Dear Student Teacher Placement Coordinator:

Thank you for selecting Guilford County Schools as the District of choice for placement of your student teachers. On behalf of our superintendent, Maurice “Mo” Green, and Chief of Human Resources, Shirley Morrison, we welcome your students to our district. We have an outstanding team of administrators, teachers and support staff members who stand ready to help you prepare our student teachers for their future positions. In Guilford, ‘Striving, Achieving, Excelling’ is not just a logo, it is our way of being. As such, we look forward to working with student teachers as we strive to ensure students achieve and our District excels at increasing student academic achievement and promoting positive character development.

Please find attached a packet of information that we developed to assist you in the placement of student teachers. We are hopeful that the packet includes all the information you need to seamlessly transition your students into our district as a student teachers. As the packet was developed based on feedback from colleges and universities, please do not hesitate to let us know if we may further improve the process for you. Should you have any questions, please contact Sherry Wyche, at 336-370-8055 or via email at wyches@gcsnc.com.

Thanks again for selecting Guilford County Schools and we look forward to another great year of student teacher placements!

Sincerely,

Alison G. Coker

Alison G. Coker
Executive Director, Human Resources
Guilford County Schools
Student Teacher Placement Summary

Step 1—Identify Students to complete forms

The university will identify students who need placements and begin the process by having the students complete the required forms. Beginning in the spring of 2012 the required forms are as follows:

- **GCS Student Teacher Information (STI) Form**
- **Release of Information Form** (Criminal Background Check)
  - If the student has lived outside of the state of North Carolina within the last seven years (while over age 16), we also require a background check in those states through the company BIB, Inc. This company has 2 forms titled: Employment Background Authorization & Release and BIB Inc. Credit card charge approval.

Step 2—Gain Placement Site Approval

Annually, Guilford County Schools (GCS) releases a list of available cooperating teachers to local universities. The teachers are all career status and approved by their principals to serve as a cooperating teacher. They are also potentially available for the upcoming fall or spring semester. The university will review the list of available cooperating teachers and communicate with the school’s principal to secure her/his approval. The **Student Teacher Information (STI) Form** allows the cooperating teacher and Principal to indicate agreement and approval of the placement. Both signatures are required for final placement approval.

Step 3—Review

Make sure the **Student Teacher Information (STI) form** is completed in its entirety. The **Release of Information Form** must also be completed. If either form is not completed properly, Guilford County Schools cannot approve the placement request. Common errors on the latter form include: not listing addresses for the past 20 years, not including the date for the addresses, not listing the address of where the student lives while in North Carolina, not including a Social Security number and not signing the form. When the background check is performed if we find charges we may ask the student for a written explanation of the event. Minor traffic offenses are not included in this requirement.

Step 4—Send

If necessary based on directions in step one—Send completed BIB, Inc. forms directly to the address or fax on page 2 of the form.

Send completed Release and STI forms together to:
Office of Employment Attn: Sherry Wyche 712 N. Eugene St. Greensboro, NC  27401
Phone: 336-370-8055     Fax: 336-370-8097     E-mail: wyches@gcsnc.com
Student Teacher Placement Checklist

Step 1
- The Student Teacher Information Form is completed.

Step 2
- The Release of Information Form completed.

Step 3
- If the student has lived in a state other than North Carolina in the last 7 years (while over age 16), the Employment Background Authorization & Release and BIB Inc. Credit card charge approval forms are completed.
- The student faxes or mails the form to BIB Inc.

Step 4
- The University identifies a cooperating teacher for each student and gains approval from the teacher and principal.

Step 5
- The University ensures all Student Teacher Information Forms and Release of Information forms are completed and submitted to Guilford County Schools.
- If an out of state background check is required, the University ensures the student faxes or mails that form to BIB, Inc.
Student Teacher Information Form

Student’s Name ____________________________________________

Last First Middle

Contact phone number (_______) ____________________________

E-mail __________________________________________________

Licensure Area: __________________________________________

University/College _______________________________________

I plan to begin Student Teaching: (circle one) FALL/SPRING Year 20_____

To be considered for placement as a student teacher, Guilford County Schools requires the completion of a background check. Please complete our GCS Release of Information form so that we may perform a NC criminal background check. If you have lived out of the state of North Carolina within the last seven years, we also require an out of state background check. The out of state background check must be completed through the Background Investigation Bureau (BIB) at the student’s expense.

All forms must be completed or your request for student teaching cannot be processed.

I understand the above forms are required and agree to submit them in a timely manner.

