



## Graduate Admissions to Student Teaching Checklist

**Important Note:** Completed applications received after published deadlines will be deferred to the following semester. Candidates may not apply for Residency I and Residency II in the same semester.

- Submit each required documentation via email to [teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu) in PDF Format **(No Photos Accepted)**

### Application Deadlines:

Fall – October 30    Spring – March 30    Summer- June 30

### CANDIDATE BACKGROUND

- Acceptance Letter to Teacher Education program
- Up to Date Program of Study (academic plan) – **MUST include grades for completed coursework and be signed by your academic advisor.**
- Copy of Transcripts                      Current GPA: \_\_\_\_\_  
(Unofficial TSU and **Official copies** on file if attended other universities prior to TSU)  
*To retrieve MyTSU transcript – Go to MyTSU > Select Banner Services > Student > Student Records > Academic Records > Web-transcript (undergraduate and/or graduate) > right click on mouse while viewing transcript > select Print (**but do not print**) > change from printer to save as PDF. Save document on your computer then attach to email.*
- Candidate Photo (headshot, 2x3 from Driver’s License or Student ID).  
*\*Note: Professional Photos can also be taken at the University Career Development Center.*
- Background Check Clearance Letter (or proof of district employment)
- TB Skin Test
- TBI Waiver \_\_\_\_\_ (sem/yr completed) Privacy Act \_\_\_\_\_ (sem/yr completed)
- [Emergency Contact Form](#)
- Proof of [liability insurance](#) (post-bac candidates only)  
*\*Spring applicants should complete this step AFTER April 1<sup>st</sup>, to join for the **next academic year**.*

### TEST SCORES    **\*Note: Scores should be passed at the time filing this application.**

- Copy of Praxis Content Knowledge Tests for your certification area.

### PROFESSIONAL DEVELOPMENT

- Updated** Teaching Philosophy (minimum of 300 words)
- Updated** Professional Resume,
- Updated** URL to LinkedIn page: \_\_\_\_\_

TESS Office Only

Admission Status:     Approved     Denied

Emailed Certificate & Letter Mailed: \_\_\_\_\_ Department Notified:  Yes  No



## TEACHER EDUCATION PROGRAM GRADUATE STUDENT TEACHING APPLICATION

**Admissions to Student Teaching** starts the culminating experience for licensure candidate as they make the “campus to classroom” transition. Aspiring educators serve as the lead instructor under the supervision of a mentor teacher and master clinician. Candidates showcase their knowledge, skills, and dispositions of an emerging educator. The edTPA performance assessment is completed during this semester to evaluate the planning, instruction, and assessment abilities necessary for full certification.

- Submit each required documentation via email to [teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu) in PDF Format **(No Photos Accepted)**

**Application Deadline: Spring – March 30<sup>th</sup>    Summer – June 30<sup>th</sup>    Fall – October 30<sup>th</sup>**

<b>Name:</b>		<b>T Number:</b>	
<b>Date of Birth:</b>		<b>SSN:</b>	
<b>Phone:</b>		<b>Classification:</b>	
<b>Cum GPA:</b>		<b>Certification Area:</b>	
		<b>Anticipated Date of Graduation:</b>	

### PRAXIS II TEST SCORE RESULTS

**\*Note: Indicate the Test Number and Passing Score Results below:**

Test 1		Test 1 Results		Test 2		Test 2 Results	
Test 3		Test 3 Results		Test 4		Test 4 Results	
Test 5		Test 5 Results					

*I acknowledge the accuracy and validity of this application submitted to the Office of Teacher Education. The above-named applicant **has met all prerequisites** for student teaching or **will meet the requirements upon completion of current course semester.***

Advisors acknowledge of applicant submitting and meeting all requirements for Student Teaching (please select one):  Approved       Denied

**Advisor Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

*\*Note: Applicants are encouraged to use an electronic service, such as Adobe or DocuSign, to expedite the submission of the application to the TESS office – [teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu)*

## SUPPORTING DOCUMENTATION

Attach all supporting documentation in PDF format **with application** (pending documents please note as attachment):

1. **Transcript** (Unofficial TSU and **Official copies** on file if attended other universities prior to TSU)  
*To retrieve MyTSU transcript – Go to MyTSU > Select Banner Services > Student > Student Records > Academic Records > Web-transcript (undergraduate and/or graduate) > **right click on mouse** while viewing transcript > select Print (**but do not print**) > change from printer to save as PDF. Save document on your computer then attach to email.*
2. Program of study/Transcript Evaluation (Semester and Grade for each course completed and pending).
3. Praxis Score Results for all required test (**pending result submit a copy of registration**)  
*While viewing your test results, right click on mouse while viewing test results, select print – do not print > change from printer to save as PDF. Save the document on your computer then attach within email with application. **Passing score results are to be sent to the sent the State Department of Education - Tennessee State University when applicant registers and PDF copy to the passing results emailed to the TESS office ([teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu)).***
4. Photo (headshot, 2x3 from Driver’s License or Student ID). *\*Note: Professional Photos can also be taken at the University Career Development Center.*
5. **CLEARANCE DOCUMENTS**

GROW YOUR OWN / JOB-EMBEDDED / TEACHER RESIDENCY
--

**School District:**

**Name of School:**

**Phone Number:**

**Address:**

**Grade Level:**

**Subject Area:**

Proof of Employment for Employer (School, Grade Level, Position, School ID)

POST-BACCALAUREATE
--------------------

Attach copy of [Background Check Clearance](#) letter  
(contact TESS office if you can not locate)

TBI Waiver \_\_\_\_\_  Privacy Act \_\_\_\_\_

Proof of [liability insurance](#), if you **are not** currently employed by a school district.

*\* Spring applicants should join AFTER April 1<sup>st</sup>, since STEA membership runs from September 1 – August 31.*

6. TB Skin Test (negative results signed by physician’s office original copy attached)

7. [Emergency Contact Form](#)

---

Do you have any family or relatives who are currently working for any school or district?  
No  Yes  (If Yes, list their names, titles, school site and district below):

If you are seeking special accommodations under ADA, please attach the completed *A Reasonable Accommodation Request Form*. (available of the TSU Disabled Student Services webpage)

Verified Disabilities: No  Yes

Have you ever been dismissed from an observation, field placement, internship, or student teaching?

No  Yes  (If Yes, explain):

Have you ever been convicted of a misdemeanor or felony?

No  Yes  (If Yes, explain):

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

<b>TESS Office Only</b>	<b>Date Received</b> _____	<b>By</b> _____
Application for Residency (Semester/Date): _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Reason for Denial:		