CPS Student Teaching Guide, revised 2024

Introduction

Each school year, the Chicago Public Schools (CPS) Talent Office partners with over 50 University programs and welcomes over 1,000 student teachers. CPS defines a student teacher as an "active participant in the CPS Student Teaching Program who is enrolled in an accredited University's School of Education, is seeking college credit for student teaching, and who is in process of receiving teacher certification from a state board of education, and who has direct contact with CPS students."

Over the course of their training experience, student teachers receive orientation, professional development and valuable hands-on support from a cooperating teacher at a CPS school site. As student teachers approach graduation/program completion, CPS Talent team members support with resume workshops and career/hiring fairs to ensure a smooth transition from training to full time teaching at CPS. Student teachers in high-need subjects (such as Special Education, Early Childhood Education, Bilingual Education and STEAM) may be eligible for an early offer of employment even before program completion.

The purpose of this guide is to provide student teachers--as well as University coordinators and other staff members/instructors who support them-- with detailed information about student teaching application, approval and placement processes. This guide also contains information about special resources and programs available to student teachers as well as guiding resources for prospective student teachers who are current CPS employees.

We look forward to student teachers beginning their journey with Chicago Public Schools this year and supporting you along the way!

The CPS Student Teaching Program Team

Chicago Public Schools Talent Office | 42 West Madison, Garden Level | Chicago, IL 60602

Student Teaching Overview

Each University outlines its unique set of expectations for a successful student teaching experience. Please consult with your University Coordinator to ensure your program expectations are clear. Typically spanning 10 to 16 weeks, student teaching follows a gradual release model. Beginning with observation and assistance in small group instruction, the student teacher's role evolves toward taking on full class instruction as the primary lead.

In addition to your University's specific framework(s), we strongly encourage CPS student teachers to explore the following resources:

CPS Framework for Teaching
- Through personal reflection and the observation series, the CPS Framework for Teaching is used to identify areas of celebration and concentration, to set professional goals, and to measure how those goals are met.

CPS Framework+ (P-STEP-specific)
- The Framework+ is the CPS Framework with added elements of equity. This is an interactive document created to aid in student understanding of Framework components.

Student Teaching Application Process

To apply for student teaching at CPS, prospective Student Teachers must adhere to the guidelines established by their University's teacher training program. Additionally, their University must be an affiliated student teaching partner with CPS. As you fill out the application, you'll need to specify your University. If your University isn't listed, it may not be an approved partner with CPS. In such cases, CPS staff will reach out to inform you accordingly. For a comprehensive list of current approved University partners, please click here. **click here.**

Please note that the Student Teaching application opens twice a year--once for the Fall term and once for the Winter/Spring term.

- **Fall Term Application:** ***The 2024 Fall Student Teaching profile application opens on April 29th and closes on May 17th for Student Teaching experiences for the following August through December.*** Applicants will receive a confirmation email upon successfully completing part 1. The last week of May, a link will be sent to your email to join the CPS Student Teaching Community (Part 2 of the Student Teaching Application). Here you will upload your TB, CBC, and all approved school placement information. *Approvals will begin being sent mid June, in the order applications were received.

- **Winter/Spring Term Application:** ***The 2024 Winter/Spring Term Student Teaching profile application opens on September 9th and closes on October 4th for Student Teaching experiences for the following January through June.*** Once you have received the email inviting you to join the CPS Student Teaching community (Part 2 of the application), you will be prompted to upload your TB, CBC, and and all approved placement information. *Approvals will be sent late November, in the order applications were received.

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PLEASE NOTE: If you are a student teacher who is continuing in a subsequent term as a part of a linked placement, you still need to complete the student teaching application for *__all__* terms in which you will be in a student teaching placement. You will not, however, need to repeat all steps of the approval process. For more information about this, please see the **"Special Circumstances"** section of this guide on Page 1.

