

IMPORTANT REMINDERS

STUDENT TEACHING APPLICATIONS ARE DUE:

MONDAY, FEBRUARY 15, 2016

NOTE: Student teaching assignments are requested to the districts in the order that student teaching applications are returned to GRH 2050.

MEDICAL EXAM & TB FORMS / PROMOTING

POSITIVE BEHAVIOR CERTIFICATE ARE DUE:

FRIDAY, APRIL 1, 2016

MANDATORY STUDENT TEACHER ORIENTATION:

Gary Ransdell Hall Auditorium

WEDNESDAY, MAY 11, 2016

9:00 a.m. CST

(PLEASE BRING A RECENT PHOTO TO THE STUDENT TEACHER ORIENTATION FOR YOUR UNIVERSITY SUPERVISOR.)

Medical Forms may be done by your physician or by Graves Gilbert Clinic (appointments only) on campus.

Be sure to keep a copy for yourself.

*****Medical & TB forms on file must be less than 1 year old during your student teaching semester and dated after JANUARY 1, 2016**

Criminal Record Checks should be done *as soon as possible after you have received your student teaching assignment*. State law now requires student teachers to have filed both state and federal criminal record checks with their school districts before they are allowed into the schools. *****Please make an appointment with your assigned school district office.** *** Call the district office for the cost (*it must be a money order or cashier's check*). The criminal record check can take up to 8 weeks to complete.

Your student teaching will be delayed if your medical forms are not updated, PPB Certificate submitted, or your Federal background check is not completed 6 weeks prior to your student teaching starting date.