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## Student Teaching Handbook

This handbook is designed to provide student teachers, cooperating teachers, and principals with comprehensive information about student teaching in New York City. Please refer to it for New York City Department of Education (NYCDOE) 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 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 NYCDOE policies and requirements, and aims to promote best practices in student teaching. TRQ also provides support and guidance regarding the NYCDOE 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, our knowledge of the types of host schools being used, and data regarding teacher hiring trends, 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 NYCDOE via our online registration system at the Teachers Support Network website. Registration is required for **all** students doing field observation over five days or forty hours, whichever is less.

#### **Note that registration is *not required* for:**

- ☞ charter school or private school student teaching placements but recommended if students wish to receive further communication from the NYCDOE about future opportunities; or
- ☞ international students who will student teach in any NYC school. However, international students who will student teach in a NYC public school must get fingerprinted and pass the background check clearance (see instruction in next section).

Visit <http://nyc.teacherssupportnetwork.com/studentteacher> to create a user account and complete your online 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 steps, you should print your placement confirmation letter from the site. Your host school principal or his/her representative will ask to see your placement 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 and enter college/university email address if your college/university requires you to register with the school's email address.

#### ***Background Check (including Fingerprinting)***

Before any applicants can access NYC public schools and/or NYCDOE affiliated locations to work as a student teacher or to observe classrooms as a student teacher, they are required to obtain security clearance that includes a criminal history check.

**Note:** Student teachers who will be classroom observers for more than five days or 40 hours in a NYC public school must have background check clearance; those observing less than five days or 40 hours, whichever is less or those who will student teach in a charter or private school should discuss arrangements with the school's principal. The principal of the school will make the final determination whether to require a student to obtain security clearance.

In order to obtain security clearance from the NYCDOE, you must adhere to the following steps:

- 1a. If you are currently enrolled in a college or university that is in any of the five boroughs of NYC (Manhattan, Brooklyn, Bronx, Staten Island, and Queens) or SUNY Urban Teacher Education Center (SUTEC) contact your college or university representative to register your name into the Personnel Eligibility Tracking System (PETS) roster.
- 1b. 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) with the following information for the PETS registration:
  - your legal first, middle, and last name,
  - social security card number,

- your date of birth,
- your contact information (full address, telephone number, and email address),
- name of the college/university you are attending,
- placement information.

2. Once the PETS registration is complete, 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.

3. After you activate your Applicant Gateway account, you must complete all the required forms listed in Applicant Gateway.

**Note:** You must complete all of the Applicant Gateway forms and fingerprinting within the 10 business days of the PETS registration, otherwise your account will be deactivated and your nomination for the student teaching will be withdrawn.

4. Once you have completed the required forms in Applicant Gateway, you must be fingerprinted to fully complete the security clearance process. Applicants can get fingerprinted:

- **At the HR Connect Walk-in Center:** Come to the HR Connect Walk-in Center with government-issued photo identification (US passport or driver's license and SS card), your valid college/university ID and fingerprinting payment of \$130. *Please note that only a personal check or money order made payable to NYCDOE/DHRT or a debit/credit card payment (except for American Express) are acceptable.* The HR Connect Walk-in Center is located at 65 Court Street in Brooklyn and is open Monday through Friday from 9 a.m. to 4:30 p.m.

**Note:** If you have been previously fingerprinted by the New York State Education Department (NYSED), you should activate your Applicant Gateway account and complete all the required forms listed in Applicant Gateway. Then bring your US passport or driver's license, your SS card and your valid college/university ID 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 process an OSPRA 103 form so that your criminal history record can be transferred from NYSED to NYCDOE.

- **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.

**Note:** International student teachers **without a social security number** must make an appointment with the Office of Personnel Investigations by sending an email to Wanda Morales at [wmorale@schools.nyc.gov](mailto:wmorale@schools.nyc.gov). (Indicate in the email that you are an international student teacher seeking security clearance). Walk-ins are not allowed. Ms. Morales will schedule a fingerprint appointment. Persons without an appointment will not be fingerprinted. 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 NYCDOE 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 **must not** leave a student teacher alone with students at any time.

## **Principals**

### **1. Requirements**

All education students planning to student teach in a **NYC public school** for more than five days or 40 hours must register with the NYCDOE via online registration system at the Teachers Support Network website *and* The Personnel Eligibility Tracking System (PETS) roster.

**Note that registration is *not required* for:**

- ☞ charter school or private school student teaching placements,
- ☞ students doing field observation less than five days or 40 hours, whichever is less, in a NYC public school but the final determination whether to require these students to obtain the clearance should be made by the principal.

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 and end dates.

All student teachers must have security clearance prior to the start of their student teaching. The sponsoring college/university or the Office of Teacher Recruitment and Quality can confirm a student teacher has passed their background check review.

### **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 of experience within that certification area.
- 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.

- Provide time for your cooperating teacher to meet with his/her student teacher within the regular school schedule.
- To the greatest extent possible:
  - observe and provide feedback to the student teacher,
  - evaluate the student teacher as a potential candidate for hire.

## **Frequently Asked Questions**

### **Registration**

#### **1. How do I register to become a student teacher in a NYC public school?**

All student teachers who will be classroom observers for more than five days or 40 hours must register with the Department of Education via our online student teacher registration system and PETS. Registration must be completed in both systems 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. To register in PETS please contact your school if you are enrolled in NYC college/university or SUTEC; otherwise, email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) for more information.

#### **2. I am having difficulty completing or accessing my online student teacher registration.**

Read carefully the instructions that appear on the site. If you still are having difficulty, please send an email to [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) .

#### **3. I forgot my password.**

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

#### **4. I would like to add my placement information 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 NYCDOE school. Check with your placement school about its designation.