The specific steps for student teaching application each term are as follows:

☐ Step 1: ***Apply/create your student teaching profile at*** **www.teach.cps.edu/student-teacher** **by the term deadline.** This is an opportunity for students to review application fields, provide pertinent personal information related to the upcoming student teaching experience, and update any information that has changed, where applicable. The profile/application also includes student teacher acknowledgements, which can also be found on the **Confidentiality Agreement and Acknowledgement of the Talent Office Policy** for reference.

☐ Step 2: **Upload Your Supporting Documentation**. *Student teaching candidates will receive an email with links to relevant forms to complete, which includes information on Criminal Background Checks (CBCs),Tuberculosis (TB) Testing, and Site Placement Confirmation:*

  - ***CBC testing is time-sensitive*** *and must be completed within 90 days of the student's report to service date. *Failure to comply may result in a second CBC being required.* Prospective student teachers are required to complete a fingerprint background check. Student teachers will receive an email with forms and specific instructions for completion. **Accurate Biometrics** is the contracted vendor for State of Illinois and FBI fingerprint-based background checks and all CBCs must be conducted through them for student teaching consideration.
    - Save your Accurate Biometrics receipt with Transaction Control Number (**sample receipt**).
  - ***TB testing***
    - As a part of your application, you will be prompted to upload a copy of your completed Certification of Freedom from Tuberculosis form, which you will obtain from your doctor.
    - You may obtain your TB test results from the doctor of your choice, but **Concentra** is the preferred vendor for tuberculosis testing and you can consult the list of locations **here** if you need to locate a testing center.
    - **TB tests must be completed no more than 2 years prior to the first day of your student teaching experience.** *No TB test results outside of this timeframe will be accepted for student teaching application approval.*

  - ***Site Placement Confirmation***
    - We will request confirmation of your school placement(s), cooperating teachers(s), and student teaching beginning and end date(s). Please complete these questions in your student teaching application/profile when you have received confirmation from your University coordinator that the information is correct. If this information changes or if you don't have it on hand at the time of

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      initial application/profile completion, you can return to your application/profile at a later time to complete this section. Your answers will be reflected on your approval notice and require the highest degree of accuracy. Please note that all Part 1 and Part 2 components of your profile/application must be completed BEFORE an approval notice can be issued.

- ○ PLEASE NOTE: The CPS Student Teaching Program is only for service at CPS district schools. The **CPS School Locator** is a great resource to learn about local schools and view the governance/management network. For placements at charter, contract, option, or private schools, please contact the school directly to inquire about student teaching procedures.
- ○ PLEASE NOTE: If you are a current CPS employee who plans to remain in our current CPS role while student teaching, you still need to complete the student teaching application for all terms in which you will be in a student teaching placement. You will not, however, need to repeat/complete all steps above of the approval process. For more information about this, please see the **"Special Circumstances"** section of this guide on Pages 5-6.

Assistance with Site Placements (if needed)

      Often University staff members work to place student teachers in schools across the city of Chicago. If, however, you would like CPS to assist you with identifying a school placement for student teaching, we are happy to do so! For placement assistance, please complete **The Pre-Service Teaching Application** and one of our team members will be in touch to help!

Report to Service Notification (Approval Notice)

      Once you have completed all of the Part 1 and Part 2 components to the student teaching application process, a site-specific Report to Service notice can be issued. This notice is sent directly to you via email. This notice authorizes the student to begin student teaching. It will be emailed to the student, University coordinator, CPS Principal(s), and CPS cooperating teacher(s). It is imperative that placement information, including your cooperating teacher information, is correct and updated. **Please inform our team at studentteach@cps.edu immediately if there is a placement change.**

      To ensure the highest level of safety for our school communities, students are NOT AUTHORIZED to report to a CPS school until they have received an approval notice. *Please inform our team at **studentteach@cps.edu** immediately if there is a placement change, as access to your previous school placement will be null and void. A new approval notice will need to be issued.

