Student Teaching Application Requirements

All items should be uploaded to their corresponding Foliotek assignment the semester prior to student teaching. Prospective applicants will be informed of due dates, orientations, and other requirements via email.

✓	Required Item	Directions & Notes
	Sharing of Student Information Form	Download and either print/sign/scan *or* digitally sign the "Sharing of Student Information Permission form." Please keep in mind that you need to select *either* **Option 1** (grant permission to share your contact info) *or* **Option 2** (deny permission to share your contact info). *If you sign under both options, the assignment will be declined and will have to be completed again.* Upload to Foliotek.
	Student Teaching Handbook Verification Form	Download and either print/sign/scan *or* digitally initial and sign the form. Upload the completed form to Foliotek and submit the assignment
	Positive Behavior in Schools (PBIS)	Complete the PBIS training and upload your certificate. *You may have already completed this training during an update meeting.* If you plan to student teach in JCPS, you should ALSO upload this certificate to your JCPS portal account.
	Criminal Records Check (CRC)	AFTER you have been notified of your student teaching placement(s), you may initiate the criminal background check and upload receipts of payments to IdentoGo in Foliotek under the "Background Check" section. **Do not complete the criminal record check until you have your placement. This may mean this is the last item you complete, and that's okay!** Each district has a unique code that must be input when signing up for the check. If you enter in the wrong code, or order the wrong type of check, you will be out $50 and will have to run the check again. The JCPS service code 27G265. • If student teaching in JCPS <u>and</u> another district, complete the other district's CRC. You can then request a copy of those results to send to JCPS. • If student teaching in another district (besides JCPS) *only*, contact the district individual referenced in your placement email from Cody Windhorst for further instructions. • If already a JCPS employee: upload a document saying that you're a current employee and have already completed this step so that you can be cleared.
	Documentation of Field Work	
	☐ Field Experience Logs	Your field logs should all be **signed**, show **200 hours**, and contain evidence of ALL field experience types (**A-G**, including **BOTH** a school board meeting <u>and</u> a school-based decision (SBDM) meeting), and **evidence of elementary, middle, <u>and</u> high school** experience. You should combine your logs into one file. Directions for how to combine files in Adobe can be found HERE. *Note: If you participated in the HUG reading program, remember to attach your HUG certificate to your field logs as proof of signature for those hours.*
	☐ Checklist/Calculator	Complete on your own to ensure that you have met all requirements. A how-to for filling this out is found here: https://youtu.be/Nl8J5QCl8kI.

☐ KFETS Screenshots	KFETS screenshots should show that you have met and documented all student teaching requirements. You should copy/paste all screenshots into a document, save as a .pdf, and upload that single file to Foliotek. I don't need a screenshot for each item, I just need to see that you have the entries below visible (so you can have item per screenshot OR include more than one activity type per screenshot if that's how it appears on your screen.) You will need to show evidence that your KFETS has **screenshot(s) of the following items:**
	☐ Screenshot of the bar at the top of your "Field Experience Page", <u>totaling 200 hours minimum</u>.
	☐ Of <u>1 example of at least 1 hour</u> of field experience in activity type **B – Observations**
	☐ Of <u>1 example of at least 1 hour</u> of activity type **C – Student Tutoring**
	☐ Of <u>1 example of at least 1 hour</u> of activity type **D – Interactions with Families of Students**
	☐ Of <u>1 example of at least 1 hour</u> of activity type **E – School Board**
	☐ Of <u>1 example of at least 1 hour</u> of activity type **E– SBDM Meeting**
	☐ Of <u>1 example of at least 1 hour</u> of activity type **F – Observe PLC**
	☐ Of <u>1 example of at least 1 hour</u> of activity type **G– Other Opportunities to Assist**

For JCPS Student Teachers Only

	ALL Field Experience Background Checks are up-to-date (Remember: the CAN must be renewed every year!)
	Updated JCPS Portal
	Completed Medical Exam/TB Test in JCPS Portal
	PBIS Certificate uploaded to JCPS Portal

More detailed how-tos and guides can be found on our webpage: https://louisville.edu/education/field-placement