



SPRINGFIELD PUBLIC SCHOOLS R-12 **EDUCATIONAL FIELD EXPERIENCES**

STUDENT TEACHERS & INTERNSHIPS PROCESS

Welcome to SPS R-12!

On behalf of the entire Springfield Public Schools family, we want to extend our heartfelt welcome to you! We are thrilled that you have chosen SPS as your partner in your educational journey and are proud to have you here. We understand the dedication and passion that it takes to become a teacher, and we are excited to support you as you gain valuable experience in our classrooms. Your hard work, enthusiasm, and commitment to shaping young minds are deeply appreciated, and we are confident that your time here will be both rewarding and inspiring. We believe in fostering a culture of collaboration, growth, and respect, and we hope that you will feel empowered to bring your unique talents, ideas, and energy to our schools. We also hope that your experience with us will inspire you to continue your career with Springfield Public Schools, whether in the classroom or beyond. Our team is always on the lookout for passionate educators who are ready to make a difference, and we sincerely hope that you will consider making SPS your professional home in the future.

Next Steps Prior to Beginning Your Student Teaching/Field Experience:

- Identify a Field Experience Placement through your University & SPS R-12.
- Complete All Tasks- on the “Student Teacher/Field Experience Checklist.”
- Obtain Signatures for Confirmation of Placement- Principal, Cooperating Teacher, University Supervisor on attached form.
- Submit Completed Placement Packet to:

Springfield Public Schools R-12
Kraft Administrative Center
Human Resources Dept., Attn: HR Technicians
1359 E. St. Louis St.
Springfield, MO 65802
(417) 523-4647 or humanresources@spsmail.org

Other Educationally Related Experiences:

- ***Practicum Experience***- when a MOU is one file with SPS R-12 (Contracts Dept., typically handed directly between University/College and specific building/location).
- ***Shadowing or Observation Requests***- requests may be made directly with the administrator of the building and/or department. Board Policy and District Procedures will be followed, pending on details and purpose of the request.

Thank you for choosing Springfield Public Schools to embark on this important chapter of your teaching career. We look forward to working with you and watching you shine as you inspire the students of today and tomorrow! For additional inquiries, contact our HR Technicians, Tracey Ayers & Janet Taylor, at 417-523-4647 or humanresources@spsmail.org

Warm Regards,
The Human Resources Department Team

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CHECKLIST- REQUIRED STEPS FOR STUDENT TEACHERS & INTERNSHIPS

	Task	Retain
☐	Step 1: Complete Background Check & Apply for a Substitute Certificate <u>Fingerprinting/Criminal Background Check</u> (MACHS) as a Substitute - For substitute certifications and background check information, go to the following website: https://dese.mo.gov/educator-quality/certification/substitute-teachers - If you have already been fingerprinted and have a clearance letter dated within the last year, then your fingerprints are still valid and you will not need to redo. - If you have not been fingerprinted within the last year, you will need to be fingerprinted. - Required to Pre-register at the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all Missouri-based applicants must visit one of the IdentoGo office locations for fingerprinting. See the “Search for Fingerprint Locations Near You” link at www.machs.mo.gov. A four-digit registration code is required to ensure that the results of the background check are returned to the correct organization for processing. Code: 0753 when registering <i>Resources: DESE Substitute Certificate & Substitute Certificate Checklist</i>	Fingerprint Receipt OR Valid Clearance Letter
☐	Step 2: <u>Missouri Family Care Safety Registry</u> (FCSR) <u>Register Online</u> to Complete & Pay OR Mail in required Documents - Already registered? If so, you do not need to re-register but will need to complete the form and return to the SPS Human Resources Office. - Register at: http://www.health.mo.gov/safety/fcsr and follow the instructions for “Register Online.” - You will be prompted to pay the fee by credit card. You will want to choose “Voluntary Registrant” for the worker type. - There is a confirmation page after you register. You will need to send a copy of this to HR with your Social Security number written on the sheet. Retain a copy of form to submit with Student Teacher Placement Packet - Note: Registration fee will not be reimbursed by SPS R-12	FCSR Worker Registration Form
☐	Step 3: Complete Student Teacher Placement Form & Obtain Signatures	Placement Form
☐	Step 4: Submit Student Teacher/Field Placement Packet to SPS R-12 Collect - Student Information & Placement Form - Substitute Certificate - MACHS (IdentoGo) Fingerprint Receipt or valid clearance letter - FCSR Worker Registration Form Submit all Documents (in 1 packet) to Human Resources by through email or: Mail or Drop Off: SPS R-12- Kraft Administrative Center Attn: HR Dept.- HR Technicians 1359 East St. Louis Street Springfield, Missouri 65802	Full Packet

Submit to HR: The Student Information & Placement Form, fingerprint receipt or valid clearance letter and the FCSR Worker Registration Form. SPS Email (credentials) and access to software/platforms (as approved), will be assigned after all paperwork is submitted & processed by the SPS Human Resources Dept. **Email:** humanresources@spsmail.org

ADDITIONAL RESOURCES FOR YOUR EXPERIENCE JOURNEY

Best Practices for a Successful Learning Experience

- Review the [Best Practices for a Successful Learning Experience](#)
 - Take initiative and proceed, as appropriate, based on your field experience assignment

Springfield Public Schools [Board Policies](#) and Requirements

- Review Prior to Experience
 - **Policy GBCB:** [Staff Conduct](#)
 - **Policy KK:** [Visitors to District Property and Events](#)
 - **Policy GBEB:** [Drug-Free Workplace](#) & **Policy AH:** [Use of Tobacco and Vaping Products](#)
 - **Policy EHB:** [Technology Usage](#)
 - **Policy GBH:** [Staff/Student Relations](#)
 - **Policy JO-1:** [Student Records](#)
 - **Policy IICC:** [School Volunteers](#) & **Policy GBEC:** [Criminal Background Checks](#)
 - [Visitor and Volunteer Requirements and Guidelines](#)

