

## Checklist of Student Teaching Application Process

### Prepare to Apply

- Meet with advisor to confirm the semester I am ready to student teach.
- Review options for student teaching.
- Attend Student Teaching Registration Meeting.

### Apply

- Complete the web-based personal information form.
- Complete the web-based student teaching application form.
- Complete the web-based student teaching biographical data and professional information form.
- (For Special Site) Complete and email special site request form to Bellinda ([Bellinda-assemien@uiowa.edu](mailto:bellinda-assemien@uiowa.edu)); also, in MyUI, request your transcript be sent to Bellinda.

### Confirm

- Confirm on-line student teaching, update personal information or biography if needed, and complete the on-line background check.
- If special site, attend a special site informational (4 o'clock) meeting.
- Special Site students must attend the abbreviated Student Teaching Workshop. Local area students will receive email notification of their placement.

For questions, please contact Bellinda at 319/467-1895 or [Bellinda-assemien@uiowa.edu](mailto:bellinda-assemien@uiowa.edu)