

Process for Placing Student Teachers in Montgomery County Public Schools (MCPS)

MCPS provides student teacher allocations to partner institutions of higher education (mid - late April)

? Will the student teacher be placed in a Professional Development School (PDS) or in a preexisting collaborative partnership with MCPS?

(All student teachers must be fingerprinted prior to entering schools.)

If a placement does not involve a PDS or partnership, the higher education representative contacts the [Office of Human Resources and Development](#) to discuss placement requests.

? Is the prospective student teacher an MCPS employee?

Check with the [Employee and Retiree Service Center](#) to see if leave is required to complete the student teaching experience.

Yes
Once completed

Higher education representative contacts the principal* of the school with which a PDS relationship and/or partnership exists to discuss placement requests.

If principal supports the placement(s) the higher education representative completes the [Student Teacher Verification Form\(s\)](#).
(All requested information must be included prior to submission.)

***For art, music, and physical education internships the MCPS content supervisor is contacted for placement purposes.**

The higher education representative submits the completed Student Teacher Verification Form for approval to:
Office of Human Resources and Development - Higher Education Partnerships
Montgomery County Public Schools
45 West Gude Dr., 2nd floor, Suite 2300, Rockville, MD 20850
(Office) 301-315-7382
(Fax) 301-279-3813
Student Teacher Verification Forms should be submitted no less than 30 days prior to the requested assignment start date.
Placements are made after the Office of Human Resources and Development approval.

The Office of Human Resources and Development will begin the student teacher approval process immediately following the receipt of the Student Teacher Verification Form(s).

Following approval, the higher education representative who submitted the request will be notified by the Office of Human Resources and Development of the status of their request. The school principal, and/or MCPS department, as well as the supervising teacher and intern will be copied on the notification.

The higher education representative may move forward with the placement of student teachers.

Student teacher may not be placed in MCPS.

if approved
if not approved

2 - 3 weeks