

Process for Requesting Student Teacher Placement Hurst-Eules-Bedford I.S.D. *Office of Human Resources*

- **Students are eligible to apply for a student teaching placement in HEB ISD if:**
 - Currently enrolled in a teacher degree program at a four-year college or university **OR**
 - Currently seeking certification through an Alternative Certification Program.

- **Eligible student must complete the following:**
 1. Visit the HEB ISD website at www.hebisd.edu.
 2. Go to “Careers” tab and select “Apply for a Job.”
 3. Click on “Go to the HEB ISD online application system...”.
 4. Follow the “Instructions for External Applicants”
 5. Select applicant type “Student teacher/Classroom observer”
 6. Submit required documents to Human Resources at FieldPlacements@hebisd.edu confirming your application has been completed.
 7. Required Documents:
 - College or University – Course Syllabus
 - Alternative Certification Program – Letter of Acceptance

- **University will:**

Submits a request to FieldPlacements@hebisd.edu including the following:

 - Certification being sought
 - Grade Level(s)/Subject Area(s) requested
 - Dates of requested placement
 - University requirements for student teaching
 - Contact information (phone number and email address) for University Liaison

- **Scheduling of Student Teacher Placements:**

Student teaching placements will be made during May/June for fall semester placements and November/December for spring semester placements. *Placement requests later than one month prior to the start of a requested placement may not be accepted.*

All requests for student teaching placements are subject to space and availability.

- **Human Resources Department will:**

Contact the approved student and University or ACP by email, after the criminal history check has been completed and the placement has been approved. Email will provide the student teacher and University with the campus placement(s), name and email address of cooperating teacher(s), dates of placement(s), District map, District calendar, and invitation to Annual Student Teacher Orientation.