



DEPARTMENT OF HUMAN RESOURCES/RECRUITMENT & WORKFORCE PLANNING
125 South Clark Street, 2nd Floor, Chicago, IL 60603
800.321.0053 773.553.1045

CPS STUDENT TEACHING REGISTRATION PACKET*

*Student teacher is defined as an active individual in a traditional teacher preparation program seeking college credit for field work, in the process of receiving a teaching and/or counseling certificate from a state board of education. This definition includes counselor interns.

Dear CPS Prospective Student Teacher:

Thank you for your interest in the Chicago Public Schools Student Teaching Program! Recognizing our professional responsibility to our student body and ensuring proper alignment with the Illinois School Code, the Student Teaching Program **requires** prospective student teachers to complete the following registration process for CPS student teaching placement approval.

Below are the required registration forms that you must complete for CPS student teaching placement approval:

- ✓ **On-line Student Teacher Registration Form:** Complete the on-line form and print the finalized copy (Personal Information page only) to be included with the other forms in your Student Teaching Registration Packet. **Note:** To print the form, just right click on your mouse and select "Print".
<http://www.cps-humanresources.org/STI/registration.htm>
- ✓ **Confidentiality Agreement:** Review, sign and date.
- ✓ **Background Investigation Authorization & Release:** Complete this form in its entirety. This form will not be accepted if it's faxed and/or photocopied, older than 2-months from the date of submission to CPS, missing your signature or typed.
- ✓ **Certification of Freedom from Tuberculosis:** Your physician must complete this form or in lieu of the form, please provide documentation from your physician indicating negative TB test results, dating no more than 1 year prior to the start date of student teaching. **Please note:** A chest x-ray is only required if your test results are positive.
- ✓ **ATTENTION!! Current CPS Employees-** If you're a current/active CPS employee, please contact the CPS Student Teaching Coordinator to determine your eligibility for a Registration Waiver.

The completed registration paperwork, in their original form should be submitted to your respective University/College School of Education Placement Office to be forwarded to the Chicago Public Schools Department of Human Resources at the following address for processing:

Chicago Public Schools
Human Resources Department-Student Teaching Program
ATTN: Dameka D. Redic, Program Coordinator
125 South Clark Street, 2nd Floor
Chicago, Illinois 60603

Thank you for your interest in the Chicago Public Schools Student Teaching Program!

For more information, please contact:
Dameka D. Redic, Program Coordinator
CPS Student Teaching Program
Tel: 773-553-1191 Fax: 773-553-1131
Website: www.teachchicago/sti
Email: studentteach@cps.k12.il.us



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Acknowledgement of Department of Human Resources Policy with Respect to Confidential Information

I, _____, acknowledge that, as a student teacher in the Chicago Public Schools system, I have been granted access to, or may learn of, confidential information relating to other employees, consultants, independent contractors, students, and/or classified projects during the course of my student teaching. Such information may come to me through various sources, including, but not limited to, electronic media, interoffice communications, internal publications, and/or verbal interactions. Such information may include, but is not limited to, names, addresses, telephone numbers, financial information, student grades, social security numbers, medical information, *etc.*

I further acknowledge that, as a condition of my student teaching placement, I shall not make known, provide access to, or otherwise disclose such confidential information to any persons or entities that do not have a legal entitlement to such information. I also acknowledge that I may not access confidential information to which I have been granted access in the course of my CPS student teaching for any reason not related to the performance of my duties as a student teacher of the Chicago Public Schools.

I understand that, in addition to violating the Policy of the Department of Human Resources with Respect to Confidential Information, disclosure of confidential information to others who do not have a legal entitlement to that information may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), the Illinois Student Records Act, and/or the Illinois Access to Personnel Records Act.

Finally, I understand that my failure to comply with the terms or conditions of this agreement shall subject me to immediate removal from my student teacher placement in accordance with the Pre-Service and Student Teacher Enrollment Policy.

By signing this document, I expressly acknowledge that I have read and fully understand the Department of Human Resources Policy with Respect to Confidential Information as it applies to CPS student teachers.

Print Name

CPS School Assignment

University

Date



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Background Check
Background Investigation Authorization
& Release Form

Please Print All Information

Position Applied For: [] Student Teacher (Volunteer-unpaid)

CPS School/Department: Human Resources-Student Teaching Program, 125 S. Clark, 2nd Floor, 773-553-1191

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____
Number Street City State Zip

Day Phone: (____) _____ Evening Phone: (____) _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____
MM/DD/YY

Birth Place: _____
City State

Race: _____ Sex: [] Male [] Female
See key below for code

Race Key: A=Asian/Pacific Islander B=Black/African American I=Native American/Alaskan U=Unknown W=White or Hispanic

Have you ever been convicted of any crime? [] Yes [] No If yes, please describe (include date and type of conviction). I understand that I am not obligated to disclose sealed or expunged record of conviction or arrest. Crimes include misdemeanors and felonies. Do not report minor traffic violations. Driving under the influence is not considered a minor traffic violation.

