

## Cover Sheet Instructions

Please note: This form is a Microsoft Word document. When you click on the form link a message box will open asking if you want to save or open the file. Save the file to your computer.

Click on the text boxes to type in your information or reveal drop down boxes.

**Contact Information:** Be sure to use your student **acornmail** email account and then check it regularly. Do not enter other email accounts. See the email policy for student teachers on the student teacher web page.

**Student Teaching Term:** This is the semester you will be student teaching. (i.e., Spring 2012)

**Anticipated Graduation Date:** If you are student teaching in Spring, your anticipated graduation date would be May of the same year. Fall student teachers will list anticipated graduation date of December (same year).

**Endorsement for this application:** Select one endorsement area from the drop down list (Example, Elementary Education). You will have one cover sheet for each endorsement area.

List any additional endorsement areas under the Second Endorsement Area (Example, Early Childhood).

Be sure you have everything filled out and print the page. Make sure it prints out on a single sheet of paper, you may need to adjust the margins before you print.

Then flip the order of the endorsement areas listed (Example Early Childhood goes in the "Endorsement for this Application" box and then Elementary Education goes in the "Second Endorsement Area" box. Print this page again

*Be sure you have one cover sheet for each endorsement area you are completing. Please use a good quality printer so your application cover sheet has a neat appearance, it should print out on a single page.*

**Background Check Information:** Prior to student teaching you will complete a background check. *Do not complete this until you receive the email from the Director of Field Experiences with a link to the background check forms.*

**Advisor Signature:** Make an appointment with your advisor to review your application and to get his/her signature on the cover sheet(s). A quality application takes time; please do not wait until the last week to start the process.

*Double check the application, errors on the student teaching application can significantly delay your placement. If you have questions about the application, please contact your advisor or the Director of Field Experiences at [PRippe@peru.edu](mailto:PRippe@peru.edu)*