



## **General Information for Special Education Student Teaching Application (EDS 471 or EDS 472)**

The enclosed application materials are appropriate to use if you are applying for undergraduate Special Education Student Teaching (EDS 471-CI OR EDS 472 - EI).

To assure the most accurate processing, this completed application must be submitted via email to [coeapp@gvsu.edu](mailto:coeapp@gvsu.edu) during the month of August and no later than August 31, 2020. All supporting documentation must be attached at the time of application, or your application will not be considered.

Please do not jeopardize your goals by submitting your application late and/or incomplete.

### **Supporting Documents**

#### **ITEMS WILL NOT BE ACCEPTED AFTER APPLICATION HAS BEEN SUBMITTED**

The following must be included when submitting your student teaching application. Applications must be complete at the time they are submitted, and submitted by the deadline.

#### **Documents you must provide:**

- Your up-to-date résumé, with three references, Teacher Assisting and Student Teaching experiences, and current email address.
- If classes are being taken at another college, include a copy of that current course schedule/unofficial transcript with GVSU course equivalencies noted.

#### **Additional requirements:**

Completion of Teacher Assisting and Student Teaching courses with a grade of B- or better and positive recommendations at the completion of Teacher Assisting and Student Teaching placements.

Maintaining a 2.70 GPA overall and in both majors.



## Special Education Student Teaching Application EDS 471 or EDS 472

I wish to be considered for a field placement in Special Education Student Teaching for the Winter semester of

**Applying For** (pick one):

- Cognitively Impaired (EDS 471)
- Emotionally Impaired (EDS 472)

**Please check the two endorsement areas you will be completing.**

- CI/EI (EI is area of emphasis)
- EI/CI (CI is area of emphasis)
- CI/LD
- CI/ZS
- CI/ASD
- EI/LD
- EI/ZS
- EI/ASD

**First Name:**

**Middle Initial:**

**Last name:**

**Former Name(s):**

**Student ID No: G**

**Date of Birth:**

**GVSU E-mail Address:**

**Local Address:**

**Phone:**

**Home/Permanent Address:**

**College of Education use only:**

Admission Status:

Date:

Reviewer's Initials:

Status Details:

Cum GPA:

CSAT GPA:

SP ED GPA:

## Field Placement Information

**High School Attended:**

**School District:**

**Year Graduated:**

Have you ever been admitted to a teacher preparation program?  
If yes, where?

When?

**Please List all field placements for Teacher Assisting and Student Teaching**

Include District, Building, Grade level and Semester/Year

## Geographical Information

Placements will generally be completed within a 50-mile radius of the Allendale campus. Placements will be made outside this area only if deemed necessary for suitable supervision and effective use of College of Education resources. Your preferences are not guaranteed; however, the College of Education faculty will determine the appropriateness of placements based on student training needs and placement procedures established with school authorities. Students are not to seek their own placements. **You will not be placed in the school districts where you attended as a student, unless you have extenuating circumstances and the placement is approved by a committee within the College of Education.** At least one of your field experiences will be in a culturally diverse setting. *If you have any special accommodations that you need us to be aware of in regards to your placement, please notify your Placement Coordinator in writing after you have been accepted to the College of Education.*

## Point of Reference for Placement:

**Address or general area from which you will commute during this placement. Local address will be used if left blank.**

**Commuting Address:**

## Placement Considerations:

**Please include any special considerations regarding field placement accommodations (example: Will need placement along bus route.)**

# Important Information Regarding Felonies and Misdemeanors

Grand Valley State University's College of Education has strict requirements for students pursuing teacher certification at our university. Students who have certain civil infractions (excluding speeding tickets), certain misdemeanors, multiple misdemeanors or a felony(s) may be denied admission to the College of Education. If admission is granted, a field placement might not be found due to district policies and procedures. If a student is recommended to the Michigan Department of Education for Teacher Certification, the conviction could have an adverse effect on being granted a teaching certificate. Be advised, if a teaching certificate is granted with convictions or infractions, it does not guarantee K-12 employment.

## Felony and Misdemeanor Background Information

### THE BELOW QUESTIONS DO NOT PERTAIN TO EXPUNGED AND/OR DEFERRED CHARGES

1. Have you ever been convicted of any felonies, Yes or No?
2. Have you ever been convicted of any misdemeanors, Yes or No?
3. Have you ever admitted responsibility for a Civil Infraction (excluding speeding tickets), Yes or No?
4. Do you have any charges pending, Yes or No?
5. Have you ever had a teaching/administrator certificate or school counseling/psychologist license denied, revoked or suspended, Yes or No?
6. Are you currently employed by a school district, Yes or No?

