

**LEBANON VALLEY COLLEGE  
EDUCATION DEPARTMENT**

**STUDENT TEACHING REQUEST FORM**

Name \_\_\_\_\_ Date: \_\_\_\_\_

\* (Please refer to your Access transcript for the below GPA!)

**Current Cumulative GPA:** \_\_\_\_\_

1. Will you have a car for student teaching? Yes\_\_\_ No\_\_\_  
Understand your placement locality is not based on your ownership of a car.

2. Will you live on campus? Yes\_\_\_ No\_\_\_

If no, give address:

\_\_\_\_\_  
\_\_\_\_\_

Present phone #: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Permanent phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

\* (It is important to update our records with the above information if it changes.)

3. Prior field experience:

	<b>School</b>	<b>Teacher</b>	<b>Grade or Class Type</b>
Fall Freshman			
Spring Freshman			
Fall Sophomore			
Spring Sophomore			
Fall Junior			
Spring Junior			

4. Certification(s) you are seeking? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are you taking any medication(s) which could impede your performance as a student teacher? YES / NO  
If yes, please list medication(s): \_\_\_\_\_  
\_\_\_\_\_

6. Have you been formally diagnosed as a person with a disability? YES / NO Are you registered with the Office of Disability Services (ODS)?  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

**Certification(s):**

El Ed Only \_\_\_\_\_  
 El Ed/For Lang \_\_\_\_\_  
 El Ed/Spec Ed \_\_\_\_\_  
 SED \_\_\_\_\_  
 SED/For Lang \_\_\_\_\_  
 SED/Spec Ed \_\_\_\_\_  
 ESL \_\_\_\_\_

**SED Only**

Please initial appropriate semester in which you will student teach:

Spring 2007 \_\_\_\_\_  
 Fall 2007 \_\_\_\_\_  
 Spring 2008 \_\_\_\_\_  
 Fall 2008 \_\_\_\_\_

7. Do you have any physical or emotional problems which might impede your performance as a student teacher? YES / NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

8. Have you ever been allegedly accused or convicted of a misdemeanor or felony? YES / NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

9. Have you ever been formally reported for academic dishonesty by any professor on campus? YES/NO

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

10. Do you have any concerns about student teaching that we should know about or discuss with you? It is most important that you are totally honest and open with us at this time. If you have **any misgivings** whatsoever, you owe it to yourself and to us to discuss these matters **now**. Please act maturely in this matter.

NOTE: Please return this completed form to the person from whom you received it **within one week**.  
Thank you.

(Revised April 2006)

**LEBANON VALLEY COLLEGE  
EDUCATION DEPARTMENT  
CHECKLIST FOR ALL STUDENT TEACHING CANDIDATES**

Please **initial** each of the following policy requirements to show that you are aware of them and make a copy for your own records:

1. \_\_\_\_\_ You must meet all requirements of Act 354 and have taken and passed the PPST: Reading, Writing and Math exams in order to be admitted to ELM 440 or SED 440.
2. \_\_\_\_\_ You must have on file with the Education Department Chair a completed Application for Admission to Teacher Certification Candidacy in order to be admitted to ELM OR SED 440.
3. \_\_\_\_\_ **(SED ONLY)** You must have on file with the Education Department an Approval for Student Teaching in the Secondary School form, signed by your content department chair, to be admitted to SED 440. (It is your responsibility to see that the Director of Field Experiences receives this form by mid-term.)
4. \_\_\_\_\_ You may NOT student teach in  
\_\_\_\_\_ (1) schools from which you graduated;  
\_\_\_\_\_ (2) schools where your relatives (parents or "close" relatives) are teaching or administrating;  
\_\_\_\_\_ (3) schools where your own children are attending;  
\_\_\_\_\_ (4) schools where you are aware of any situation that might compromise or make potentially uncomfortable your own work or the work of our faculty.

Schools you attended (building/district/state) as a student:

Elementary \_\_\_\_\_

Middle /Junior High \_\_\_\_\_

High School \_\_\_\_\_

- \_\_\_\_\_ 5. You must notify the Director of Field Experiences if, by accident, your assignment to a student teaching placement would violate any of the above items. Such notification must occur upon receipt of assigned school.
- \_\_\_\_\_ 6. You are expected to give **priority** to student teaching.
- \_\_\_\_\_ 7. You must have a currently valid TINE test verification card (three months or less).
- \_\_\_\_\_ 8. To be certified in Pennsylvania, you must pass all required Praxis tests and have your scores reported to **PDE and LVC** before your certification application can be forwarded to PDE.
- \_\_\_\_\_ 9. To be certified in Pennsylvania, you must submit Form PDE 338G and Form PDE 338C to the college registrar. (These forms and completion instructions are available from the registrar.)
- \_\_\_\_\_ 10. To be eligible for student teaching, you must apply for Act 34 and Act 151 Clearances during your junior pre-student teaching semester and show the originals at the first scheduled student teaching seminar.
- \_\_\_\_\_ 11. To graduate from Lebanon Valley College, you must complete and return the College's graduation plan to the registrar.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If you think that you have valid reasons to request a special or specific student teaching placement, attach this sheet to your student teaching application.

Please make sure you include all pertinent information with this request, e.g., district, school, grade, etc., and the reasons that justify the request.

**WE CANNOT GUARANTEE THAT WE WILL HONOR YOUR REQUEST. THERE ARE MANY FACTORS THAT INFLUENCE US IN DECIDING YOUR STUDENT TEACHING PLACEMENT, SOME OF WHICH WE HAVE NO CONTROL OVER AND SOME OF WHICH WE DELIBERATELY CHOOSE.**

**PLEASE BE AWARE OF THAT WHEN YOU RESPOND.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_