Substitute at Springfield Public Schools R-12- Penmac Staffing Agency

- We highly encourage all students and those who are able to obtain a DESE substitute certificate to apply to be a Penmac substitute.
- During your field experience, if allowed to substitute (check with your university/college supervisor), would be compensated through Penmac. Our [Board Approved Salary Schedule](#)- Substitute Rates (Penmac aligns for SPS).
- Contact Penmac's Education Coordinators at 417-986-7400 or email at sgf@penmaceducation.com for assistance.
- [Penmac website](#) | [SPS website - Becoming a Substitute](#) | [DESE website](#)

Substitute Rates at SPS (and compensated through Penmac)

- Teacher Daily 120.00
- Teacher-Long Term (11+ days in the same assignment) Daily \$140.00
- See our [2025-2026 Salary Schedule, pg. 25](#) for full list of substitute and temporary staff rates. If the BOE approves any additions or modifications, the most up to date Salary Schedule will be posted after the Board of Education mtg. On our [website](#), under "Salary Information."

Employment with Springfield Public Schools

- **Check Out Our Employment Opportunities!** [SPS Job Postings](#)
- **Apply Now!** Submit an application for any/all positions that you are interested in and are or will be qualified to fill. Applications may be submitted prior to obtaining required certification or licensed- ensure anticipated date of acquirement is reflected on application and/or resume.
- **Questions?** Contact the HR Dept. at humanresources@spsmail.org or 417-523-4647
- [SPS 2025-2026 Salary Schedule](#) | [SPS 2025 Benefits Guidebook](#) | [SPS Human Resources Home Page](#)

Do you Hire Teacher of Records or Provisional/Temporary Certificates?

- Yes! We fill vacancies within the parameters of our Collective Bargaining Agreements and Board Policies, while also ensuring we have the best and most qualified applicant to serve our students.
- Check with the Department of Elementary and Secondary Education (DESE) to identify what you are eligible for, timeline, and requirements.
- Follow up with your university/college for approval, as appropriate.
- Apply for any and all posted vacancies in which you would like to be considered as an applicant.
- For inquiries, do not hesitate to ask our Human Resources Dept. Employment Coordinator- specific to positions of interest. Call or email the HR Dept. at 417-523-4647 or humanresources@spsmail.org

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STUDENT INFORMATION & PLACEMENT FORM

STUDENT INFORMATION

Full Legal Name (First, Middle, Last): _____

Previous/Maiden Name: _____

Preferred Name: _____

Phone Number(s): _____

Home Address: _____

Personal Email: _____

Other Email: _____

DESE Substitute Certificate Status

____ No, I do not have one

____ Yes, I currently hold an active DESE substitute certificate

Other: _____

Currently employed with Penmac, as a substitute teacher?

____ No

____ Yes (or currently being onboarded)

Currently or have previously been employed with SPS R-12 (in any capacity)?

____ No

____ Yes (____ Current Employee; ____ Previous Employee)

If Yes, SPS Employee ID # _____; Position _____

EDUCATIONAL EXPERIENCE INFORMATION

College/University Name: _____

College/University Supervisor's Name: _____

• Email: _____

• Phone: _____

Memorandum of Understanding (MOU) in place between University/College & SPS R-12?

____ No, required to get one in place prior to beginning experience.

____ Yes, in place and current

Other: _____

Field Experience Type (check any/all that apply):

____ Student Teaching Semester ____ Fall ____ Spring ____ Year Long _____

____ Internship

____ Speech Language Pathologist (SLP)

____ Occupational/Physical Therapist (OT/PT)

____ Counseling Internship

____ Social Worker

____ Nursing

____ Audiologists

____ Other (Please Specify): _____

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Field Experience Details:

SPS Location/Department Assignment (s): _____

_____ SPS Employee(s) Assigned to Field Experience Student: _____

_____ Subject/Grade: _____

_____ Length of Field Experience (ex: weeks): _____

_____ Start: _____ End: _____

_____ Anticipated Certification(s) and/or License(s) Upon Graduation:: _____

Details of Attendance (Monday-Fridays, all day; Wednesdays only; time- arrival/leave; etc.):

Placement Requests and/or Information for District to Consider

CHANGES IN REQUEST/ASSIGNMENT- NOTIFICATION REQUIREMENT

Change in Request or Assignment?

Notify the HR Dept. if any of the following occur:

- Decision to not proceed with request for placement.
- Change in placement/assignment (within school or dept., teacher, district, time, etc.)

SIGNATURES- CONFIRMATION OF PLACEMENT

SPS Teacher/Professional Signature

SPS Principal/Director Signature

Field Experience Student Signature

University Supervisor Signature

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DOCUMENTS TO ATTACH/SUBMIT

Submit any/all information related to the requirements of the field experience.

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SPS R-12 HR DEPARTMENT USE ONLY

REQUEST FOR FIELD EXPERIENCE STATUS

_____ **Approved-** all required documents and processes complete to begin.

_____ **Pending-** information still needed. May not begin until approved.

_____ **Not Approved**

Reason: _____

Comments/Notes:

Signature of HR Technician Who Processed: _____

***HR Techs:** Email a copy of the completed packet to the student, the assigned staff member for the experience and building principal or SLT member. Upload a copy to the SPS list of student teachers.

Submit to HR: The Student Information & Placement Form, fingerprint receipt or valid clearance letter and the FCSR Worker Registration Form. SPS Email (credentials) and access to software/platforms (as approved), will be assigned after all paperwork is submitted & processed by the SPS Human Resources Dept. **Email:** humanresources@spsmail.org