



EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

STUDENT TEACHING REQUEST FORM

*This student teaching request form must be sent to Leigh Barrera,
HR Specialist at LBarrera@ems-isd.net*

Date of Request: _____

FALL/SPRING (circle one)

Name: _____

Address: _____

City, ST, Zip: _____ Cell Phone: _____

Email: _____

NAME OF COLLEGE/UNIVERSITY: _____

Name of Program Director/Coordinator: _____

Number of Teaching Weeks Requested: _____

NAME OF ALTERNATIVE CERTIFICATION PROGRAM: _____

Name of Program Director/Coordinator: _____

Number of Teaching Weeks Requested: _____

Additional Comments: _____

Program Director/Coordinator's Signature: _____

Program Director/Coordinator's Email: _____

STUDENT TEACHING GUIDELINES

Student Teaching Requests

Colleges, Universities, or Educator Preparation Program candidates needing classroom teaching hours will be required to email a completed and signed Student Teaching Request Form to the EMS ISD representative.

Students and programs are strongly discouraged from reaching out to principals or individual teachers requesting placements. All requests should go through the Human Resources department as outline above. We will do our best to accommodate your request, but placement is not guaranteed.

Volunteer Application Check

Each Student Teacher must complete the Eagle Mountain-Saginaw ISD's Volunteer Application form for a background check.

Application

Student Teachers are required to complete a Student Teaching Placement Application for Eagle Mountain-Saginaw ISD. You will be required to upload a letter from the college, university, or educator program requesting teaching weeks.

Placement availability is limited; therefore, we ask placement requests to be made as soon as possible. Placements are issued on a first-come, first-served basis. It is extremely helpful to have all requests for student observers submitted at one time. This allows ample time for us to secure the appropriate placements for each student observer. Please be aware that depending on the volume of placements, it is possible that not all requests can be accommodated. Teaching requests may take up to 7 to 10 days to process once we receive all the required paperwork. You will be notified by email once your request has been approved.