

## Intent to Student Teach Form

1. **One year before you plan on student teaching, complete the Intent to Student Teach Form.**
2. Log into MySRU.
3. Locate the "Teacher Education Card".
4. Click on the "Intent to Student Teach Form" link.
5. Complete the semester (spring or fall) and year you will be student teaching.
6. The form will show your information. Please verify that all information is correct.
  - a. If your address or phone number are incorrect, you may update that information through MySRU.
7. In order to complete the process, you must email the form to your academic advisor for review. Your advisor will review and sign the Intent to Student Teach Form if you will be ready to student teach in the semester indicated on the form.
8. Once your advisor has signed your form, you must submit it in either hard copy to the Dean's Office (105 McKay) or by email to: [coe@sru.edu](mailto:coe@sru.edu)
9. After you have submitted your form, you will not be able to apply again. You will only be able to view your information. If you need to make a change in the semester that you will student teach, you should contact the student teaching office in 105 McKay or [coe@sru.edu](mailto:coe@sru.edu).