- 1. The undersigned acknowledges and verifies that all information provided above is true and accurate and that I am the person named above.
2. The undersigned supplies this information to authorize and enable the Chicago Public Schools to perform a background investigation, which may include, but not limited to, a Criminal Conviction Information check and fingerprinting.
3. Information obtained through the background investigation will be used to determine whether employment by the Chicago Public Schools will be offered or continued and whether volunteer or compensated service will be approved.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Name Check Required: [] Yes [] No Date Transmitted: _____
Name Check Clear: [] Yes [] No Date Results Returned: _____
Fingerprint Required: [] Yes [] No Date Printed: _____
Fingerprint Clear [] Yes [] No Date Results Returned: _____
Verified By: _____ Area: _____ Region: _____



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CERTIFICATION OF FREEDOM FROM TUBERCULOSIS

This is to certify that _____ of
(Full Name)
_____ is free of tuberculosis based on the following:
(Address)

1. TUBERCULIN TEST given on

_____ at _____
(Date) (Name of Facility)

_____ RESULTS OF TEST:
(Address of Facility) Negative _____
Positive _____

2. CHEST X-RAY taken on

_____ at _____
(Date) (Name of Facility)

_____ Film Number: _____
(Address of Facility) Negative _____
Positive _____

(Signature of Radiologist)

PLEASE PRINT:

Physician's Name _____

Physician's Address _____

Physician's Signature _____

Date _____



STUDENT TEACHER GENERAL GUIDELINES

As a Student Teacher, Your Role and Responsibilities in the School Are Unique

1. **TAKE** on the cooperating teacher's class load as well as any other duties carried out during regular school hours (lunchroom duty, hallway supervision, etc) in accordance with your respective college/university.
2. **ASSUME** the responsibilities of the cooperating teacher including, but not limited to, record keeping, planning, instruction, assessment, displays, and day-to-day classroom management.
3. **MAINTAIN** student confidentiality at all times.
4. **WORK** a full day and/or work the schedule based on the requirements set forth by your respective university/college.
5. **ATTEND** school events, parent-teacher conferences, faculty meetings, and workshops as approved by the cooperating school and your respective college/university.
6. **STRICTLY** follow the direction of the school personnel. Physical discipline is absolutely prohibited. Ask the teacher and volunteer coordinating staff for assistance with problematic student behavior.
7. **REPORT** immediately to staff persons any physically abusive or sexually exploitive behavior towards a student.
8. **BECAUSE** student teachers are not certified, they are prohibited from being scheduled as substitute teachers.

Student Teachers Take Pride in Being Professional

1. **MAINTAIN** a professional attitude.
2. **BE PUNCTUAL** and adhere to the agreed school schedule.
3. **ESTABLISH** and maintain frequent communication with your cooperating teacher, school administration, etc.
4. **BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL IS STRICTLY PROHIBITED** and considered grounds for dismissal.
5. **DO NOT** lend money, contribute or solicit money for organizations while on school grounds.
6. **DO NOT** use the internet inappropriately by reviewing websites that are not conducive to the professional or educational environment.
7. **USE** sound judgment and demonstrate professionalism at all times.

Health and Safety Are Always Important

1. **ALERT** school staff immediately if any student has had an accident while working with you.
2. **NOTIFY** the principal of any accident you may have had on school grounds. A written form must be submitted to the principal and the CPS Student Teaching Coordinator within 24 hours.
3. **NOTIFY** your cooperating teacher and/or school personnel, University/College, or Supervising Teacher when you are unsure of the proper procedure to be followed in any given situation during your student teaching assignment with the CPS.

Some of the above Guidelines are excerpt that were taken from the CPS Student Teaching Handbook. Please remember to download a copy of the entire Student-Teaching Handbook for your professional reference during your student teaching tenure.

CPS Student-Teaching Handbook: <http://www.cps-humanresources.org/sti/handbook.htm>



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CPS Student Teaching Registration Process Flowchart

Reminder: *If you're interested in Student Teaching for the CPS, please ensure that you have met all of your University requirements necessary to progress to student teaching and have obtained **approval** from your respective University Clinical Placement Office. Please visit your University Placement office to learn more about your respective University Student Teaching Program requirements to ensure total compliance before applying to the Chicago Public School District. Once you obtain University approval, you may then proceed with completing the CPS Student Teaching Registration Packet.*

Prospective CPS Student Teacher obtains Registration Packet from respective University/College designated website address or it can be downloaded from the CPS Student Teaching website address at www.teachchicago.com/sti.

Prospective CPS Student Teacher completes all forms in the Registration Packet and returns it to his/her respective University/College School of Education Clinical Placement Office to be forwarded to the CPS Human Resources Office for processing and approval.

If your CPS Registration is **approved**, congratulations, you will be contacted by your respective University/College and they will confirm your CPS student teaching placement details.

If your CPS Registration is **denied**, your respective University/College will notify you.

THANK YOU FOR YOUR INTEREST IN THE CHICAGO PUBLIC SCHOOLS STUDENT TEACHING PROGRAM.