
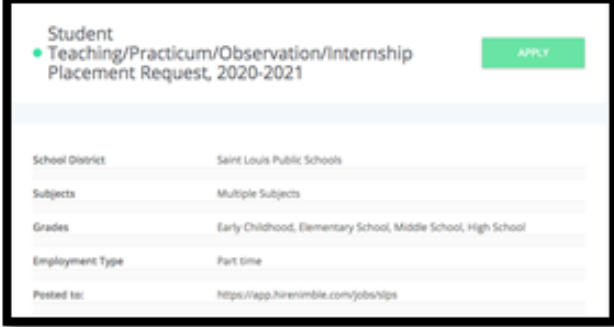




## St. Louis Public Schools Placement of Student Teachers/Interns/Observers Process

| <b>STEP 1: University Responsibility</b><br><i>University submits request via link</i><br><a href="http://www.slps.org/studentteach">www.slps.org/studentteach</a>  | <b>STEP 2: University Responsibility</b><br><i>University informs student of placement requirements</i>  | <b>STEP 3: Student Responsibility</b><br><i>Student submits application in Nimble:</i><br><a href="https://app.hirenimble.com/jobview/10135">https://app.hirenimble.com/jobview/10135</a>   |                    |                |         |     |    |                  |  |   |            |     |     |                    |     |     |  |
|---|--|---|--------------------|----------------|---------|-----|----|------------------|--|---|------------|-----|-----|--------------------|-----|-----|--|
| <div style="border: 1px solid black; padding: 10px; text-align: center;">  <p style="font-size: 1.2em; margin: 0;"><b>Student Teaching/Practicum/Observation/Internship</b></p> </div> | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #76b82a; color: white;"> <th style="padding: 5px;">REQUIRED DOCUMENTS</th> <th style="padding: 5px;">40 hours and above</th> <th style="padding: 5px;">Below 40 hours</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">TB Test</td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">Background Check</td> <td style="padding: 5px;"> <a href="#">Substitute Certification</a><br/>           OR<br/> <a href="#">FBI background</a> </td> <td style="padding: 5px;"> <a href="#">Substitute Certification</a><br/>           OR<br/> <a href="#">FCSR background</a> </td> </tr> <tr> <td style="padding: 5px;">COVID Test</td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">YES</td> </tr> <tr> <td style="padding: 5px;">Vaccination Record</td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">YES</td> </tr> </tbody> </table> | REQUIRED DOCUMENTS  | 40 hours and above | Below 40 hours | TB Test | YES | NO | Background Check | <a href="#">Substitute Certification</a><br>OR<br><a href="#">FBI background</a> | <a href="#">Substitute Certification</a><br>OR<br><a href="#">FCSR background</a> | COVID Test | YES | YES | Vaccination Record | YES | YES | <div style="border: 1px solid black; padding: 10px;">  </div> |
| REQUIRED DOCUMENTS  | 40 hours and above   | Below 40 hours  |                    |                |         |     |    |                  |  |   |            |     |     |                    |     |     |  |
| TB Test   | YES  | NO  |                    |                |         |     |    |                  |  |   |            |     |     |                    |     |     |  |
| Background Check  | <a href="#">Substitute Certification</a><br>OR<br><a href="#">FBI background</a>   | <a href="#">Substitute Certification</a><br>OR<br><a href="#">FCSR background</a>   |                    |                |         |     |    |                  |  |   |            |     |     |                    |     |     |  |
| COVID Test  | YES  | YES   |                    |                |         |     |    |                  |  |   |            |     |     |                    |     |     |  |
| Vaccination Record  | YES  | YES   |                    |                |         |     |    |                  |  |   |            |     |     |                    |     |     |  |
| <ul style="list-style-type: none"> <li>University information (name, email)</li> <li>Student information (name, email)</li> <li>Type of placement</li> <li>Select desired school in SLPS</li> </ul>   | <ul style="list-style-type: none"> <li>Background checks must be within 6 months</li> <li>TB test must be within 1 year</li> <li>COVID test results must show negative</li> <li>All student teachers must be vaccinated</li> </ul>   | <ul style="list-style-type: none"> <li>Upload required documents (see chart)</li> <li>University information (name, email)</li> <li>Type of placement</li> <li>Select grade level (if applicable)</li> <li>Select desired school in SLPS</li> </ul> |                    |                |         |     |    |                  |  |   |            |     |     |                    |     |     |  |

### STEP: 4 PLACEMENTS (Recruitment Team Responsibility)

Recruitment team will review student’s application and the university’s request. Once verified, Recruitment Team will send an email to the student and forward information to university and partner school’s principal. University, principal, and student determine collaboratively the logistics of placement.

*If student applicants do not have all required information uploaded in Nimble application, the Recruitment Team will notify the student and university by email of the missing documentation. Once application is updated, student and/or university need(s) to reply to email that required information is uploaded and application is complete.*