



CPS Student Teaching Guide (04/2023)

Chicago Public Schools (CPS) defines a student teacher as an “active participant in the CPS Student Teaching Program who is enrolled in an accredited University's School of Education, is seeking college credit for student teaching, and who is in process of receiving teacher certification from a state board of education, and who has direct contact with CPS students.” In a school year, the CPS Talent Office partners with over 50 university programs and welcomes over 1,000 student teachers.

Student teachers receive orientation, professional development, and valuable training from a cooperating teacher. As student teachers approach graduation, they are invited to attend resume workshops and career fairs. Students in high-need subjects may be eligible for an early offer of employment also. We look forward to students beginning their journey with Chicago Public Schools!

University staff members work to place student teachers in schools across the city of Chicago. The CPS Student Teaching Program is for service at CPS district schools and Academy for Urban School Leadership (AUSL) schools. The [CPS School Locator](#) is a great resource to learn about local schools and view the governance/management network. For placements at charter, contract, option, or private schools please contact the school directly to inquire about student teaching procedures.

Student Teaching Application Prospective student teachers must follow all student teaching guidelines established by their university teacher training program. Additionally, the University must be an affiliated student teaching partner.

The Student Teaching Application is a 2 part process

- **Part 1:** The Fall 2023 Student Teaching profile application opens on **April 6 and closes May 12th**.
 - **Apply at www.teach.cps.edu/student-teacher**
- **Part 2:** The Fall 2023 Student Teaching application part 2 opens on **Monday, May 15th**. TB, CBC, and Mandated Reporter uploads must be submitted between **May 16th-June 2nd**.
 - *Students will receive an email with the appropriate link and forms to complete, once Part 1's profile creation has been completed.*
 - ***CBC testing is time-sensitive and cannot be completed BEFORE May 16th, to ensure the 90 day report to service requirement is met. *Failure to comply may result in a second CBC being required.***
 - ***TB testing and Mandated Reporter training may be completed ahead of this date and may be submitted between May 15-June 2nd.***
 - *Negative TB results are good for two years. Mandated Reporter certificates are good for three years. Please be sure to keep your results and certificate on hand as they may be required at a later date, as well.*

***Mandatory Student Teaching Orientation: MAY 16TH OR MAY 17TH at 3:00; Link will be shared with all applicants**

Approval Tasks Effective January 2018, active CPS employees and CPS volunteers (Level I and Level II) are required to complete all the steps below prior to the start of student teaching. Once the profile creation is complete (part 1), prospective student teachers will be invited to become “community members” on the application portal (part 2) and complete the following approval tasks:

- **Student Teacher Profile**

This is an opportunity for students to review application fields, provide new/missing/required information, and update any information that has changed. Many of the fields will be prefilled based on the answers received from the online application form.

- **Guidelines and Acknowledgements**

The student teacher acknowledgements can be found on the [Confidentiality Agreement and Acknowledgement of the Talent Office Policy](#).

- **Site Placement(s)**

We will request confirmation of your school placement(s), cooperating teachers(s), and start and end date(s). Please complete these questions when you have received confirmation from your university coordinator that the information is correct. Your answers will be reflected on your approval notice and require the highest degree of accuracy.

- **Complete background check, tuberculosis test, and Mandated Reporter training**

Prospective student teachers are required to complete a fingerprint background check and a negative tuberculosis skin test result (signed by a licensed physician). Student teachers will receive an email with forms and specific instructions. [Accurate Biometrics](#) is the contracted vendor for State of Illinois and FBI fingerprint-based background checks. [Concentra](#) is the preferred vendor for medical testing (tuberculosis and drug testing).

PLEASE NOTE:

1. **Save your Accurate Biometrics receipt with Transaction Control Number ([sample receipt](#)).**
2. **Upload a copy of your completed Certification of Freedom from Tuberculosis form and Accurate Biometrics receipt to your profile, to be reviewed by the Talent Office.**

- **Complete Mandated Reporter Training**

1. <https://mr.dcfstraining.org>
2. **Upload a copy of your certificate to your profile**

Report to Service Notification (Approval Notice)

The Report to Service notice is contingent on the successful completion of all approval tasks, including: completed application pieces, confirmed cooperating teacher information, clear background check, negative tuberculosis results, mandated reporter certification, and mandatory student teacher orientation.

This notice authorizes the student to begin student teaching. It will be emailed to the student, university coordinator, CPS Principal(s), and CPS cooperating teacher(s).

