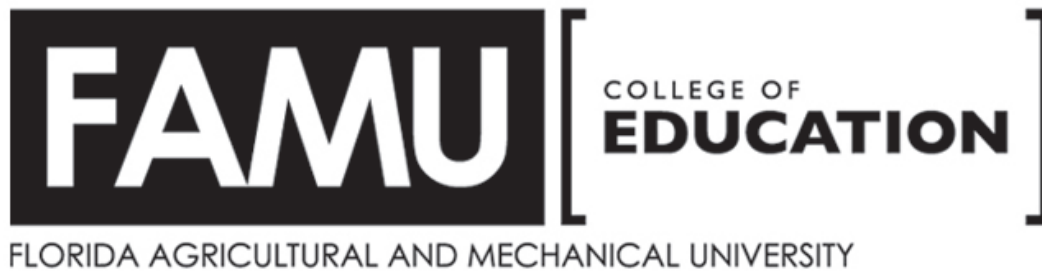


**YOU *MUST* HAVE A PRE-APPLICATION ON FILE WITH THE OFFICE OF STUDENT TEACHING BEFORE SUBMITTING A STUDENT TEACHING APPLICATION**



**FALL 2017 STUDENT TEACHING APPLICATION  
DEADLINE: APRIL 21, 2017**

***ON-LINE STUDENT TEACHING APPLICATION INFORMATION***

You are encouraged to use a Windows-based PC with Microsoft Word 6.0 to complete your student teaching application. The use of a non-Windows based PC and/or any other software may cause misalignment of your application documents. Computers with the appropriate software and print capabilities are available in the Instructional Media Center in Coleman Library. The cost of printing is \$.10/page and you must have a Rattler card with funds available on the card to print. You will also need an email address to sign onto the web site.

**PROCEDURES FOR ACCESSING STUDENT TEACHING APPLICATION WEB SITE**

1. From the internet, go to the following web location:  
<http://www.taskstream.com/ts/manager50/StudentTeachingApplicationGuide.html>
2. Click ***Enter***
3. The ***Student Teaching Application Guide*** is in view. Please click on each section to view the pertinent student teaching information and to gain access to the applications. Be sure to assess the ***General Instruction*** section prior to submitting student teaching packets.
4. To Download and Save an Application, please follow the directions below.

**PROCEDURES FOR DOWNLOADING AND EDITING APPLICATION DOCUMENTS**

To download and save any of the application documents, click on the ***Attachment***, at the bottom of the section for the documents applicable to your major. The document will open automatically on the web site. To save the document, click on the ***Save button*** and follow the on screen instructions. You can then access the document by following your normal procedures for opening up documents. Complete the form, save to travel or flash drive, and print.

**If you have any questions, please contact**

**The Office of Student Teaching**

**(850) 412-5330**