





Have I finished all incompletes?

Have I maintained a 3.0 g.p.a?

Am I ready to register for 6 credits of SED 595 (or 4.5 credits for SED component of student teaching for "Childhood Plus Special Education")--and attend the weekly one-hour seminar (usually Wednesday 4:30-5:30)?

Have I attached a student copy of transcript of Sage graduate courses? (Write on this transcript what courses you plan to take between now and proposed start date of student teaching.)

Have I completed Direct Experience with Students with Significant Disabilities?

If Special Education (only) or Special Education plus Literacy: have I attached a copy of my Childhood Education Teaching Certificate?

Some districts prefer that parents of children in their district complete student teaching outside of the district. If applicable, please identify the district in which you have school age children \_\_\_\_\_

Some districts prefer that their own graduates do student teaching outside of the district. If you graduated from a local district, please identify the district \_\_\_\_\_

**Signature of Advisor (required)** \_\_\_\_\_

Dear Advisor: What courses remain to be taken by this student?

Name of Course	Semester student will be enrolled

Signature of student: I have read the tear off sheet and will keep it for my records \_\_\_\_\_.

DEAR STUDENT-TEAR THIS SHEET OFF FOR YOUR RECORDS

Documentation—After you submit this application to the office, email Colleen Franklin to notify her. In this way, you have documentation that you submitted it, and that it will be processed according to your desired timeline.

Seminar—Student teaching in SED has a weekly seminar. Look for SED595 seminar for schedule. SED 670 and SED671 dual students attend this seminar as well.

Sage Mail—This will be a primary method of communication while your student teaching application is being processed. It is your responsibility to check regularly.

Changes in your schedule--Once your application is in, we are working on it. It is considered very unprofessional to withdraw it after this time. This practice reflects poorly on you and the college. Your mentor is expecting you and planning for your participation. In case of an emergency forcing you to change your plans in any way, it is critical to contact Coordinator immediately and to confirm that this person received your message if you do not make direct contact!

Registration for Student Teaching in Special Education--You register depending on the program you are in. **YOU MUST REGISTER BY THE FIRST DAY. IF NOT, HOURS MAY NOT COUNT. (FOR DUAL SUMMER STUDENTS WHO MAY NOT KNOW AGE RANGES UNTIL CLOSE TO START DATE, REGISTER IMMEDIATELY AFTER YOU ARE INFORMED.)**

If enrolled in 1) Special Education, or 2) Special Education/Literacy, you register for:

SED595 (6 credits). You register once regardless of the number of placements. You register at the beginning of the semester/session in which you start your initial placement (i.e., fall, spring, summer two for July/Aug.). Your grade is an incomplete until you finish your ST requirement in SED.

SED595 Portfolio (no credits). Must register.  
SED595 Seminar (no credits). Must register.

If enrolled in Dual Special Education PLUS Childhood Education. (A reminder that there are pre-student teaching hours for your general program as well. See Coordinator of Field Experiences to ensure that she has documentation of completion of those.)

You register for:

Class number 670 (4.5 credits)--for whichever placement is grades 1-3.

Class number 671 (4.5 credits) --for whichever placement is grades 4-6.

CAUTION-PICK THE RIGHT PREFIX FOR THE PLACEMENT (i.e., SED or EDU).

Example:

If your first placement is in general education (grade 5), you register for EDU671.

If your second placement is special education (grade 2), you register for SED670. You also register for SED670 or 671 Portfolio and Seminar.