

## **Supplemental Items required for Student Teaching Application:**

1. **Student Teaching Orientation:** *This item will be marked 'Received' by TES after attending an official Student Teaching Orientation.*
2. **Declaration of Eligibility (Student Teaching):** *This item will be completed and **must be** turned in at the Student Teaching Orientation. This item will be marked 'Received' and uploaded by TES after the Student Teaching Orientation.*
3. **GPA Calculation Form:** *After attending a Student Teaching Orientation, you will receive an email 'Invitation to edit' Google Sheet. You need to fill this out **and meet with your Advisor**. Once your Advisor reviews it **with** you, your advisor needs to email [skrieb@murraystate.edu](mailto:skrieb@murraystate.edu) that it has been reviewed. **You are responsible for uploading this by the given deadline.** More detailed directions have been provided to you, refer to the yellow handout 'Student Instructions for GPA Calculation Form'.*
4. **In Progress- Audit and Component Sheet:** *Please print appropriate form for your major and fill out by hand. Print legibly. Write correct course numbers if they do not match what is on the form. **You are required to fill this out and upload it before the deadline date given to you by Dr. Walker during the Student Teaching Orientation.** This is "in progress"; we are aware that not all components are complete yet. Fill it out to the best of your ability. This is used to determine if you will need to be enrolled in EDU 450. Use the complete name of the school, do not abbreviate. ex. CCMS could be Caldwell County Middle School or Calloway County Middle School*
5. **Student Teaching Interview:** *During the first three weeks of the Spring and Fall semesters (one semester prior to your student teaching semester), Student Teaching candidates are required to come by the TES Office (2101 Alexander Hall) to sign up for a Student Teaching Interview slot. You will be interviewed by the Coordinator of Student Teaching and will be given other important information regarding directions and deadlines for the following supplemental items. **\*If you have not uploaded items 3&4, you cannot attend an interview.** TES will mark this item 'Received' after your interview.*
6. **Minimum GPA of 2.75 for Overall, Professional Education & Major/Area(s) verified by TES:** *TES will mark this item 'Received' prior to your student teaching interview, if you have met the GPA requirements. Your Overall, Professional Ed. and Major/Area(s) GPAs will be rechecked as new grades post each semester. This item will be marked **'Item has been reviewed'** after grades post the semester prior to your student teaching semester (including summer/winter term if applicable).*
7. **Resume and Paragraph:** *Bring a copy of your education resume and strengths paragraph (separate documents) to your Student Teaching Interview. Make sure your name is listed on both. These items will be reviewed with you during your Student Teaching Interview. Once these items are approved, **you are responsible for uploading these items** (which you will save as one file before uploading).*
8. **Notarized MSU Criminal Background Check Release:** *Directions and deadline for this supplemental item will be given to you at your Student Teaching Interview. **You are responsible for uploading this item.***
9. **Physical for Student Teaching:** *Directions and deadline for this supplemental item will be given to you at your Student Teaching Interview. **You are responsible for uploading this item.***
10. **TB Risk Assessment:** *Directions and deadline for this supplemental item will be given to you at your Student Teaching Interview. **You are responsible for uploading this item.***
- 11-13. **PBIS I, II, and III Certificates:** ***You are responsible for completing and uploading these items.** The certificates will be completed as part of one of your courses.*
14. **Child Abuse or Neglect (CAN) Check:** *Forms and directions are available on the Student Resource Links page. TES will mark this item as 'Received' when we receive your CAN Check. If you completed your CAN check through a school district, you will need to supply a copy to TES (if you have not already done so).*
15. **Completed Audit & Component Sheet:** ***You are responsible for submitting a COMPLETED Audit & Component sheet by the date given to you at your Student Teaching Interview.***
16. **KFETS Hours Summary:** ***You are responsible for taking and uploading a screenshot** of the summary of your KFETS hours in EPSB. This can be accessed by logging into EPSB, then under your KFETS section, Reports, Detailed Summary.*
17. **Hours and Components Verified by TES:** *TES will mark this item 'Received' once your hours and components have been cleared.*
18. **Reviewed for Flags, if applicable, by TES:** *Any flags you have received will be uploaded by TES after the Teacher Education Committee for your college or school has reviewed it. TES will mark this item 'Received' before your student teaching placement begins.*
19. **Completion of all required coursework, with the exception of Student Teaching course(s), verified by TES:** *TES will mark this item 'Received' after grades post (and if applicable, after transcripts are processed) the semester prior to your student teaching semester.*

Please revisit and monitor your Supplemental Items regularly.

**It is your responsibility to check the status of your items.**

All item descriptions must show **'Item has been reviewed'** before you will be admitted into Student Teaching.

**Do not submit your application until you have been emailed by TES to do so.**