



300 Sixth Street, Rapid City, SD 57701
p: 605.394.4014 f: 605.394.4011

To: University Field Placement Coordinators, Student Teaching Applicants
From: Cynthia Noble, HR Generalist Rapid City Human Resources
Subject: Student Teacher Assignment Instruction

University Field Placement Coordinators:

- All field placement requests must be received in writing from the student's university. Field Placement and Field Observation request forms are located at www.rcas.org under the employment link.
- Student teaching requests for the Rapid City Area School District must be submitted to Human Resources Office via email to rapidcityhumanresources@k12.sd.us by the following dates:

Fall semester must be received by March 1st

Summer requests must be received by May 1st

Spring semester must be received by October 20th

Students:

- The application for student teaching can be found at www.rcas.org under the employment link
- **All** application materials must be submitted prior to a placement being considered. This includes any forms which will be sent to you digitally. Be sure to watch your email closely as this is how we will communicate. You will also need to supply Human Resources with your **social security number (card)** and a **driver's license or Photo ID**
- Once placement is made you will be notified by your Field Placement Coordinator. Please make contact with your clinical educator at that time
- You will be emailed a back ground check ticket and will need to make an appointment
- To complete the process, you will need to stop in to the Office of Human Resources and have a photo taken for your RCAS photo identification and activity pass

Placements are not guaranteed and is based on availability of clinical educators.