

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

SCHOOL OF EDUCATION

Elementary Partnership Student Teaching Application Packet

This packet is the first step in the student teaching application process. Please complete all the forms in this packet. Failure to do so could jeopardize your placement. **Application packets (with the exception of the TB test) are due back in OCECA by Friday, September 19, 2008.**

The forms enclosed in this packet are as follows:

1. Student Teacher Credentials Sheet
2. Student Authorization of Eligibility Verification
3. TB Verification form (Please remove from packet and keep until test has been performed)

While physicals are no longer a requirement for student teaching, a TB test is still required. The test must be done no more than *90 days before the first day of student teaching*. The TB test must be read **on or after October 14, 2008**. Any TB test read before that date will not be accepted. **Early Childhood majors must have the two step TB test taken**. Submit the original TB test to OCECA. Students are encouraged to keep a copy for their personal health records. TB tests are valid for one year only (365 days). **No student will be allowed to begin student teaching until the TB results are on file.**

In addition to the TB Test results, OCECA must have on file a record of your clock hours (100 hours are required). If you have not turned in your clock hour sheet(s) bringing your total number of clock hours recorded in our office to 100 hours, please do so at this time.

If you are an undergraduate student seeking a bachelor's degree, please be sure that you have **applied for graduation** (<http://www.siu.edu/registrar/forms/graduation.shtml>). Failure to do so may result in delays in processing your certification and degree posting.

**STUDENTS MUST HAVE THE FOLLOWING ON FILE IN OCECA
BEFORE THEY WILL BE ALLOWED TO BEGIN THEIR STUDENT TEACHING EXPERIENCE:**

- **RECORD OF 100 CLOCK HOURS**
- **TB TEST FORM**