



Office of Human Resources

300 Sixth Street ~ Rapid City, SD 57701

605-394-4014 ~ fax 605-394-4011

UNIVERSITY FIELD PLACEMENT COORDINATOR & STUDENT

PLEASE COMPLETE AND SUBMIT THIS STUDENT TEACHER REQUEST

If you have a student who would like an opportunity to be a student teacher in the Rapid City Area School District, please work together to complete the following information. Students requesting placement must complete the application for student teaching located on our employment page. Only ONE application is necessary from the student, however, this request form must be completed for each placement request.

Although we are not able to guarantee placement, we will make every attempt to fulfill your request.

Once you complete this request form, save it to your desktop under the students name and email it as an attachment to rapidcityhumanresources@k12.sd.us.

Please allow a minimum of 4-6 weeks for placement contact information.

Name of University:

Name:

Phone:

Email:

Specific subject or grade level for student teaching:

Specific dates for student teaching:

Number of student teaching hours requested:

Special building request?

Special teacher request?