THE SCHOOL DISTRICT OF PHILADELPHIA

Student Teacher Application Process

The School District of Philadelphia (SDP) requires student teacher candidates to submit an online application prior to the start of their student teaching placement. The submission of an online application shall not be used as a request for placement. Rather, it allows us to verify placement information for authorized partners, provide pertinent information needed for systems access, and connect graduating student teachers with future opportunities in the District.

The application can be completed in roughly 10-15 minutes. Please email studentteaching@philasd.org if you need assistance*.

SY26 Application Timeline

Details	Fall 2026	Spring 2027
Student Teacher Application Submission Timeline Students should complete the online application AFTER their placement location has been confirmed **** The online application will close after this date**	4/20/2026 - 8/7/2026	10/26/2026 - 1/11/2027

NOTE: Student teachers must complete the application, submit required documentation (clearances, TB test) and have their placement reported to the District by an approved university partner for approval.

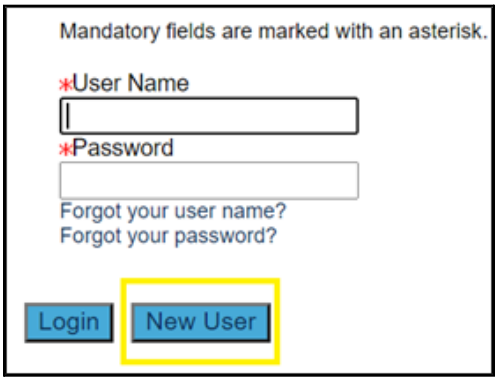
*Current employees may access the application via the 'Job Application- Internal Employee' link on the portal.

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To submit your online Student Teaching Application:

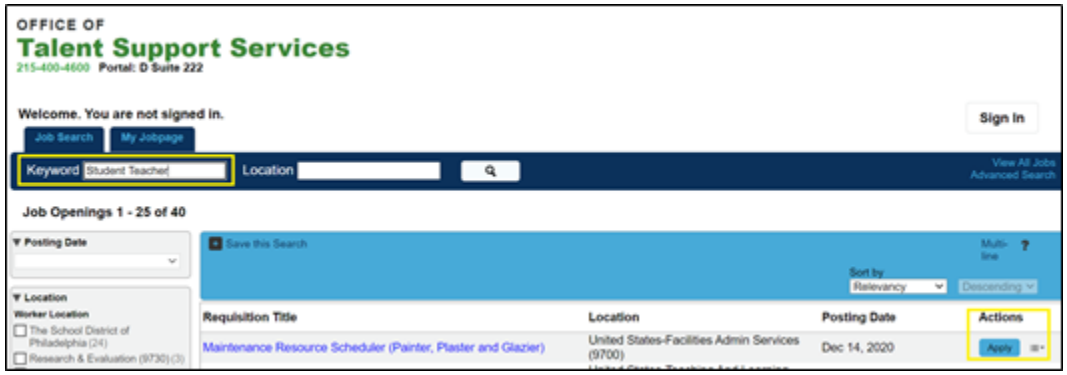
CREATING AN ACCOUNT

1. Go to the SDP Taleo [Taleo Link].
2. Click the “Sign In” button at the top right of the page to create an account.
3. Click “New User” to create an account (applicable for first use of Taleo). After your account has been created you may submit your online application.
4. Review the privacy statement and click “I accept” to proceed.
5. Create your account by entering a Username,Password, and Email Address, then click “Register”.
6. You will now be able to submit your student teacher application.
7. If you forget your username and/or password click “Forgot your user name” or “Forgot your password” and follow the instructions provided. You will enter your user name and email address to receive a password reset link to your email address on file.



SUBMITTING YOUR APPLICATION

1. Enter “Student Teacher: Fall 2026” in the keyword search to access the student teacher application.



2. After locating the student teacher application click the “Apply” button from the “Actions” column to get started.

Completing Student Teacher Application

Required fields have a red asterisk (*) next to them. You must enter information into these fields in order to continue in the application.

