

STUDENT TEACHING GUIDELINES

We are so excited that you have chosen NCISD to complete your student teaching! Below you will find guidelines and tips that we hope will assist you along the way!



COMPLETE REQUEST FORM

- Please complete the Student Teaching Placement Request Form, [click here](#). This will assist us as we work to place you with a supervising teacher. In most cases, your university or teacher prep program will notify you of placement. However, if you are tasked with finding your own placement, we will email you directly. **Please do not seek placement by contacting campuses/teachers on an individual basis.**
- If you have already completed the form and have not heard from our office regarding your Fast Pass, please email tpersson@newcaneyisd.org.



FINGERPRINTING

- All student teachers must be fingerprinted before beginning work with students. The information needed to obtain your Fast Pass for fingerprinting is obtained through the Student Teacher Placement Request Form.
- Once the form is complete, you will be sent a Fast Pass from **Ashley Garcia** (agarcia11@newcaneyisd.org). You will need this pass to complete the fingerprinting process at the location of your choice.



EMAIL CONFIRMATION

- Upon completion of your Criminal Background Check (including fingerprinting), you will receive an email from **Jennifer Wavra** (jwavra@newcaneyisd.org) to schedule a time to retrieve your NCISD Student Teacher Photo I.D. Badge from the Human Resources Department.

If you have any questions along the way, please feel free to contact tpersson@newcaneyisd.org. We look forward to meeting you!