If you answered "Yes" to questions 1, 2 or 3, **PLEASE ANSWER THE FOLLOWING QUESTIONS FOR EACH OFFENSE.**

- What was the specific offense?
- What was the date of the conviction(s)/civil infraction(s)?
- What was the conviction(s)/civil infractions(s)?
- What was the sentence(s)/outcome?
- In what city and state did the offense(s) occur?
- In what court(s) was/were the conviction(s)/civil infraction(s)?
- What was the case number(s), if applicable?
- Please obtain and attach photocopies of court documentation (i.e., register of action, summary or "**Judgment of Sentence**") from the court proceedings and any related background information that you consider important.

If you answered "YES" to Question 1, 2, 3, 4 or 5 and it is a NEW charge since you turned in your last application, please attach pertinent information regarding the NEW issue to this application. If you turned in this information previously, we do not need to have the paperwork again. **If charged with a civil infraction, misdemeanor and/or felony after submission of this application, I will notify immediately the College of Education at (616) 331-6650 and will provide copies of court documents.**

**I have read the above information and have answered the questions to the best of my ability.**

**First and Last Name**

**Date**

# **Verification of Understanding and Signed Consent to Release Educational Records**

Pursuant to federal law, the Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) requires, subject to specific exceptions, Grand Valley State University to have written permission from its students before releasing any information from a student's educational record.

The academic requirement of Grand Valley State University's College of Education mandates that each of its students complete teacher assisting and student teaching field practicum. In order for field placements to be made by the College of Education, it must be permitted to disclose students' records to school districts, which are prospective placement sites for the students to complete their practicum requirements. Student records include all educational records maintained by the University on behalf of the student. Further, post students' graduation from Grand Valley State University, we are frequently asked to provide employment recommendations. In order for these recommendations to be made by the College of Education, we also need to have permission granted to disclose student records maintained by the University on behalf of the student. In recognition of the above, applications for admission into the College of Education must include this signed consent to release education records.

Please read both of the following statements. By initialing both of these statements, you are agreeing to authorize a representative of Grand Valley State University permission to release pertinent records regarding your education history at our institution:

\_\_\_\_\_ I authorize a designated representative of Grand Valley State University to release my educational records to school districts in which I may be placed for either teacher assisting or student teaching. This consent does not require the release of such educational records, if, in its sole discretion, the University deems it unnecessary to do so, nor does the release of educational records guarantee my placement at any school district.

\_\_\_\_\_ I authorize a designated representative of Grand Valley State University to release my educational records to school districts in which I may be an applicant for a paid position, including but not limited to the position of teacher. This consent does not require the release of such educational records, if, in its sole discretion, the University deems it unnecessary to do so for the purpose of employment outside of the University.

I acknowledge that I may review my educational records maintained by the College of Education provided I submit my written request to the Dean of the College of Education three (3) business days in advance and that such review will take place between 8:00 a.m. and 5:00 p.m., Monday through Friday on days Grand Valley State University is open for business. The University's policy on the Family Educational Rights and Privacy Act of 1974, as amended, as stated in Section 209 of the Student Code shall govern all other aspects of my educational records and Live Scan results.

Grand Valley State University, its Board of Trustees, officers, employees, agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this consent form.

- ◆ I have read the above consent information and give willful consent of all its terms and conditions.
- ◆ I agree to the release of my educational records under the above detailed circumstances.

**First and Last Name**

**Date**

- ◆ I understand that placements, including school location and grade level, will be made in terms of programmatic needs and design, supervisory load, and the availability of placement situations within the schools within the placement radius.
- ◆ I am willing to accept the placement assignment as determined by College of Education and further understand that particular interest areas and grade levels will not necessarily be accommodated.
- ◆ I understand that transportation to and from my placement assignment is my responsibility.
- ◆ I agree to report changes of name, address, telephone number and e-mail address immediately to the College of Education office.
- ◆ I agree to notify the College of Education office if I receive a placement where a relative is employed or attending school.
- ◆ I certify that the answers given in my application are complete and accurate. Failure to provide accurate information or concealment or misrepresentation of any information may result in denial of admission, field placements, recommendation for teacher certification, or recommendation for additional endorsements.

**First and Last Name**

**Date**