



California State University, Sacramento  
Department of Special Education, Rehabilitation, School Psychology, and Deaf Studies  
6000 J Street • Eureka Hall 316 • Sacramento, CA 95819-6079  
(916) 278-6622 • (916) 278-3498 FAX  
<http://edweb.csus.edu/eds>

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## MODERATE-SEVERE STUDENT TEACHING APPLICATION

Attached is a student teaching application. Whether you are requesting to fulfill the student teaching requirements in your current teaching assignment or having us place you, please be aware that your **application must be submitted with an up-to-date Program Planning Sheet signed by your advisor.** Please meet with your advisor to complete the form and then submit your *completed* student teaching packet to the department office by the appropriate deadline date shown below.

### **A complete application consists of the following:**

- Student Teaching Clearance form  
(approved & signed by Teacher Preparation)
- Application
- Program Planning Sheet  
(available through your advisor)
- Administrator's Letter of Support  
(if teaching in own classroom)
- Self-Addressed Envelope  
(see envelope provided for this purpose)

**SPECIAL NOTE:** If you are requesting to student teach in your current teaching placement, you will also need to attach a Letter of Support from your Administrator. (See Admin. Ltr. of Support Sheet.)

**Student Teaching Handbooks are available online: [www.edweb.csus.edu/eds](http://www.edweb.csus.edu/eds)**

Registering Semester:

**Fall**

Deadline:

**April 1**







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## ADMINISTRATOR'S LETTER OF SUPPORT FOR STUDENTS REQUESTING TO STUDENT TEACH IN THEIR CURRENT TEACHING ASSIGNMENT

Students who request to fulfill their student teaching requirement in their current teaching assignment need to obtain a letter of support from their employer. Note that this position must be classified as a moderate/severe credential program. This letter will accompany the student teaching application and up-to-date program planning sheet signed by the student's faculty advisor. It is the student's responsibility to ensure that the application packet gets to the EDS department office (EUR-316) by the submission deadline. While only one letter is necessary, it should be signed by the school site principal and the special education supervisor. In other words, you will need support from the site supervisor as well as the person in charge of your service delivery program.

### THE ADMINISTRATOR'S LETTER SHOULD:

- Indicate your administrators' support for your request along with the support system available to you in your school and/or district.
- Indicate your administrator's willingness to cooperate with a university supervisor in providing for a quality student teaching experience, which meets the requirements of the University Program's fieldwork component. (Obtain a copy of the requirements from Dr. Gee and share it with your administrators.)
- Describe your on-the-job placement regarding class assignment, duties, schedules; and the range of students you serve.
- Indicate your administrators' understanding that you may be required to visit 3-5 model programs appropriate to your area of training; released time from your job may be necessary.

**Note regarding preschool:** Students seeking a California Specialist Credential in moderate/severe disabilities should know that it is a K-12 credential. Preschool programs cannot be utilized as a student teaching placement.

**Note to students teaching in a segregated school:** If a student is employed as a teacher on a segregated school site (school that only serves students with disabilities), arrangements will need to be made with the school administrator and the faculty area group to ensure that the student gets adequate experience and opportunities to demonstrate all competencies and standards identified by the State of California. Special note: The special education faculty will not generally approve students to complete all of their student teaching experiences in a segregated school. Students in segregated schools must meet with Dr. Gee ahead of time to determine what additional information should be put in the letter of support.

Once a completed application packet is received in the department, it will be forwarded to the Special Education Area Group Faculty for a decision.