



Instructional Planning Center

201 East Thirty-eighth Street
Sioux Falls, South Dakota 57105-5898
(605) 367-7900

Cynthia Mickelson, President
Kate Parker, Vice President
Nan Baker, Member
Marc Murren, Member
Carly R. Reiter, Member
Dr. Jane Stavem, Superintendent

TO: Colleges and Universities, Student Teaching Applicants
FROM: Dr. Teresa Boysen, Assistant Superintendent of Academic Achievement
SUBJECT: Assignment of Student Teachers in the Sioux Falls School District
Placement of College Students for Aiding/Observing in the Sioux Falls School District

Student Teaching: Requests for student teaching in the Sioux Falls School District must be sent to the Instructional Planning Center, Attn: Curriculum Services, 201 East 38th Street, Sioux Falls, SD 57105 or emailed to Jennifer.Gunn@k12.sd.us, by these dates:

- ◆ Fall semester must be received by March 1
- ◆ Summer requests must be received by May 1
- ◆ Spring semester must be received by October 20

All communication with colleges will be sent through the Curriculum Services Department and assignments will be made in conjunction with the Curriculum Services clerical. All requests must be in writing and sent to Curriculum Services Department. **Students or representatives of the requesting college/university should NOT contact teachers directly.**

Students must provide the following items:

- ◆ Application for Student Teaching
- ◆ Confidentiality and Disclosure of Information
- ◆ Teacher Technology Use Policy Agreement
- ◆ A website address with their educational lessons and resume
- ◆ Transcripts
- ◆ Advisor's Recommendation

Applicants must also complete a Criminal Background Investigation at the Instructional Planning Center. Applicants may only request a specific building if it is a transportation issue or a special situation.

Notes: Sioux Falls School District teachers volunteering to accept a student teacher must complete a form provided by Curriculum Services in March for the following fall and in October for the following spring. Teachers may be assigned one student teacher in the fall **or** spring semester **or** two different student teachers if a student has a split assignment. Summer student teaching assignments are excluded from this guideline. We try to honor a college or university's request to not use certain teachers as cooperating teachers. **Please send an updated list of names to Curriculum Services each fall.**

Aiding and Observing: Advisors and/or Professors are required to contact the school principal directly to arrange for aiding, observing, practicum and/or field experiences. Each student entering a classroom must complete the "Adult Volunteer Registration Form" and submit this form to the Principal or school office personnel. Colleges and Universities are also responsible for checking students against the Sex Offender Registry list before students may enter Sioux Falls School District classrooms

Curriculum Services
FAX (605) 367-7906

Special Services
FAX (605) 367-4638

Finance Office
FAX (605) 367-7906

Superintendent/Human Resources
FAX (605) 367-4637

Relay Services for Deaf or Hard of Hearing: Dial 711, then the desired number.