forms will remain in HR.

682–Student teacher performance issues should be addressed to Teresa Robinson at [teresa.robinson@gcpsk12.org](mailto:teresa.robinson@gcpsk12.org) or call 678-301-6185 in the Recruitment Department.

683–As stated in the memorandum of understanding, student teachers are expected to attend outside functions (i.e. IEP meetings, PTA, RSS) with their assigned mentor teacher.

684–The student teaching website may be used as a guide for any questions or concerns that you may have regarding the placement process for GCPS. You will find the student teaching website at: [gcpsk12.org/about-us/careers/teaching/student-teaching](https://gcpsk12.org/about-us/careers/teaching/student-teaching)