

## KU Substitute Teaching While Student Teaching Policy

KU College of Education's "Substitute Teaching While Student Teaching Policy" allows student teachers to be paid as substitute teachers for up to 10 days of the student teaching semester if there is pre-approval from the classroom mentor, the university supervisor, and the student teacher. The policy is intended for student teachers to substitute for their mentor if their mentor is absent. Additional paperwork and approval must be in place with the school district in which the student teacher is placed. The policy accords with a relevant PDE policy, [Act 91 of 2021](#). To be eligible to substitute while student teaching, student teachers must meet the requirements of this act.

### Process for KU Student Teachers to be Paid Substitutes During Placement

1. Student teachers interested in substitute teaching during their placement begin the process by obtaining and signing **Section 1** of the [Substitute While Student Teaching Form](#) to indicate interest. This form can be obtained from the [KU Office of Clinical Partnerships](#).
2. To be eligible for substituting during student teaching, student teachers must complete at least 3 weeks in the current placement.
3. After indicating interest, *for initial hire only*, student teachers must attain the recommendation of both their school-based mentor teacher and KU student teaching supervisor to be a substitute teacher during their student teaching experience. Recommendations must include a positive in-progress observation from both the current school-based mentor teacher and current university student teaching supervisor with an overall score of "acceptable" in all four domains of the KU observation form. Both school-based mentor teacher and KU university supervisor must sign **Section 2** of the [Substitute While Student Teaching Form](#).
4. If students teachers go on to a second placement, a second form must be obtained and completed; however, student teachers who have already been approved for substituting in first placement need only the signatures of second placement mentor and supervisor in **Section 2** of the [Substitute While Student Teaching Form](#). **There is no need for formal observation for student teachers previously approved and hired in first placement – even if the district has changed. Student teachers wishing to substitute in second placement, must still complete #5 - #7 below in second placement.**
5. After getting approval from mentor and supervisor, the student teacher submits all hiring paperwork and gets district approval to be paid to be a substitute teacher. The school district or local education agency (LEA) must officially employ the student teacher as a paid substitute and will determine the fixed salary of the student teacher when acting as the substitute teacher.
6. The student teacher must fill out **Section 3** of the [Substitute While Student Teaching Form](#), indicating the start date and the end date of the current placement. The start date may not begin until after a minimum of 3 weeks experience in the current student teaching placement.
7. The completed form should be returned to the [KU Office of Clinical Partnerships](#) and shared with the KU university supervisor.

### Additional Policies and Exclusions

- The KU student teacher may only substitute in the school-based mentor teacher's classroom; they may not substitute in another classroom.
- The KU student teacher cannot be paid as a substitute in their student teaching experience for more than 10 days.
- The student teacher can only begin substitute teaching after all approvals and with a minimum of 3 weeks of experience in the student teaching placement. For student teachers with 2 placements, approval and the 3-week requirement must occur for each placement.
- For any day that the student teacher will be a paid substitute in their classroom, they must notify the [KU Office of Clinical Partnerships](#) as soon as they are made aware of the situation. The student teaching office will establish a system to record the number of days they are paid not exceeding 10 in total.
- This agreement for substitute teaching during student teaching concludes when the student teaching placement ends.