



# 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 Norma Perez, HR Employee Relations Specialist at [nperez@ems-isd.net](mailto:nperez@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 Norma Perez, Employee Relations Specialist at [nperez@ems-isd.net](mailto:nperez@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 1<sup>st</sup>**
- Spring Semester Deadline – **March 31<sup>st</sup>**

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.