

**Graduate Special Education Licensure – OFIE Placement
(ABS, ASD, DCD, EBD, ECSE, SLD)
Student Teaching Application Procedures**

- Your student teaching application and materials must be submitted to the Office of Field and International Experience (OFIE) using Qualtrics.
 - The Special Education Graduate Coordinator and OFIE staff will review your student teaching application and materials after the application submission due date. If you have not submitted all the required materials, your application will be coded as incomplete and further directions will be emailed to you using your MNSU email account.
1. **Complete the Application for Student Teaching in Qualtrics**
 - [Found on the MSU website page: Student Teaching Application](#)
 - Scroll down to Special Education (SPED) Graduate Students
 2. **Submit your Plan of Study**
 - Submit your Plan of Study for your specific licensure program (ABS, ASD, DCD, EBD, ECSE, or SLD).
 - Your plan of study can be obtained from your department. Contact your advisor or the SPED Graduate Coordinator.
 - **Upload your plan of study.**
 3. **Submit your Unofficial Transcript(s)**
 - Submit your unofficial transcript from MSU – obtained through e-services.
 - Submit your unofficial transcript from other institutions if it pertains to your degree (if applicable).
 - **Upload your unofficial transcript(s).**
 4. **Obtain Course Substitutions/Waivers**
 - Upload documentation for any substitutions or waivers (if applicable).
 - **Upload each document (as applicable).**
 5. **Copy of Current Teaching License(s)**
 - Submit verification of any licenses that you currently hold.
 - **Upload each document (as applicable).**
 6. **Complete About Me Statement**
 - [Found on the MSU website page: Student Teaching Application](#)
 - This is your opportunity to introduce yourself to potential administrators and mentor teachers.
 - **Upload about me statement.**
 7. **Complete the Authorization for Release of Student Information Form**
 - [Found on the MSU website page: Student Teaching Application](#)
 - This allows us to release your paperwork to school districts.
 - **Upload about me statement.**
 8. **Obtain Background Check Verification**
 - Background check information can be found on the MSU College of Education website page: [Background Check](#).
 - When you submit your application for student teaching, your federal criminal background check must be current. Completed background checks will be reviewed by the Office of Field and International Experience, and any discrepancies will be communicated to the appropriate school district officials (e.g., administrators,

Human Resource departments, placement coordinators, or teachers-on-special-assignment). Discrepancies may result in challenges or an inability to secure a student teaching placement, and Minnesota State University, Mankato will attempt to place candidates in up to three districts. Candidates with discrepancies are encouraged to include a letter of explanation with their application. Please note that Minnesota State University, Mankato will not release background check results to external agencies.

- **Upload background check results summary.**

9. **Verify your Proof of Liability Insurance**

- Submit documentation that provides active dates of your liability insurance.
- **Upload documentation.**

Insurance Options **You must be covered THROUGH your student teaching semester.*

- **Education Minnesota:** You are covered via your student membership. For each year you are a student member, you will receive a discount on your professional membership once you are a teacher. MSU receives weekly lists of current members. [Education Minnesota](#)
- **Association of American Educators:** See details of student member benefits. You must submit a copy of member verification. [Association of American Educators](#)
- **Content-Specific Professional Organizations:** Some organizations offer professional liability insurance. You must submit a copy of your current membership along with a copy of the liability insurance benefit statement from the organization.
- **Personal Insurance:** Some personal insurance companies offer professional liability insurance. You must submit a copy of the liability insurance benefit statement from the company.
- **School District Liability Insurance:** If you are covered for professional liability in a school setting from another insurance provider, provide a copy of the insurance card and the section of the policy indicating your coverage.

Contact Information:

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Minnesota State University, Mankato has a commitment to a respectful learning environment. Students have the right to seek a remedy for a decision they believe a campus office/department has made is unfair, arbitrary, or capricious. The variance process is designed to formalize the method by which a student may appeal a decision relating to knowledge, skills, dispositions, or program requirements. Students interested in submitting a variance request should log into [Student Information Management System - SIMS](#), complete the on-line form and submit it.