

## Student Teacher

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Any college student having any interaction with students, more than once a week and on regular basis in School District 117, will be classified as a Student Teacher for paperwork purposes and will need to complete the background check and other required documentation.

1. Placements are handled by the Curriculum department.
2. Colleges/universities should contact the Human Resources department.
3. Human Resources will coordinate availability with college/university regarding placement.

Student teachers will not be allowed to enter the school site without the required forms, including but not limited to, fingerprinting with background check. Background check results can take up to a week for processing.

Any questions regarding this process can contact the Human Resource department at 217-243-9411.

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### Student Teaching: Required Documentation

Please click on the links below to download all required forms. The completed forms and \$75.00 will need to be turned into the Human Resources department. Once all required documents and money have been collected, you will then need to contact Morgan County Sheriff's Office to schedule your fingerprint appointment. However, you will not be able to schedule the appointment with the Sheriff's Department until the completed paperwork has been faxed over to them.

Click here to download the [\*\*Morgan County's Background Check Form\*\*](#)

Click here to download the [\*\*DCFS Mandated Reporter Form\*\*](#)

Click here to download the [\*\*Student Teacher Application\*\*](#)