

Student Teachers

Instructions for

University Program Directors, Supervisors, and Coordinators

Only requests from colleges, universities and program personnel will be accepted for student teaching. Requests from students via email or phone calls will not be permitted.

1. Review District Guidelines for Student Teacher Placement in EMS ISD.

2. Forward requests to:

EMS-ISD
Human Resource Department
1200 Old Decatur
Fort Worth, TX 76179

Attn: Kimberly Waiters

Or email to kwaiters@ems-isd.net

When submitting your applications, PLEASE designate a contact person. Multiple contacts increase the chances of miscommunications and can cause delays in accommodating requests.

3. All prospective student teachers seeking placement in EMS ISD are required to submit a background form at the time of the placement request.

Timelines:

Fall

The Student Teacher requests must be completed by June 1st.

Spring

The Student Teacher requests must be completed by November 1st.

Adherence to the timeline will assist us in accommodating request in an efficient and timely manner.

4. Submit placement requests as soon as possible since placement availability is limited. Please submit all requests for student teaching at one time so as to allow us the opportunity to secure appropriate placements for each student.