

CPS Student Teaching



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 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,

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 all applications 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 FIT o

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.

Chicago Public Schools Talent Office | 42 West Madison, Garden Level | Chicago, IL 60602