



Office of Human Resources

#2 Mark Twain Circle
Clayton, MO 63105

T: 314.854.6000
F: 314.854.6093

Student Teacher Request Procedures

School District of Clayton welcomes student teachers during the fall and spring semesters. Written placement requests are sent to Human Resources from the Universities.

Requests from Universities are to be sent directly to Cindy Whitney, Administrative Assistant Human Resources, #2 Mark Twain Circle, Clayton Missouri 63105.

Placement Details

- Written placement request from university
- Description of assignment
- Certification Level
- Certification Subject
- Assignment starting and ending date, or total hours required
- Student's profile, bio or resume
- Student's transcripts

Criminal Background Check Clearance

- Documentation of a Missouri State Highway Patrol Criminal Record Check completed within the last six months.
- Documentation of a Division of Family Services Central Registry Child Abuse Search completed within the last six months.

TB Test Results

- Record of negative results of a tuberculosis completed within the last six months.

Acceptance or Declining Placement

- The building will need to notify Cindy Whitney of student acceptance for/or declined placement so the university can be notified in a timely manner.