

University of Pittsburgh at Greensburg
Department of Education
Application for Pre-Student Teaching and Student Teaching

Dear Student Teacher Candidate: This application must be completed before you can be placed in pre-student teaching and student teaching. If any of the benchmarks have not been completed or are left blank, you are at risk of not having your application accepted.

Timeline for Spring 2026 Pre-Student Teaching

Mandatory pre-student teaching meeting | 10/21/2025; 12:00pm – 1:00pm; FACH Conference room 205

Pre-Students Applications due at the time of the pre-student teaching meeting on 10/21/2025

Last day for submission of ALL paperwork 11/20/2025 @ noon, no exceptions | Updated clearances, trainings, and TB test

All paperwork must be submitted to Dr. McCormick or Jane Hoch.

Name Enter your name		PeopleSoft # Enter your PeopleSoft ID number			
Current Address Enter your current mailing address, including street, city, state and zip code					
Phone Enter your cell phone number		Email Enter your Pitt email address			
Check the box indicating your major:					
☐	Early Childhood	☐	Early Childhood and Special Education (PK-22)	☐	Special Education (PK-22)
☐	Secondary Education	Content Area Enter the content area you are studying.			
☐	Spanish (K-12)				
Current GPA Enter your current GPA					

☐	Completion of a minimum of 84 credits (including ___ in major for SEC students)
☐	3.0 minimum overall GPA by the start of student teaching
☐	Required hours in the field (ECE and/or Special Education – 130 (minimum) SEC – 100 hours (minimum))
☐	Achievement of acceptable dispositions

Updated Clearances, trainings and TB test. Scan QR code for directions on applying for clearances.

Note:

A total of 6 documents **MUST** be submitted:

3 clearances (PA Criminal, Child Abuse, and FBI/Fingerprint)

2 trainings (Mandated Reporter and Professional Ethics)

1 TB test

You **MAY** need to register/complete the Professional Ethics training (Act 126, Part 2) using a different email address than you used originally, as the PDE SAS program only permits you to complete this free training once every five years.



School district where you graduated high school: Enter the name of the school district you attended.							
School districts in which you have relatives and/or children attend. Check all that apply.							
☐	Baldwin-Whitehall	☐	Gateway	☐	Laurel Highlands	☐	Southmoreland
☐	Belle Vernon	☐	Greater Latrobe Area	☐	Ligonier Valley	☐	Yough
☐	Burrell	☐	Greensburg Salem	☐	Mount Pleasant	☐	
☐	Connellsville	☐	Hempfield Area	☐	Norwin	☐	
☐	Derry	☐	Jeannette-McKee	☐	Penn Trafford	☐	
☐	Franklin Regional	☐	Kiski Area	☐	Plum	☐	

Request the school district in which you would like to pre-student/student teach. Choose 5 school districts where you would like to pre-student/student teach. Using the drop-down button, rank the school districts 1-5, with 1 being the most desired.							
Rank	Baldwin-Whitehall	Rank	Gateway	Rank	Laurel Highlands	Rank	Southmoreland
Rank	Belle Vernon	Rank	Greater Latrobe Area	Rank	Ligonier Valley	Rank	Yough
Rank	Burrell	Rank	Greensburg Salem	Rank	Mount Pleasant		
Rank	Connellsville	Rank	Hempfield Area	Rank	Norwin		
Rank	Derry	Rank	Jeannette-McKee	Rank	Penn Trafford		
Rank	Franklin Regional	Rank	Kiski Area	Rank	Plum		

Check the box indicating your major. Select the box to indicate your first choice of grade level.			
☐	Early Childhood Education	☐	K-1
		☐	2-4
☐	Early Childhood and Special Education	☐	K-1
		☐	2-4
			AND select one
		☐	Middle School
		☐	High School
☐	Special Education	☐	K-1
		☐	2-4
			AND select one
		☐	Middle School
		☐	High School
☐	Secondary Education	☐	Middle School
		☐	High School
☐	Spanish Education	☐	Middle School
		☐	High School

I plan to begin my student teaching during the [Select term](#) of year [Enter Year](#) with the expectation that I begin student teaching the following semester.

☐ By submitting this form, I agree that all information submitted in this form is complete and accurate. I understand that I am not permitted to request a placement change after submission and I understand my degree audit must be submitted to Dr. McCormick prior to being placed at a site for pre-student teaching.

Students will be notified of their placement. Students are NOT to contact school districts or teachers for placements. Do NOT request to be in a district from which you graduated. Placement requests will be attempted but are not guaranteed.