Safe Schools training: NEW

      CPS is currently rolling out Safe Schools Trainings for all student teachers. These safety courses are mandatory, and approval status hinges on completion. Stay tuned for further details as information and programming are introduced.

*Please feel free to contact the Student Teaching program at **studentteach@cps.edu** with any questions.*

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Student Teaching Orientation & Professional Development:
  Orientation for all student teachers is offered on two different dates for each student teaching term to try to accommodate everyone's schedules and availability. Attendance at ONE session for the student teaching term that you plan to complete is *mandatory*. More information about specific orientation dates/times will be shared with you at a later date.
  A Student Teaching Summit takes place once during each student teaching term every school year. This is a professional development opportunity covering topics from diverse learners, classroom management, lesson planning and much more! All student teachers are strongly encouraged to attend and it is mandatory for P-STEP participants. P-STEP participants also gain access to a wider selection of professional development opportunities/resources as a part of their program participation.

The Pre-Service Teaching Equity (P-STEP) Program
  The P-STEP Program is Chicago Public Schools' innovative student teaching track aimed at enhancing teaching experiences and readiness. This initiative aligns with CPS' mission to ensure equitable educational opportunities for all students across the city. This program is application based and is open to a limited number of students from our P-STEP partner Universities: Chicago States, DePaul, National Louis, Northeastern Illinois, Roosevelt and UIC. To learn more about the P-STEP **initiatives goals and a list of placement sites, please click here**. For **general information on P-STEP, please click here.**

Early Offers for Employment
  Early Offer opportunities are available to student teachers who are teaching in high need endorsement areas and those choosing to work in Chicago's Opportunity schools. To learn more about and to take advantage of these great opportunities, please click HERE**.**

Special Circumstances

If you plan to student teach at the same CPS school where you are currently staffed as a CPS employee please *indicate on your application that you are a current CPS employee***.** The Talent Office will review candidates on a case-by-case basis and some employees may be eligible to skip a new background check and tuberculosis test.

If you plan to student teach in the same CPS school where you completed field experience hours in successive (back-to-back) academic terms, you must indicate this on your application. This situation is also known as a "linked placement." The Talent Office will review candidates in linked placements as they may not need a new background check.

If you are aware of any arrests/charges/convictions that may appear on your criminal background report, *begin the fingerprinting process as far in advance as possible*, since it may require 30 or more days to process results. Begin to prepare additional documents outlined on the **Background Check Guidelines**, which may be requested by the CPS Office of Safety and Security. Any background check that does not produce a "clear" result will be required to go before the CPS Criminal Background

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Review Committee, and the Committee will make the final decision regarding student teaching approval.

Safe Schools Training: CPS is rolling out mandatory Safe Schools training for all student teachers. Failure to comply with training completion and guidelines may impede your scheduled student teaching and may result in your approval being null and void. Please pay close attention to emails from CPS. Training emails will be sent to your personal emails on file.

If you are an international student and you do <u>not</u> have a social security number you are still eligible to complete your fingerprinting at an Accurate Biometrics location. If you encounter any issues, please email **backgroundcheck@cps.edu** and **studentteach@cps.edu**.

Out-of-State Participants: Candidates who are <u>physically out-of-state</u> and unable to visit an Accurate Biometrics location are advised to take the following steps. More detailed instructions can be found at the **Accurate Biometrics Out-of-State Guidelines**.

✓ Go to a local Police Station and request an <u>FBI Fingerprint Card (FD-258).</u> The Police Station will take your ink fingerprints and affix them to the card. If necessary, you can fingerprint at any licensed fingerprint contractor, however, additional fees may apply.

