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**Student Teaching Handbook**

This handbook is designed for student teachers, cooperating teachers, and principals to provide comprehensive information about student teaching in New York City. Please refer to it for New York City Department of Education student teaching requirements, responsibilities, and guidelines. It will be updated continuously as new information becomes available.

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**The Office of Teacher Recruitment and Quality (TRQ)**

The New York City Department of Education’s Office of Teacher Recruitment and Quality works collaboratively with local universities and New York City public schools to ensure that aspiring teachers are aware of DOE policies and requirements and aims to promote best practices in student teaching. TRQ also provides support and guidance regarding the DOE hiring process and opportunities for professional development.

A successful pre-service student teaching experience is a critical component in preparing aspiring teachers to become effective full-time classroom instructors. Student teachers in New York City public schools have the opportunity to gain practical hands-on experience with a diverse student population in a dynamic, urban classroom environment. By working with experienced cooperating teachers, student teachers can learn the instructional strategies, assessment practices, and classroom management skills that result in positive student outcomes.

**The Office of Teacher Recruitment and Quality does not place student teachers in New York City public schools on the university’s behalf.** Instead, we share: information about current placements, knowledge of the types of host schools being used, and data regarding teacher hiring trends so as to ensure optimal student teacher placements that provide the best possible preparation for a full-time teaching position.

## Student Teachers

### 1. Requirements

#### ***Online Registration***

All education students planning to student teach in a NYC public school must register with the NYC Department of Education via our online registration system. **Registration is *not* required for charter school or private school student teaching placements.** Registration is required for all students doing field observation over five days in a NYC public school. International student teachers should email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) or call 718-935-2516 to receive assistance in registration.

Visit <http://nyc.teacherssupportnetwork.com/studentteacher> to create a user account and complete your online registration. Please note, even if you have already created a user account to begin our full-time teacher application you must still create a *new* user account to complete your student teacher registration.

Please submit your student teacher placement information as part of the registration process. If you do not know your placement information when you first create your user account, you can log back in at a later date to add your placement information. Once you have fully completed all the required registration information, you should print your registration confirmation letter from the site. Your host school principal or his/her representative will ask to see your registration confirmation letter.

As we frequently communicate with registered student teachers about the full-time application and hiring process as well as other important information, be sure to enter an *active* email address when registering.

#### ***Fingerprinting and Background Check***

Before any applicants can access NYC public schools and/or NYC DOE affiliated locations to work as a student teacher or to observe classrooms as a student teacher, they are required to pass a background investigation fingerprinting process.

***Note: Student teachers, who will be classroom observers for more than 5 days must have background check clearance; those observing less than 5 days should discuss arrangements with the school's principal.***

In order to get fingerprinted by NYC Department of Education, you must adhere to the following steps:

1. If you are currently enrolled in a college or university that is in NYC (in any of the 5 boroughs – Manhattan, Brooklyn, Bronx, Staten Island, and Queens), contact your college or university representative to register your name into the Personnel Eligibility Tracking System (PETS) roster.
2. If you are currently enrolled in a college or university that is outside of NYC, email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) or call 718-935-2516 for assistance.
3. Once your school has entered you into the PETS roster, you will receive an email with instructions to log into the Applicant Gateway. Click on the link provided in the email to activate your Applicant Gateway account.
4. When you activate your Applicant Gateway account, you must complete the required forms listed in Applicant Gateway.

5. Once you have completed the required forms in Applicant Gateway, you must be fingerprinted to fully complete your background check process. There are different ways to get fingerprinted:
- **At the HR Connect Walk-in Center:** Come to the HR Connect Walk-in Center with a government-issued photo identification (ex: driver's license) and fingerprinting payment of \$115. **Note: They only accept personal checks or money order made payable to NYCDOE/DHRT OR a debit/credit card except for American Express.** The HR Connect Walk-in Center is located at 65 Court Street in Brooklyn and is open Monday through Friday from 9 am to 5 pm.
  - **At an offsite fingerprinting event at your college or university:** Contact your college or university for information to see if a fingerprinting event is scheduled for your school.
  - If you have been previously fingerprinted by the New York State Education Department (NYSED), you should complete your forms online and bring your fingerprinting form to the HR Connect Walk-In Center. When you arrive, you must identify yourself as a student teacher and show your current school ID in order to complete the OSPRA 103 form, which will allow the DOE to request your fingerprints from NYSED. You can also reach out to [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) or call 718-935-2516 for more information.

