



The procedure for all students with requests for student teaching, observation or clinical hours:

- A letter from their University/College or professor stating why and when you need clinical hours: because of a class requirement, assignment, etc. and how many hours
- Resume of Student
- Copy of Transcripts
- TB Test Results within one year
- Fingerprinting/background check within one year

All of this information needs to be submitted to Chris Barnabas/Personnel Coordinator @ cbarnabas@sd74.org

Please allow at least 3 weeks for approval and notification.