CHICAGO PUBLIC SCHOOLS | CPS

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CPS STUDENT TEACHER PROGRAM REGISTRATION GUIDE

Thank you for your interest in the CPS Student Teacher Program! This guide will assist you in registering as a CPS Student Teacher. Registration is **REQUIRED** for those planning to student teach within CPS. In addition, your university must have a formal partnership with our district before you are eligible to register. Please review the steps below before you begin the process.

CPS Student Teacher Registration Periods:

Fall Semester Registration Period: April 1 – June 30 (student teaching August – December in CPS)
Spring Semester Registration Period: October 1 – December 31 (student teaching January – June in CPS)
The CPS utilizes our semester-based calendar to determine registration windows as we have over 60 university partners with varying calendars. **CPS has only two registration windows: Fall Semester and Spring Semester.**

Step One: TB Test and CPS Criminal Background Check

Students must complete a TB Test and Criminal Background Check for CPS student teaching clearance. Results for both must be within our registration periods listed above as determined by the CPS Student Teaching Program. TB Test Results and CPS Criminal Background Check Forms can be obtained from your university, or you may email studentteach@cps.edu to receive. Forms will contain detailed directions for completing the TB Test and Background Check accurately. TB Tests or Background Checks completed outside of the registration windows as listed above will NOT be accepted by Chicago Public Schools**.** Please note you will be asked to mail TB test results to the program and enter fingerprint tracking information into your on-line registration profile. Again, detailed directions will be found within the registration forms once you receive the packet.

CPS EMPLOYEES Planning to Student Teach in CPS
Active CPS Employees do NOT need to complete the TB test or Criminal Background Check for student teaching. This does not include Charter School Employees. CPS employees planning to student teach in CPS are required to complete the on-line registration profile. Employees should also visit hr4u.cps.edu for more information on taking a leave of absence for student teaching.

Step Two: CPS On-Line Student Teacher Registration

University students, including CPS employees, must complete an online registration profile during the "open" registration period for the semester in which they are applying. The student teacher registration link can be found at: www.cpsstudentteachprogram.com.
REMINDER: You must complete your TB Test and Criminal Background Check prior to registering on-line.

The registration profile consists of:

- Education and Anticipated Certification Information
- Resume Upload Feature
- Criminal Background Check Tracking and Print Date Information Section
- Acknowledgement of the CPS Confidentiality and Student Teacher Policies
- Two Open Response Questions

Special Note: **Please follow the submission timelines and guidelines set by your university, in addition to the CPS requirements**. Many universities set deadlines earlier than June 30 or December 31. Please comply with your university's due dates. In addition, some universities will require that you be fingerprinted through the university, not through CPS. **Please check with your university before you begin the CPS Student Teacher Registration process.**

Step Three: Report to Service Email

The CPS Student Teaching Program will send a *CPS Student Teacher Report to Service* email to the student upon successful completion of our registration process. Students should print the email upon receipt and be prepared to present it to their assigned CPS schools at the start of placements. **Students are not permitted to begin student teaching in CPS without a *Report to Service* approval email from the CPS Talent Office.**

Your university will also be notified of your final approved/denied status. Please note that acceptance into the CPS Student Teacher Program does not supersede your university's student teacher requirements**. Applicants must have university and CPS approval to complete student teaching within the Chicago Public Schools.** Students may email the program at anytime with questions or concerns at studentteach@cps.edu. Thank you for your interest in the CPS Student Teacher Program!

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