

## **Steps to complete your Student Teaching Application Process:**

1. Log on to your **CoTE portal** and click on ‘Student Teaching Form Application’ (left column). Fill out the form and print a copy for your records. Submit the form electronically. This form is due Oct. 6, 2011.
2. Write, rewrite, and *proof* your Student Teaching Resume and Letter of Interest (cover letter) until they reflect the positive first impression becoming of a student teaching candidate. The letter should state your reasons for wanting to student teach in the geographical area and grade level you request on your student teaching application. This letter will go to the district as a first introduction to you.

Your letter of interest and your resume will need to be in the same document. Place your Letter of Interest on the first page, then your Resume on the second page. Save your document in the following format as a Word 97-2003 Document (.doc) not a Word 2007 Document (.docx).

### **Format:**

**Last name, first name – EL\_Stu teaching term\_L&R\_date**

*(example: Malony, Brian – EL\_SP13\_L&R\_10-15-11)*

Attach the document to an e-mail and send to the Office of Clinical Experiences:  
[clinicalexp@education.illinois.edu](mailto:clinicalexp@education.illinois.edu). **These are due by January 17, 2012.**

3. Some districts will request additional information including your transcripts and a copy of your criminal background check. If either of these are requested, OCE will do the following:

*Transcript:* OCE will pull your unofficial transcript from Banner and send it to the requesting district.

*Criminal Background Check:* OCE will notify CoTE staff, who will then send it to the requesting district.

**If we have more requests for specific locations/areas than placements available, your request may be sent to your second and third choice. Depending on the number of students requesting certain grade levels and geographic areas, we may be limited in our placements in certain districts.**