

Instruction Page for Student Teaching Online Placement Form

Entering Your Data in the Online System:

Go to CEIT.liu.edu (Select “Log Into Student Teaching Portal” at the bottom of the left side)

Log in using your **MYLIU username and password**

(Be sure to select Student from the Log In Role dropdown beside Select Your LIU Status)

Program Area

Select your subject area in relation to your major

Plan to Student Teach

Please select the semester, FALL or SPRING, and the year you will be student teaching.

Name

Please fill out your name as it appears in the Student Information System

Address

Your mailing address is your permanent address as some decisions regarding placement may not be made prior to the end of the current semester. This is also used to determine your student teaching placement.

Email Address-This Must be your MY LIU Email address

Much of the student teaching communication will be done via email. **YOU MUST CHECK YOUR MYLIU EMAIL FREQUENTLY!**

Phone Numbers

Being able to reach you is of utmost importance. Please make sure that you correctly type in your home and cell phone numbers with area code. Notify us if your phone number changes.

Student ID

Your student ID is generated through PeopleSoft

Academic Data

Level of study (Graduate/Undergraduate)

*** Region Chosen**

Before you select from the dropdown menu, use the enclosed Region list to choose a Region where you wish to do your student teaching. However, we cannot guarantee placement in your chosen Region. We will not honor any choices that are not from the enclosed list and we will defer to the next approved district in that area.

****PLACEMENTS CANNOT BE DONE IN THE TOWN IN WHICH YOU RESIDE.**

SPECIAL REQUEST: All special request letters must be from a school administrator written on school district letterhead to the attention of Dr. Michael Hogan, Clinical Education office, Room 310, Library, mailed to us or faxed (516-299-4167) no later than **two weeks** from the date of this meeting. We will not accept letters beyond that time as the paperwork will have already been sent to a district. Your Chairperson will receive a copy of the letter for his/her approval.

ONE WEEK after this meeting, please submit:

1. One copy of your Student Teaching Placement Registration form (after you sign up on the portal)
2. Your completed Personal Data Sheet (downloaded from website) typed or printed clearly.
3. Your **signed** copy of a **one page, double spaced essay** titled “Why I Chose Teaching as a Profession”
Do not add a question mark to this title and no other title should be used. Please check for appropriate grammar, punctuation and spelling. **Please sign the bottom of the essay.**
4. A copy of your **one-page** resume.
5. LIU Transcripts will be ordered by our office. Transfer and graduate students should include all their transcripts (both undergraduate and graduate).

Checklist:

- _____ Copy of your Student Teaching Placement form (signup request data form)
- _____ Copy of your student teaching Personal Data Sheet
- _____ Copy of your **one-page, signed essay** (Why I Chose Teaching as a Profession)
- _____ Copy of **one-page** Resume
- _____ Graduate, Undergraduate and transfer credit transcripts other than LIU

On the ceit.liu.edu home page, select “Applying For Student Teaching” to go to the Student Teaching page. On the left side, you will find links to the forms below that also due **April 15, 2021.**

Student Teaching Eligibility Sheet Due April 15, 2021- download and meet with your Advisor/Promise Coach to be cleared to student teach.

Professor Recommendation Forms – Choose two professors from the dropdown list on the portal registration that you wish to write you a recommendation. (**After selecting your professors and completing your registration be sure to send them an email letting them know that you are requesting a student teaching recommendation from them. They will also receive an email from our office with instructions.**) An email will be generated to that faculty member who will return his recommendation to us online.

Personal Recommendation Form – One-character reference from a co-worker, friend, employer, or neighbor.

Medical Evaluation Sheet – Download the medical forms and visit your doctor for a complete physical exam including a tuberculosis test. **Your PPD shot must be within one year.**

The online application does not register you for student teaching. Graduate students must see your advisor to register, and then scan the signed eligibility form to Laurie.Fasano@liu.edu.

Undergraduate students must see your advisor to have your student teaching eligibility form signed. Scan the signed form and email it to Laurie.Fasano@liu.edu.

You will then receive a permission code to allow you to register through My LIU.