Section 1- Resume: Upload your most recent resume, following the instructions on the screen.

Section 2- File Attachments: Do not upload attachments. Click “Save and Continue” to be taken to the next page.

Section 3- Personal Information: Provide a response to the *Source Tracking Section* (“Other” may be selected). Enter all required information in the *Personal Information* section including your name, mailing address, email address, social security number.

- ❏ *Additional Candidate Information:* Provide response as required to the questions regarding your Professional Discipline History, Visa/Immigration Status, and Convicted of a Crime or Offense (be sure to note any offense which may appear on the clearances which will be reviewed by District personnel- all information will remain confidential).

- ❏ *Certification:* You may enter information for all current and pending certifications. Please only include certification areas that you intend to pursue in your current program of study.

  Note: Click the magnifying glass icon  or 'Search' to view and select from the listing of available entries. While you may not see an exact match for what you had hoped to enter, you should select the closest available response (ex. Type 'Elementary' in the Description search box and select the 'Elementary Pre-4' certification from the listing).

  Please provide response in each of the following fields:
  - ❏ Certification Type- Select the appropriate certification from the dropdown menu (Exs. '61- Instructional I', '62- Instructional II', '63- Instructional III')
  - ❏ Certification Subject- Search for your certification content area and select the appropriate certification from the dropdown (ex. Use search keyword 'Music' for 'Music Education K-12' certification)
  - ❏ Certification Status- Select the appropriate option (i.e. select 'Not Yet Certified' if you are not yet certified)
  - ❏ Certification Institution- Enter the name of your college/university

Click "Save and Continue" to proceed to the next section.



Section 4- Education: Please provide your highest level of education achieved and anticipated degrees with the expected graduation date (click "Add Education" to enter additional information). Click "Save and Continue" to proceed to the next section.

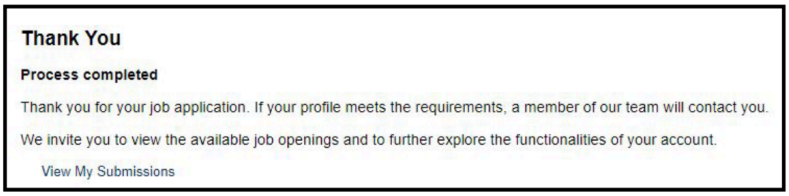
Section 5- Employment History: Please provide details for three of your most recent employers, including your current employer (if applicable). Please enter N/A if you have no previous employment history. Click "Save and Continue" to proceed to the next section.

Section 6- Job specific questions: Provide a response to questions about your student teaching experience within this section. Click "Save and Continue" to proceed to the next section.

Section 7- eSignature: Review the Terms and Conditions and type your legal name to e-sign. Click “Save and Continue” to proceed to the next section.

Section 8- Diversity Survey: Provide all required information. Click “Save and Continue” to proceed to the next section.

Section 9- Review and Submit: Review your application for errors. You may click the “Edit” link in any section in need of correction. Click “Submit” to complete your application.



Next Steps

Registered and approved student teachers receive an SDP 'Welcome' email on or after their scheduled placement start date. Student Teacher registration includes:

1. **Application**
    a. Completed online Student Teaching application
2. **Clearances**
    a. Clearance review and approval including employee-level PA Criminal History, Child Abuse History, PDE Generated FBI clearance
        i. Clearances for ‘Volunteer’ purposes are not acceptable
        ii. Please note, your institution may submit these clearances to the District on your behalf. Please confirm the process for your institution with your program administrator(s).
3. **TB Status**
    a. Confirmation of negative TB status
        i. Must be provided to the District by your college/university

Students who are not approved for service are not permitted to begin a student teaching placement in any District school. Please ensure you comply with all requests for documentation received from your program so that we may proceed with your student teaching registration and eventual approval. You may work directly with your program administrator(s) to ensure your information has been received by your program and submitted to the District for processing.