#### **5. I will be student teaching in a charter or private school. Do I need to register?**

You are not required to register neither in our online student teacher registration system nor in PETS. However, the online registration on <http://nyc.teacherssupportnetwork.com/studentteacher> is recommended if you wish to receive further communication from the NYCDOE about future opportunities. You do not have to enter the placement information after the registration.

#### **6. I am an out-of-NYC, non SUTEC, out-of-state, or enrolled in the online educational program student teacher who will be student teaching in a NYC public school. Do I also have to register?**

Yes, you do. All student teachers who will be classroom observers for more than five days or 40 hours must register with the Department of Education via our online student teacher registration system and PETS. Registration must be completed in both systems 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. To register in PETS please contact your school if you are enrolled in NYC college/university or SUTEC; otherwise, email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) for more information.

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

- ❖ If you are an **international student with a social security number who will student teach in NYC public school** you are required to register in our online student teacher registration system and PETS. Registration must be completed in both systems 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. To register in PETS please contact your school if you are enrolled in NYC college/university or SUTEC; otherwise, email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) for more information.
- ❖ If you are an **international student teacher WITHOUT A SOCIAL SECURITY NUMBER who will student teach in a NYC public school** you are not required to register in our online student teacher registration system but must get fingerprinted and pass the background check clearance. To make an appointment please contact the Office of Personnel Investigations by sending an email to Wanda Morales at [wmorale@schools.nyc.gov](mailto:wmorale@schools.nyc.gov). (Indicate in the email that you are an international student

teacher seeking security clearance). Ms. Morales will schedule a fingerprint appointment. 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.

**You must schedule an appointment.** International student teachers without an appointment will be turned away.

- ❖ If you are an **international student teacher WITHOUT A SOCIAL SECURITY NUMBER who will student teach in a charter or private school** in NYC you are not required to register neither in our online student teacher registration system nor in PETS.

***8. I received an email that my nomination was withdrawn. What does this mean?***

Your account was deactivated since you have not completed all the required forms in Applicant Gateway and got fingerprinted within 10 business days of your PETS registration. You have to email [OPIInfo@schools.nyc.gov](mailto:OPIInfo@schools.nyc.gov) with your name and SSN with the reactivation request and complete the required steps within 10 business days.

***9. My Applicant Gateway log in is not working or I forgot my Applicant Gateway log in information.***

Please contact HR Connect 718-935-4000 for assistance.

***10. I have already been fingerprinted by NYCDOE or in my school do I still need to register?***

Yes, you need to follow the registration process even if you were fingerprinted in your school or by NYCDOE before for any other purpose than student teaching clearance.

***11. I will be student teaching/observing/visiting a NYC public school only for less than five days/40 hours but the school's principal requires me to obtain a security clearance. Do I have to comply?***

Although the security clearance is not required for classroom observers who will be in the school less than five days or 40 hours, whichever is less, the principal makes the final determination if it is required. Anyone without security clearance is a "guest of the principal," and ultimately the principal is accountable for the school safety. Certain schools, due to their size or layout, may require all regular visitors to have security clearance.

## **Fingerprinting**

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

Yes, every NYC public school student teacher who will be a classroom observer for more than five days or 40 hours 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 NYCDOE 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 (NYSED), but I am told my prints are not in the New York City Department of Education (NYCDOE) system.***

If you have been previously fingerprinted by the NYSED, you should still register in PETS and complete your forms online (through Applicant Gateway) and bring your fingerprinting form to the HR Connect Walk-In Center. When you arrive, you must identify yourself as a student teacher, indicate you were fingerprinted by NYSED and show your current school ID in order to complete the OSPRA 103 form, which will allow the NYCDOE to request your criminal history report from NYSED.

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

It depends. If you have worked for the NYCDOE in the past five years, the NYCDOE 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. 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.

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

If you were registered in PETS by your school, please contact your college or university to confirm your security clearance via the PETS roster. If your college or university is outside of the NYC area or is not part of PETS, please email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov).

**7. My university coordinator or my host school principal wants to know if I have security clearance by the NYCDOE.**

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), 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).

## **College Representatives**

**1. I have field observation students who will be student teachers in (a few weeks, next month, next semester.) Do they have to register anywhere, and if yes, how?**

Yes, if these field observation students are going to be in **NYC public schools** for more than **five days or 40 hours** they are required to obtain security clearance that includes a criminal history check. Students have to register in two separate systems: online student teacher registration portal:

<http://nyc.teacherssupportnetwork.com/studentteacher> and the Personnel Eligibility Tracking System (PETS) roster. If your college/university is located in any of the five boroughs of NYC you or someone from your college most likely has access to PETS and should be registering and verifying students' eligibility. If your college/university does not have access to PETS please direct your students to email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov) for assistance in PETS registration.

**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 it. If your college or university is not part of PETS please email [studentteachercoordinator@schools.nyc.gov](mailto:studentteachercoordinator@schools.nyc.gov).

**3. The opening date of the registration portal for the semester is too close to the student teaching start date. The students won't have enough time to register and get fingerprinted. Is it too late to get cleared for the student teaching?**

The online student teacher registration portal is separate from the PETS roster. The fingerprinting clearance can be obtained through the PETS registration only and it is highly recommended to register in PETS as early as possible. The online student teacher registration on the Teacher Support Network website is required to obtain a placement letter.

**4. A student was already fingerprinted (in school, NYCDOE, or NYSED) does s/he need to register?**

Yes, a student needs to follow the registration process even if s/he was fingerprinted in your school, by the NYSED or by the NYCDOE before for any other purpose than student teaching clearance.