



EDUCATIONAL PLACEMENT AGREEMENT (STUDENT TEACHER PLACEMENT)

Each year, the School District of Philadelphia welcomes over 700 stage IV student teachers to schools across the city. As of September 2020, it is now required that all institutions placing student teachers within District schools maintain an executed Education Placement Agreement (MOU) prior to initiating all field placements.

The District hopes that this process will help us to better understand the student teacher population, facilitate information-sharing with institutional partners, ensure compliance with PA Department of Education clearance guidelines, and ultimately, create a pathway to teaching at the District. The steps below will support you in moving through the process to be approved as an institutional partner.

Step 1: Institutional Agreement

- ☐ Complete [Program Contact and Information Survey](#) to receive execution-ready MOU ([See Sample](#)).
- ☐ Review, sign and return MOU to Office of Talent for countersignature and approval.

Step 2: Register Student Teachers

- ☐ Coordinate student placement details directly with a District school.
- ☐ Share placement information at least 4 weeks prior to start date: Institutional tracker ([See Sample](#)) or form ([link](#)) available depending on volume of placements.
- ☐ Student teacher must complete application via SDP website (instructions will be provided in early December)



Step 3: Health and TB Test Audit

- ☐ Maintain systems to collect PDE-required clearances (FBI, PA Criminal, Child Abuse) and proof of negative TB test for student teachers. Upon request, supply electronic copies of clearances through Safe Kids Gateway.

Step 4: Collaborate with Us

- ☐ Send student teachers SDP Welcome Letter and Application Instructions.
- ☐ Connect with the Teacher Pathways Team for information on recruitment events, partnership opportunities and hiring resources.