

**Academy School District Twenty  
Colorado Springs, CO  
GUIDELINES FOR STUDENT TEACHERS**

**A. Prerequisite for Student Teaching**

- Preferred GPA (4.0 scale) in endorsement/emphasis area, secondary, is 2.75 or higher.
- Willing to accept the guidance of a cooperating teacher and other staff members.
- Demonstrates a strong commitment to students and learning/teaching.
- Has signed and returned a release form to run a criminal background check.
- Academy School District #20 has received your written application from your university, which includes an official request for placement from your student teaching supervisor or a university official and transcripts.

**B. Academy District #20 Central Office**

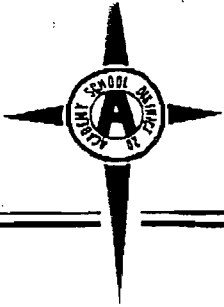
- Materials requested above under "A" should be sent to:

Linda Ranson  
Education and Administration Office  
1110 Chapel Hill Drive  
Colorado Springs, CO 80920  
719-234-1241  
[www.asd20.org](http://www.asd20.org)

- If you know where/with whom you wish to student teach, you should receive notice of placement or denial of placement within 2-3 weeks.
- If you know only the level/subject you wish to student teach, within 2 weeks you should receive the names, addresses and number of a least two building administrators with whom you may interview. Responsibility for follow-up is yours. Placement or denial of placement will follow within 2 weeks of your initial visit/interviews at the building level.
- If you have not heard from us within three weeks of sending your student teaching placement request materials, please call to make sure that we received your packet.

**C. Building Level Placement**

- Final decisions regarding placement of student teachers are made by a building administrator. Please call the building to see if the administrator requires an interview prior to final placement.
- Your cooperating teacher must have the endorsement you, the student teacher, are seeking.
- Your cooperating teacher must have a minimum of three years teaching experience in Academy School District #20.



# Academy School District Twenty

Dr. Kenneth D. Vedra, Superintendent of Schools

Administration Office  
7610 North Union Boulevard, Colorado Springs, CO 80920-3899

Phone: 719-598-2566  
Fax: 719-598-9534  
Website: [www.d20.co.edu](http://www.d20.co.edu)

## STUDENT TEACHER REQUEST FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Phone Number \_\_\_\_\_

University/College \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

What endorsement are you seeking? \_\_\_\_\_

When would you like to student teach? (dates) \_\_\_\_\_

What level would you like to student teach? \_\_\_\_\_

A. Senior High school (9-12)  
Indicate subject(s) \_\_\_\_\_

B. Middle school (6-8)  
Indicate subject(s) \_\_\_\_\_

C. Elementary (K-5)  
Indicate grade(s) you would like to teach \_\_\_\_\_

Do you have a preference of one of our schools? Yes/No

First choice \_\_\_\_\_

Second choice \_\_\_\_\_

Is there a cooperating teacher you prefer? Yes/No

First choice \_\_\_\_\_ in \_\_\_\_\_ School

Second choice \_\_\_\_\_ in \_\_\_\_\_ School

When it is possible, Academy School District Twenty will try to accommodate your request. However, the District may determine that an alternative placement is professionally more reasonable or appropriate.

*Our mission is to provide a rich, academically rigorous curriculum  
as the foundation upon which students are encouraged to build for future success.*



