

**Widefield School District #3**  
**Procedures For Student Teacher Placement**

1. Your college/university should send a written request to the Human Resources Office for your student teacher placement. Include in this request the necessary educational and professional data.
2. The prospective student teacher should complete the attached canary colored Student Teaching Request form.
3. The prospective student teacher should send the Student Teaching Request form, a letter of request and a copy of his/her transcripts to:

Kirk Vsetecka  
Widefield School District #3  
1820 Main Street  
Colorado Springs, CO 80911

4. After reviewing the form, Mr. Vsetecka will contact you regarding a building interview. If he doesn't contact you within a week of the date you sent the form, please call him at (719)391-3015.
5. After the building interview, Mr. Vsetecka will contact you regarding your teaching placement.
6. Please remember that you must always have the approval of your college/university supervisor first.

**WIDEFIELD SCHOOL DISTRICT #3  
STUDENT TEACHING REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-Mail \_\_\_\_\_  
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When would you like to do your student teaching? \_\_\_\_\_

What levels do you prefer? ELEMENTARY                      JR. HIGH                      HIGH SCHOOL

School Preference:

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Teacher Preference:

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Please state the reasons you have chosen these schools and counselors:

Other information you would like us to know:  
(Please use back of form if necessary)

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Send Form to: Kirk Vsetecka, Assistant Director of Human Resources, Widefield School District #3, 1820 Main Street, Colorado Springs, CO 80911

You may include transcripts, resume and letters of reference.