



Graduate Admissions to Student Teaching Checklist

Important Note: Completed applications received after published deadlines will be deferred to the following semester. Candidates may not apply for Student Teaching in the same semester as being admitted to the Teacher Education program.

- Submit each required documentation in **one (1) PDF file** via email to teachercertification@tnstate.edu **(No Photos Accepted)**

Application Deadlines:

Fall – October 30 Spring – March 30 Summer- June 30

CANDIDATE BACKGROUND

- Acceptance Letter to Teacher Education program
- Up to Date Program of Study (academic plan) – **MUST include grades for completed coursework and be signed by your academic advisor.**
- Copy of Transcripts Current GPA: _____
(Unofficial TSU and **Official copies** on file if attended other universities prior to TSU)
*To retrieve MyTSU transcript – Go to MyTSU > Select Banner Services > Student > Student Records > Academic Records > Web-transcript (undergraduate and/or graduate) > right click on mouse while viewing transcript > select Print (**but do not print**) > change from printer to save as PDF. Save document on your computer then attach to email.*
- Candidate Photo (headshot, 2x3 from Driver’s License or Student ID).
**Note: Professional Photos can also be taken at the University Career Development Center.*
- Background Check Clearance Letter (or proof of district employment)
- TBI Waiver _____ (sem/yr completed) Privacy Act _____ (sem/yr completed)
- [Emergency Contact Form](#)
- Proof of [liability insurance](#) (*non-district employees only*)
Spring applicants should complete this step **AFTER April 1st, to join for the **next academic year**.*

TEST SCORES ***Note: Scores should be passed at the time filing this application.**

- Copy of Praxis Content Knowledge Tests for your certification area.

PROFESSIONAL DEVELOPMENT

- Updated** Teaching Philosophy (*minimum of 300 words*)
- Updated** Professional Resume,
- Updated** URL to LinkedIn page: _____

TESS Office Only

Admission Status: Approved Denied

Emailed Certificate & Letter Mailed: _____ Department Notified: Yes No



TEACHER EDUCATION PROGRAM GRADUATE STUDENT TEACHING APPLICATION

Admissions to Student Teaching starts the culminating experience for licensure candidate as they make the “campus to classroom” transition. Aspiring educators serve as the lead instructor under the supervision of a mentor teacher and master clinician. Candidates showcase their knowledge, skills, and dispositions of an emerging educator. The edTPA performance assessment is completed during this semester to evaluate the planning, instruction, and assessment abilities necessary for full certification.

- Submit each required documentation in **one (1) PDF file** via email to teachercertification@tnstate.edu
(No Photos Accepted)

Application Deadline: Spring – March 30th Summer – June 30th Fall – October 30th

Name:		T Number:	
Phone:		Classification:	
Cum GPA:		Certification Area:	
		Anticipated Date of Graduation:	

PRAXIS II TEST SCORE RESULTS

Passing score results are to be sent to the sent the State Department of Education - Tennessee State University when applicant registers and **PDF copy to the passing results emailed to the TESS office** (teachercertification@tnstate.edu).

**Note: Failure to have a 1st attempt on Praxis II exams may have implications, as district seek to host residents that have completed content exams in their endorsement area, prior to year-long residency.*

***Note:** Indicate the Test Number and Passing Score Results below:

Test 1		Test 1 Results		Test 2		Test 2 Results	
Test 3		Test 3 Results		Test 4		Test 4 Results	
Test 5		Test 5 Results					

*I acknowledge the accuracy and validity of this application submitted to the Office of Teacher Education. The above-named applicant **has met all prerequisites** for student teaching or **will meet the requirements upon completion of current course semester.***

Advisors acknowledge of applicant submitting and meeting all requirements for Student Teaching (please select one): Approved Denied

Advisor Signature: _____ **Date:** _____

**Note: Applicants are encouraged to use an electronic service, such as Adobe or DocuSign, to expedite the submission of the application to the TESS office – teachercertification@tnstate.edu*

SUPPORTING DOCUMENTATION

Attach all supporting documentation in **one (1) PDF format with application** (pending documents please note as attachment):

1. **Admissions to Teacher Education** letter.
2. Updated Program of study/Transcript Evaluation (Semester and Grade for each course completed and **Summer/Fall 2025 coursework**)
3. **Transcript** (Unofficial TSU and **Official copies** on file if attended other universities prior to TSU)
*To retrieve MyTSU transcript – Go to MyTSU > Select Banner Services > Student > Student Records > Academic Records > Web-transcript (undergraduate and/or graduate) > right click on mouse while viewing transcript > select Print (**but do not print**) > change from printer to save as PDF. Save document on your computer then attach to email.*
4. Program of study/Transcript Evaluation (Semester and Grade for each course completed and pending).
5. Photo (headshot, 2x3 from Driver's License or Student ID). **Note: Professional Photos can also be taken at the University Career Development Center.*

CLEARANCE DOCUMENTS

- Proof of Employment for Employer (School, Grade Level, Position, School ID)
*If you are not a district employer, you **MUST** have a background check on file in the TESS office.*
 - Attach copy of [Background Check Clearance](#) letter
(contact TESS office if you can not locate)
 - Proof of [liability insurance](#), if you **are not** currently employed by a school district.
** Spring applicants should join AFTER April 1st, since STEA membership runs from September 1 – August 31.*
6. [Emergency Contact Form](#)
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Do you have any family or relatives who are currently working for any school or district?
No Yes (If Yes, list their names, titles, school site and district below):

If you are seeking special accommodations under ADA, please attach the completed *A Reasonable Accommodation Request Form*. (available of the [TSU Disabled Student Services webpage](#))

Verified Disabilities: No Yes

Have you ever been dismissed from an observation, field placement, internship, or student teaching?
No Yes (If Yes, explain):

Have you ever been convicted of a misdemeanor or felony?
No Yes (If Yes, explain):

Applicant's Signature _____ Date: _____

Comments:

TESS Office Only	Date Received _____	By _____
Application for Residency (Semester/Date): _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Reason for Denial:		