**Note:** International student teachers WITHOUT A SOCIAL SECURITY NUMBER must make an appointment with the Office of Personnel Investigations by sending an email to [OPIInfo@schools.nyc.gov](mailto:OPIInfo@schools.nyc.gov) or call 718-935-2665 (Ask for Wanda Wentworth regarding clearance as an international student teacher). You must bring in the following four items:

- Passport
- Student visa
- Proof of enrollment in an education program (a letter from your college will suffice)
- College ID card.

If you are an international student with a social security number, you are eligible to be registered through the regular PETS process at your school (follow the procedure above).

### ***Chancellor's Regulations***

Please familiarize yourself with the following Chancellor's regulations prior to student teaching in a New York City public school. You are expected to follow the requirements within each of these regulations.

[A420](#) – Pupil Behavior and Discipline – Corporal Punishment

[A421](#) – Verbal Abuse

[A750](#) – Child Abuse

[C105](#) - Background Investigations of Pedagogical and Administrative Applicants and Procedures in Cases of the Arrest of Employees

## 2. Responsibilities

- ✓ Upon arriving at the host school for your first day of student teaching, you should present both your registration confirmation letter and your university letter of introduction (which you can get from your university placement representative) to the principal or his/her representative.
- ✓ Complete all university documentation related to student teaching.
- ✓ Meet student teaching attendance requirements as set forth by the university.
- ✓ Assume the responsibilities as communicated by your cooperating teacher including, but not limited to record keeping, planning lessons and units, teaching lessons, assessing student learning, preparing displays, and day-to-day classroom management.
- ✓ In consultation with your cooperating teacher and in accordance with the policy of the host school and your university, observe your cooperating teacher and take on an appropriate portion of his or her teaching load and other duties.
- ✓ Participate in and attend school events, parent-teacher conferences, faculty meetings, and workshops as approved by the university.
- ✓ Become familiar with the particular rules and norms adhered to in your student teaching placement.
- ✓ Use sound judgment and demonstrate professionalism.

## 3. Guidelines

- ✓ While you are encouraged to participate in extra-curricular activities in which your cooperating teacher is involved, these activities are optional and cannot conflict with the university's weekly seminars or other requirements.
- ✓ You are expected to follow the New York City public school calendar. If you need to miss a day because of illness or an emergency, you should contact your cooperating teacher and your university supervisor as soon as possible. In accordance with university guidelines, the supervisor will decide if this time needs to be made up.
- ✓ You are expected to maintain a professional attitude with regard to all activities undertaken during your placement. Particular care should be taken with the rights to privacy of children and parents. In the event that you are unsure of the proper procedures to be followed in a given situation, you should first consult with your cooperating teacher. If the cooperating teacher is unavailable, you should consult with the appropriate administrative personnel. If no immediate on-site advisor is available, you should contact your university field supervisor.

## Cooperating Teachers

Cooperating teachers play a critical role in the professional development of a student teacher. The New York City Department of Education recognizes and fully supports your efforts to share model teaching practices and continuous feedback with your student teacher. We thank you in advance for your time and effort.

**Recommendations:** You should have at least three years of teaching experience in the subject area in which your student teacher is earning their certification.

### 1. Guidelines

You should be aware and take advantage of any incentives and/or training that may be available to you from the university that your student teacher attends. These incentives can come in a variety of formats such as:

- university course credit (non-transferable)
- university course credit (transferable)
- access to university facilities

You should be well versed in the [Professional Teaching Standards](#) and use these standards to help guide your daily practice and to provide feedback to your student teacher.

You are encouraged to read all materials and handbooks provided to you by your student teacher's university to provide more details regarding specific roles and responsibilities. If this information has not been provided to you, please contact the university field placement office.