To ensure the highest level of safety for our school communities, students are **NOT AUTHORIZED** to report to a CPS school until they have received an approval notice. Thank you for helping us ensure the highest level of safety for our schools and communities.

Please feel free to contact the Student Teaching program at studentteach@cps.edu with any questions, and we look forward to welcoming you to CPS!

Special Circumstances

If you plan to student teach at the same CPS school where you are currently staffed as a CPS employee please indicate on your application that you are a current CPS employee. The Talent Office will review candidates on a case-by-case basis and some employees may be eligible to skip a new background check and tuberculosis test.

If you plan to student teach in the same CPS school where you completed field experience hours in successive (back-to-back) academic terms indicate on your application that you completed field experience in Chicago Public Schools. This situation is also known as a “linked placement.” The Talent Office will review candidates on a case-by-case basis and some students may be eligible to skip a new background check.

If you are aware of any arrests/charges/convictions that may appear on your criminal background report, *begin the fingerprinting process as far in advance as possible*, since it may require 30 or more days to process results. Begin to prepare additional documents outlined on the [Background Check Guidelines](#), which may be requested by the CPS Office of Safety and Security. Any background check that does not produce a “clear” result will be required to go before the CPS Criminal Background Review Committee, and the Committee will make the final decision regarding student teaching approval.

If you are an international student and you do not have a social security number you are still eligible to complete your fingerprinting at an Accurate Biometrics location. If you encounter any issues, please email backgroundcheck@cps.edu and studentteach@cps.edu.

Out-of-State Participants: Candidates who are physically out-of-state and unable to visit an Accurate Biometrics location are advised to take the following steps. More detailed instructions can be found at the [Accurate Biometrics Out-of-State Guidelines](#).

- ✓ Go to a local Police Station and request an FBI Fingerprint Card (FD-258). The Police Station will take your ink fingerprints and affix them to the card. If necessary, you can fingerprint at any licensed fingerprint contractor, however, additional fees may apply.

✓ Mail the following 4 items to:

Accurate Biometrics - Illinois Licensing
500 Park Blvd, Suite 1260
Itasca, IL 60143
RE: CPS Student Teaching Program

1. The [FBI Fingerprint Card FD-258 \(pages 12-13\)](#). Required information includes: full name, date of birth, home address, sex, height, weight, hair color, eye color, place of birth, reason fingerprinted, social security number, signature of official taking the prints, signature of person fingerprinted, and date.
2. The [CPS Student Teaching Background Check Form](#) (to be shared). Be sure to complete all 5 pages and include your email address so you can receive a computer-generated receipt indicating the Transaction Control Number (TCN).
3. The [Identity Verification Certifying Statement \(page 6\)](#). Section 1 should be completed by the candidate. Section 2 should be completed by the authorized provider during the fingerprinting. Section 3 can be left blank since it is not applicable.
4. A **money order** in the amount of **\$53.00** made out to Accurate Biometrics. (This is a discounted rate negotiated by CPS and differs from the rate listed on the Accurate Biometrics website). If you would like to pay by **credit card**, print and mail the [Credit Card Payment Form \(page 7\)](#). Don't forget to include the expiration date and three digit security code of the credit card that you are using.

Frequently Asked Questions

Do I have to complete the entire student teaching process by May 15th?

No. The above date is the deadline to submit your profile application (part 1). Prospective student teachers will receive instructions to complete approval tasks for part 2 of the application by May 12th. All necessary uploads must be submitted by June 2nd.

Will background checks from other vendors be accepted?

No. CPS cannot accept background checks from outside vendors and agencies. You must fingerprint at an Accurate Biometrics location using the CPS Fingerprinting Background Authorization & Release Form.

If I was fingerprinted for field experience approval, do I need to complete the requirement again?

Yes. Since January 2016, Illinois School Code requires new tuberculosis and fingerprint documents completed within 90 days of the student teaching state date.

If I deferred my student teaching to a future semester, do I need to complete the application and program requirements again?

Yes. You should plan to submit a new application and complete new test results for the upcoming semester. All documents must be dated within the given application window for which you will serve.

I'm completing a year-long student teaching program. Do I need to submit separate applications for both semesters?

No. You should apply for fall student teaching and your approval will carry into the spring semester.

Can I obtain my background check results even though the results go to CPS?

Yes. You may request a copy of your background check results up to a year after your fingerprints were processed. To request your results, please contact backgroundcheck@cps.edu to obtain a copy.

If I did not receive a Report to Service approval notice, can I start student teaching?

No. To ensure the highest level of safety for our students and school communities, an Approval Notice is required from every prospective student teacher.

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