Signature of Student ___________________________ Date ________

Note to Student: Please return this form to the university representative. The university representative will ensure the bottom section of this form is completed by the cooperating teacher and the principal where you will do your student teaching placement.

To be completed by the cooperating teacher.

Cooperating Teacher’s Name ____________________________

Last First Middle

School Name ___________________________________________

Subject(s) and/or Grade level(s) I will teach during the semester ___________________________

Licensure Area(s) ___________________________________________

I hold career status in Guilford County Schools. Yes____ No_____ Total years of teaching experience _____

Signature of Teacher ___________________________________________ Date ________

Signature of Principal ___________________________________________ Date ________

This form must have the signature of the principal.

*Please return completed form to: Office of Employment Attn: Sherry Wyche 712 N. Eugene St. Greensboro, NC 27401
Phone: 336-370-8055 Fax: 336-370-8097
GUILFORD COUNTY SCHOOLS (GCS)
RELEASE OF INFORMATION FORM

The purpose of this form is to notify you, in accordance with present federal law that a background report, including a criminal records check, will be obtained on you in consideration for employment and/or in the course of your employment with the Guilford County Schools. I understand that the information below regarding sex, race and date of birth is required for the sole purpose of gathering the above information correctly, and will not be used to discriminate against me in violation of any law.

Last Name: ____________________________________________ First: ____________________________
Middle: ____________________________ Other (Maiden, Aliases, etc.): ____________________________
Gender: ____________
Social Security #: ____________ ____________ ____________ ____________ ____________
City: ____________________________ State: ____________________________ Zip Code: ____________________________
Date of birth: ____________________________ Home Phone: ( ) ____________________________ Driver’s License #: ____________________________ State: ____________________________
Month Day Year

This information is voluntary and will not affect your opportunity for employment or terms or conditions of employment.
Ethnicity: Are you of Hispanic or Latino ethnicity—a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race? ______ Yes ______ No
Race: Please check one or more of the descriptions below corresponding to the racial group(s) with which you identify:
   American Indian or Alaska Native – A person having origins of North and South America (including Central America) and maintaining tribal affiliation or community attachment.
   Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
   Black or African American – A person having origins in any of the black racial groups of Africa.
   Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
   White – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

In consideration with this request, I authorize all corporations, former employers, credit agencies, education institutions, law enforcement agencies, city, state, county and federal courts, and military services to release information about my background, including but not limited to, information about my employment, education, consumer credit history, driving record, criminal record, and general public record history, to the person or company with which this form has been filed, or its agents. This releases the aforesaid parties from any liability and responsibility for collecting the above information. I understand I have the right to make a request of the Consumer Reporting Agency, upon proper identification and the payment of any authorized fees, the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract).

Please list all cities, counties and states in which you have lived within the past 20 years. Attach another page if necessary:

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Please list any felony or misdemeanor criminal convictions, guilty pleas, pleas of no contest, deferred prosecutions, prayers for judgment, and pending charges. Your listing should include DWI/DUI convictions, guilty pleas etc. but exclude minor traffic violations. Please provide date(s), court of jurisdiction, and state.

Are you a retiree of the NC Teachers and State Employees Retirement System? ______ Yes ______ No
If yes, when did you retire? ____________ (mm/dd/yyyy) If yes, have you served a six month break in service? ______ Yes ______ No
Position nominated for: ____________________________ Previously worked for GCS: ______ Yes ______ No
School/Location: ____________________________ Applicant’s Signature: ____________________________ Date: ____________

Revised 04/07/10
Guilford County Schools–Staffing Office Fax #: (336) 370-8062
Student Teacher Substitute Teacher Practice

Guilford County Schools has a practice in place stating that student teachers cannot be paid as a substitute teacher for the duration of the student teaching assignment, except in the event of extenuating circumstances. When extenuating circumstances occur, the District will explore all feasible options to allow the student teacher an opportunity to continue her/his learning process under the supervision of a qualified teacher and to have minimum disruption to students in the class.

**Practice regarding substitute status while student teaching in GCS:**

*It is not the practice of the District to pay a student teacher for services as a substitute teacher for the duration of her/his student teaching experience. A student teacher may serve as a substitute teacher only in the event of a long-term absence due to unforeseen and extenuating circumstances. Even then, a written and signed letter of approval from the principal and the Dean of the university’s school of education must be submitted to the Office of Employment before final approval is granted in that special circumstance. The student must also complete all application requirements to be hired as a GCS substitute teacher prior to the start of the long-term absence.*

The information above is shared each semester with all Student Teachers, University contacts and Principals with a placement via e-mail to serve as a reminder.