

Student Teaching with Hays CISD

Hays CISD offers Student Teaching placement assignments to student teachers, and practicum students from universities, as well as alternative certification programs. The Human Resources Department must approve all requests for placements. **Note:** Students should not contact the campus or the District office.

Hays CISD requires a current Memo of Understanding (MOU) from all programs before placement can occur.

University and Alternative Program Coordinators:

- ❖ Once a Memo of Understanding (MOU) is in place, please submit your candidates on a spreadsheet and send them to Lisa.Thomas@hayscisd.net as an email attachment. Submit one spreadsheet with ALL candidates. Please include name, email address, certification area(s), placement timeframe, TEA Id#, and any special requests for preferred cooperating teachers or campuses. Please do not include any confidential student data (DOB or SSN) on the spreadsheet.
- ❖ Reference www.hayscisd.net/Calendar for District start and end dates.
- ❖ Each student teacher/practicum student will need to complete the background check and be fingerprinted for the District. Direct each student to www.hayscisd.net/backgroundcheck.

Note: *Criminal background checks will remain in effect until the end of the current academic school year.*

- ❖ All student teachers/practicum students must clear the criminal history check before receiving their assignment. If fingerprint results have not been received by the start of the assignment, the student teacher/practicum student will enter the campus through the Raptor system at the front desk.
- ❖ The District will share the placement information with Program Coordinators.
- ❖ The District will schedule and conduct an orientation each semester. This orientation may either be virtual or in-person.
- ❖ Program Coordinators will notify teacher candidates of their assignments.

University Students & Alternative Certification Program Candidates:

The Hays CISD Human Resources Department must approve all requests for university student teachers, practicum students or alternative certification placements. Please contact your program coordinator if you are interested in a placement at a campus in the Hays CISD.

- ❖ Candidates should not contact a campus or the District office.
- ❖ Candidates must have a satisfactory outcome of the criminal history check and be fingerprinted before placement is approved.
- ❖ Questions? Contact your University or Program.

Other Field Placements

Student Interns

- ❖ Each student intern will need to complete the background check and be fingerprinted for the district. Below is the link for fingerprinting and the name/DOB background check. Direct each student to www.hayscisid.net/backgroundcheck. If fingerprint results have not been received by the start of the assignment, the student intern will enter the campus through the Raptor system at the front desk.

Note: *Criminal background checks will remain in effect until the end of the current academic school year.*

- ❖ Reference www.hayscisid.net/Calendar for start and end dates. Avoid District testing dates.

Classroom Observers

- ❖ Each classroom observer will need to complete the [Classroom Observation Request Form](#) and background check. Please see the link for the name/DOB background check. www.hayscisid.net/backgroundcheck.

Note: *Criminal background checks will remain in effect until the end of the current academic school year.*

- ❖ Reference www.hayscisid.net/Calendar for start and end dates. Avoid District testing dates.

Mental Health Interns

- ❖ Each student intern will need to complete the background check. Please see the link for the name/DOB background check. www.hayscisid.net/backgroundcheck.

Note: *Criminal background checks will remain in effect until the end of the current academic school year.*

- ❖ Reference www.hayscisid.net/Calendar for start and end dates. Avoid District testing dates.

For more information, please contact:

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Hays CISD
Lisa.Thomas@hayscisid.net or 512-268-8464