✓ Mail the following 4 items to:

> **Accurate Biometrics - Illinois Licensing**
> **500 Park Blvd, Suite 1260**
> **Itasca, IL 60143**
> **RE: CPS Student Teaching Program**

1. The **FBI Fingerprint Card FD-258 (pages 12-13)**. Required information includes: full name, date of birth, home address, sex, height, weight, hair color, eye color, place of birth, reason fingerprinted, social security number, signature of official taking the prints, signature of person fingerprinted, and date.
2. The **CPS Student Teaching Background Check Form** (to be shared). Be sure to complete all 5 pages and include your email address so you can receive a computer-generated receipt indicating the Transaction Control Number (TCN).
3. The **Identity Verification Certifying Statement (page 6)**. Section 1 should be completed by the candidate. Section 2 should be completed by the authorized provider during the fingerprinting. Section 3 can be left blank since it is not applicable.
4. A **money order** in the amount of **$53.00** made out to Accurate Biometrics. (This is a discounted rate negotiated by CPS and differs from the rate listed on the Accurate Biometrics website). If you would like to pay by **credit card**, print and mail the **Credit Card Payment Form (page 7)**. Don't forget to include the expiration date and three digit security code of the credit card that you are using.

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For CPS Employees Who Will Be Student Teaching: If you plan to student teach at the same CPS school where you are currently staffed as a CPS employee please *indicate on your application that you are a current CPS employee*. Also be sure to indicate if you have an active CPS email. The Talent Office will review candidates on a case-by-case basis and some employees may be eligible to skip a new background check and tuberculosis test.

<mark>*Important note:</mark> Please review the CPS guidelines for the **Student Teaching Leave of Absence policy;** *There may be certain situations where student teachers may potentially be able to remain in their current position while student teaching. There are certain criteria that must be met in order for this to occur. Please see the guidelines.*

- *Employer Conversation Resource*
- *Employer Acknowledgement Form*

Frequently Asked Questions

Do I have to complete the entire student teaching process by May 15th?
No. The above date is the deadline to submit your profile application (part 1). Prospective student teachers will receive instructions to complete approval tasks for part 2 of the application by May 12th. All necessary uploads must be submitted by June 2nd.

What is a linked placement?
A linked placement occurs when a student completes their Field Experience and their Student Teaching in the same school, in consecutive semesters. In this case, a new background check *would not be needed* for student teaching. *The Student Teaching application *will* still need to be completed.

Can I set up my own Student Teaching placement?
Most Universities place their students in specific schools with specific cooperating teachers, and it is a coordinated effort. Different Universities have different policies. If your University allows you to make your own placement, it needs to be approved by the University Supervisor before confirming and before being submitted on the Student Teaching application. *The CPS Student Teaching Program is for service at CPS district schools.

Can I get a CPS email as a student teacher?
Yes. The Talent Office does provide student teachers with CPS emails for their Student Teaching experience. This allows the student teacher access to Google Classroom for planning purposes and for local communications. *For legal purposes, this email does not allow for access to sensitive student data/records in ASPEN.

Will background checks from other vendors be accepted?
No. CPS cannot accept background checks from outside vendors and agencies. You must fingerprint at an Accurate Biometrics location using the CPS Fingerprinting Background Authorization & Release Form.

If I was fingerprinted for field experience approval, do I need to complete the requirement again?

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Yes. Since January 2016, Illinois School Code requires new tuberculosis and fingerprint documents completed within 90 days of the student teaching state date.

If I deferred my student teaching to a future semester, do I need to complete the application and program requirements again?
Yes. You should plan to submit a new application and complete new test results for the upcoming semester. All documents must be dated within the given application window for which you will serve.

I'm completing a year-long student teaching program. Do I need to submit separate applications for both semesters?
No. You should apply for fall student teaching and your approval will carry into the Spring semester.

Can I obtain my background check results even though the results go to CPS?
Yes. You may request a copy of your background check results up to a year after your fingerprints were processed. To request your results, please contact **backgroundcheck@cps.edu** to obtain a copy.

If I did not receive a Report to Service approval notice, can I start student teaching?
No. To ensure the highest level of safety for our students and school communities, a school-specific Approval Notice is required from every prospective student teacher.