



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

PAIGE CURRY, DIRECTOR, HUMAN RESOURCES DEPARTMENT

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TO: University Education and ACP Colleagues

FROM: John Campbell
Coordinator/Human Resources

RE: Update for Student Teacher Placements in Birdville ISD

In order to help process student teachers, I wanted to take a moment to send you some instructions that will hopefully aid in streamlining our approval and placement process.

1. Please continue to send us the student teacher placement request forms that your program uses.
2. All student teachers are required to have a background check. We are no longer using the forms that many of you have for the background check. The new process should be easier and quicker for everyone. Please have your student teachers do the following:
 - Log on to the **BISD website**: www.birdvilleschools.net
 - Click on the **EMPLOYMENT** tab
 - Scroll down on the left side under **Site Shortcuts to Student Teacher/Classroom Observation Placement and Non-Paid Intern Candidate Information**
 - On the right side click on **Volunteer Application**. Complete and submit the form
 - Once the form has been approved, you will receive an email. Please forward the email to Marie Jimenez at: marie.jimenez@birdvilleschools.net

Thank you for allowing us to host student teachers from your respective programs. Our teachers are eager to help aspiring teachers to achieve their goal of having their very own classroom. It is a pleasure to work with all of you.

If you have any questions please let me know. I can be reached at (817) 547-5500, extension 10069 or via email at: john.campbell@birdvilleschools.net. My assistant is Marie Jimenez and she may be reached at (817) 547-5500, extension 15275 or via email at: marie.jimenez@birdvilleschools.net.

I hope this information is helpful.