## 2. Responsibilities

- ✓ Understand the importance of hosting a student teacher and allow the student teacher to assume the varying roles of classroom teachers - from observation to work with small groups to fully leading the class.
- ✓ Familiarize the student teacher with the classroom, the school facilities, the staff, and the policies of the school through activities that include, but are not limited to: tour of the building, introduction to the principal, other administrative staff, and support personnel, library resources, print resources, technology resources, instructional materials, parent handbooks, student tardy and attendance policy, school grading procedures, and school calendar.
- ✓ Impart to the student teacher the importance of keeping accurate records and maintaining student privacy guidelines.
- ✓ Model and provide various strategies for effective instruction and classroom management.
- ✓ Provide for the smooth transition of the student teacher to full-time teaching by encouraging the student to engage in a variety of activities, such as:
  - one-to-one tutoring
  - small group instruction
  - lead short discussions
  - team teaching
  - preparation of instructional materials and development of bulletin boards and instructional displays
  - evaluation of student work and feedback to students on next steps
  - supervision of students doing independent work
- ✓ Observe the student teacher frequently and offer verbal and/or written feedback after each observation.
- ✓ Encourage the student teacher to be creative and innovative based on the particular needs and interests of the students.
- ✓ Communicate daily with the student teacher, providing feedback on strengths and weaknesses, and offering next steps.
- ✓ Actively include the student teacher in non-teaching functions such as staff meetings, parent conferences, in-service activities, etc.
- ✓ Participate in formal and informal evaluations with university personnel
- ✓ Communicate frequently with the university supervisor to support and evaluate the student teacher's performance, reporting any concerns or problems about the student teacher immediately.

Cooperating teachers are legally responsible for their classroom and **should not** leave an uncertified student teacher alone with students at any time.

## Principals

### 1. Requirements

All education students planning to student teach in a NYC public school must register with the NYC Department of Education via our online registration system.

- ✓ **Registration is *not required* for charter school or private school student teaching placements.**
- ✓ **Registration is *required* for all students doing field observation over 5 days in a NYC public school.**

Once a student teacher has fully completed their online registration, they will receive printed registration confirmation letter. Student teachers are required to hand this confirmation letter into your office prior to the start of their student teaching.

In addition to the receiving the registration confirmation letter, you should also expect to receive a letter of introduction from the student teacher's university covering the following information:

- Student teacher name
- Certification area
- Duration of placement – one semester/two semesters
- Weekly schedule
- Supervisor's name/contact info
- Grade level
- Start date/end date

All student teachers must be fingerprinted prior to the start of their student teaching. You can access the Personnel Eligibility Tracking System (PETS) for fingerprinting confirmation.

### 2. Recommendations

Prior to accepting a student teacher into your school, you should receive written notification from the college/university field placement office.

- ✓ Student teachers should be included in school functions and gain experience in areas such as
  - Parent conferences
  - Professional development activities
  - After school activities
- ✓ Every effort should be made to match your student teacher with a cooperating teacher in the same certification area with a minimum of 3 years experience within that certification area. To the greatest extent possible;
  - Observe and provide feedback to the student teacher
  - Evaluate the student teacher as a potential candidate for hire
- ✓ Provide time for your cooperating teacher to meet with his/her student teacher within the regular school schedule.
- ✓ In choosing a cooperating teacher, you should select individuals who are:
  - Effective with students
  - Reflective practitioners committed to their own development
  - Able to work effectively with adult learners

- Understanding that the work of the cooperating teacher is to balance coaching skills with their knowledge of teaching practices and teaching content

## **Frequently Asked Questions**

### **Registration**

*1. How do I register to become a student teacher?*

All student teachers must register with the Department of Education via our online registration system. Registration must be completed in order to be placed in a host school. To complete the student teacher registration, please visit <http://nyc.teacherssupportnetwork.com/studentteacher>. You will be asked to create a user account before filling out the registration form.

*2. I am having difficulty completing my online registration.*

Read carefully the instructions that appear on the site. If you still are having difficulty, contact 718-935-2516.

*3. I have already registered but can't log back in or I am getting an error message that my social security number is already in use.*

Check that you are using the correct student teacher link to log-in. Contact 718-935-2516 for assistance.

*4. I forgot my password.*

Click on "Forgot Password" and enter the information required to reset your password.

*5. I would like to add my host school information to my student teacher profile but I cannot find my host school in the drop down menu.*

Only New York City public schools are listed in the drop down menus for each borough. It is possible that although your school is located in New York City, it is a charter or private school and not a NYC DOE school. Check with your placement school about its designation. You should not register if you are not student teaching in a New York City public school.

