



EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

STUDENT TEACHER PLACEMENT REQUEST FORM

This student teacher placement request form must be sent from the college, university or teacher preparation program to Cindy Blackstock, HR Specialist at cblackstock@ems-isd.net.

Date of Request: _____ D.O.B: _____

Name: _____

Address: _____

City, ST, Zip: _____ Day Phone: _____

Email: _____

NAME OF COLLEGE/UNIVERSITY: _____

Name of Program Director/Coordinator: _____

NAME OF ALTERNATIVE CERTIFICATION PROGRAM: _____

Name of Program Director/Coordinator: _____

Area of Certification: _____ Grade Level Preference: _____

Subject Preference: _____ Campus Preference: _____

Placement One - Start Date: _____ End Date: _____

Placement Two (If applicable) - Start Date: _____ End Date: _____

Additional Comments: _____

Program Coordinator's Signature: _____

Program Coordinator's Email: _____

STUDENT TEACHER GUIDELINES

Eagle Mountain-Saginaw ISD welcomes student teachers during both the fall and spring semesters. To request placement for student teaching, please follow the guidelines below.

Student Teacher Placement Requests

Colleges, Universities, or Educator Preparation Programs interested in placing a clinical (student) teaching in EMS ISD will be required to email a completed and signed **Student Teacher Placement Request Form** to Cindy Blackstock, HR Specialist at cblackstock@ems-isd.net.

- Only requests from Colleges, Universities, or Educator Preparation Programs will be accepted for student teaching placement.
- Requests from individual students via email, or phone calls will not be considered.
- Placements will not be made without an official request from a College, University, or Educator Preparation program.

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.

Application

Student teachers are required to complete a **Student Teacher Placement Application** for Eagle Mountain-Saginaw ISD.

Timelines for Placements

All student teacher placements requests must be submitted no later than the dates listed below:

- Fall Semester Deadline – **June 1st**
- Spring Semester Deadline – **March 31st**

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 teachers submitted at one time. This allows ample time for us to secure the appropriate placements for each student teacher. Please be aware that depending on the volume of placements, it is possible that not all requests can be accommodated.