The Student Teacher Online Registration Portal

A quick guide from the NYC Department of Education

Office of Teacher Recruitment & Quality
Accessing the portal in 3 different ways:

1. Go to www.teachnyc.net and click on the “Student teachers” link at the top.
2. Go to www.teachnyc.net and click on the “Student Teaching in Our Schools” in “Student Teachers and Teacher Incentives” tab.
If this is your first time entering information on the site, click on “Register Now!” to start.

If you have already registered and wish to update your information or add a school placement, login by using your existing username (email address) and password.

If you are an international student you do not have to register. However, international students who will student teach in a NYC public school must get fingerprinted and pass the background check clearance (see Student Teaching Handbook for details).
Creating Profile

- Complete all required fields marked with an asterisk. As we frequently communicate with registered student teachers about the full-time application and hiring process as well as other important information, be sure to enter an active email address when registering.
You have completed the registration step. You will receive an email with detailed instructions on how to obtain security clearance from the NYC Department of Education. Please note that Student teachers who will be classroom observers for more than 5 days in a NYC public school must obtain security clearance that includes a criminal history check.

At this point, you can either log off or if you know your placement information enter your placement information. To add the information in at a later date, simply log back into the form using your username and password.
Placement Confirmation Letter

- If you have entered the placement information, please make sure to print the Placement Confirmation Letter.
- If you do not have your placement information yet, please make sure to enter it as soon as you receive it. **You are required to present this letter before or on the first day of your student teaching.**

Tuesday, September 30, 2014

**Student Teacher Placements**

Please enter all required fields.

If you do not have any school placement information at this time you may logout and update your information at a later time.

If you have multiple placement locations, you will have the option to enter additional ones.

*Fields marked with an * are required.*

**Student Teacher Placement**

**ADD PLACEMENT**

<table>
<thead>
<tr>
<th>Placement</th>
<th>Print the Placement Confirmation Letter</th>
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</thead>
<tbody>
<tr>
<td>*Semester</td>
<td>Fall 2014</td>
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<tr>
<td>*Subject</td>
<td>Dance</td>
</tr>
<tr>
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<tr>
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<td>Manhattan</td>
</tr>
<tr>
<td>*Placement School</td>
<td>M036 - P.S. 036 Margaret Douglas</td>
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Student Teaching Handbook and Questions

Please make sure to read the Student Teaching Handbook located on “Student Teachers and Teacher Incentives” tab in “Student Teaching in Our Schools” section.

If you have any further questions please feel free to contact: studentteachercoordinator@schools.nyc.gov

Thank you for your interest in student teaching in our schools!