

## Volunteer and Pre Student Teacher Placement Process:

The following is the procedure that must be followed to place volunteers and pre-student teachers at any Minneapolis Public Schools.

### Key Definitions:

- **Volunteer:** Any student completing hours before acceptance into an education program
- **Pre-student teaching:** any student completing hours that are required as part of an education class (including but not limited to: introduction to education, field experience, service learning, diversity hours, human relations)
- **Student teaching**

### Step One: Initial Contact

- Individual students or college/university placement coordinators contact the school's designated volunteer liaison to identify the appropriate cooperating teachers. The list of school volunteer liaisons will be sent to the IHEs in early September.
- Note: if a school has an existing relationship with a specific teacher or program, we encourage you to maintain these relationships. We ask that the school volunteer liaison collects information for all volunteer and pre-student teachers who will be in the building to ensure that they are properly screened before beginning
- If the Placement Coordinator does not have a specific school in mind or individual students need help finding a placement, they contact Julie McLeod in Volunteer MPS to make a connection with a school.

### Step Two: Criminal Background Check

- Once a placement has been identified, the volunteer or pre-student teacher must complete the criminal background check. Please [click here](#) or go here [http://volmps.mpls.k12.mn.us/uploads/criminal\\_record\\_authorization\\_and\\_release\\_form.pdf](http://volmps.mpls.k12.mn.us/uploads/criminal_record_authorization_and_release_form.pdf) to locate the document that must be submitted.
- **Important:** Please destroy old forms you may have in your inventory and only use the latest version located on this link.
- Please note that the confidentiality agreement on the last page must also be completed and forwarded with the background check.
- If the student is mailing the form in directly, it must be notarized with the \$5.00 processing fee attached. If the university is submitting the forms as a batch on behalf of the students, the university must verify the identity of the student teacher and a notary is not required. The university will submit a \$5.00 processing fee for each request submitted
- It typically takes 1-2 weeks after the form is received by MPS Human Resources to obtain results. We are working on a process to create a centralized database of all cleared volunteers and pre-student teachers- more on this soon!

### Step Three: Orientation

- All volunteers and pre-student teachers are required to attend a MPS pre-student teacher orientation. We will schedule several orientations each semester, depending on need.
- If you would like to arrange an orientation for a group of pre-student teachers at your school, please contact [Julie.mcleod@mpls.k12.mn.us](mailto:Julie.mcleod@mpls.k12.mn.us) to schedule.

### Step Four: Placement

- Once orientation and criminal background checks are complete, the volunteer or pre-student teacher begins their placement.