*6. I am an out-of-state student teacher and I have arranged to complete my student teaching in a NYC public school. What should I do to make sure the NYC Department of Education's Office of Student Teaching knows who I am?*

Contact your university field placement coordinator and have them send an email to [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov). We will need to verify your information and let your coordinator know of next steps.

The email should state that you are currently enrolled in an approved education program and you will be student teaching in a New York City public school. Make sure the letter includes: your name, the name of your host school's principal, grade level, subject, cooperating teacher, placement school #, district school address and phone number. In addition, include all contact information of your student teacher coordinator.

### **Fingerprinting**

*1. Do I need to be fingerprinted to student teach?*

Yes, every NYC public school student teacher must have a security clearance in order to be placed in a school. Fingerprinting is just one part of the process.

*2. I was fingerprinted at the: NYC Department of Health, at a NYC police precinct, a NYC agency, etc...do I have to be printed again?*

Yes, you do need to be fingerprinted again, as the DOE does not accept fingerprints from other city agencies. However, we do have reciprocity with New York State Education Department (NYSED), so if you have sent prints to NYSED, in most cases, you will be able to use those prints.

*3. I was fingerprinted by New York State Education Department, but I am told my prints are not in the New York City DOE system.*

If you have been previously fingerprinted by the New York State Education Department (NYSED), you should still complete your forms online (through PETS) and bring your fingerprinting form to the HR Connect Walk-In Center. When you arrive, you must identify yourself as a student teacher and show your current school ID in order to complete the OSPRA 103 form, which will allow the DOE to request your fingerprints from NYSED. You can also reach out to [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) or call 718-935-2516 for more information.

*4. I am a current or former DOE employee. Do I have to be fingerprinted again?*

It depends. If you have worked for the DOE in the past five years, the DOE is likely to still have your prints. However, you will still need to register as a student teacher in the portal and complete forms for being a student teacher.

*5. I am an international student teacher, what do I have to do?*

International student teachers WITHOUT A SOCIAL SECURITY NUMBER must make an appointment with the Office of Personnel Investigations by sending an email to [OPIInfo@schools.nyc.gov](mailto:OPIInfo@schools.nyc.gov) or call 718-935-2665 (Ask for Wanda Wentworth regarding clearance as an international student teacher). You must bring in the following four items:

- Passport
- Student visa
- Proof of enrollment in an education program (a letter from your college will suffice)
- College ID card.

If you are an international student with a social security number, you are eligible to be registered through the regular PETS process at your school.

*6. Do I get an ID card?*

No. Student teachers do not receive ID cards. These are only issued to full-time employees of the New York City Department of Education.

*7. How will I know when my security clearance is complete and I am cleared to work?*

If you are currently enrolled in a college or university that is in NYC (in any of the five boroughs – Manhattan, Brooklyn, Bronx, Staten Island, and Queens), contact your college or university to confirm your security clearance via the PETS roster. Note: If your college or university is outside of the NYC area or is not part of PETS, email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) or call 718-935-2516 for assistance.

*8. My university coordinator or my host school principal wants to know if I have already been fingerprinted by the NYC Department of Education.*

If you are currently enrolled in a college or university that is in NYC (in any of the 5 boroughs – Manhattan, Brooklyn, Bronx, Staten Island, and Queens), your college/university coordinator should have access to the PETS system in order to confirm whether or not you have a security clearance. If your college/university coordinator does not have access to PETS or you attend a college/university that is located outside of the NYC area please email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) or call 718-935-2516 for assistance.

## College Representatives

*1. I have field observation students who will be student teachers in (a few months, next month, next semester.) Should I include their names on my master student teacher list that I send to the DOE Student Teacher Coordinator?*

Yes if these field observation students are going to be in NYC public schools for five days or more. Registration is required for all students doing field observation over five days in a NYC public school. They must also adhere to the fingerprinting/background check process.

*2. The placement schools want to know if my students' fingerprints have cleared. How do I find that out?*  
You or another representative from your college/university should have access to the PETS fingerprinting system in order to confirm whether or not your student has cleared fingerprints. If your college or university is not part of PETS please email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) or call 718-935-2516 for assistance.