

ST – Requesting Placement Instructions

All student teaching placements must be in accredited public, private, or Christian schools. Note: After following the below instructions and being accepted through Gate 3, the Field Office will make an official request for placement on behalf of the candidate, according to placement requesting policies and procedures.

Local Placements

If candidates are seeking a local placement for student teaching, candidates will list their preferences on the Local Placement Request form in the Gate 3 application. Local placements will be coordinated by the Local Field Office. As a reminder, candidates are not permitted to coordinate placements with any local school system/administrator/teacher.

External Placements

If candidates are seeking an external school system identified on the [Field Experience](#) site, the candidates should contact the [External Field Office](#) to request the information that needs to be included on the placement request form for their preferred school(s).

If candidates are seeking an external school system *not* identified on the [Field Experience](#) site, the candidate should search for potential schools or districts in the candidate's hometown or other locality of preference.

- *Accreditation:* The candidate will need to determine if the school is accredited. [In most cases, all public schools are accredited, but not all private and Christian schools will be accredited. Examples of accrediting agencies include WASC, Middle States, and ACSI. Be sure that the school is fully accredited, not just a member of the accrediting agency.]
- *Contact:* The candidate will need to find out the name, email address, and position title of the contact person responsible for making student teaching placements in the school district.
- *Documentation:* The candidate will need to find out if the school system requires additional paperwork, such as an application, a résumé, interview, additional background clearances, etc.
- *Deadline:* The candidate will need to clarify with the school system if there is a deadline for requesting student teaching placements with the school.

External - International Placements

It is recommended that the candidate meet with the External Field Office at least one year prior to the student teaching placement to begin discussion about potential international placements. Additionally, the candidate should contact the [Office of International Education and Internships](#) to discuss paperwork and documentation for student international travel.