

Instructions to Apply for Student Teaching and Teacher Residency

for Spring 2028 and Fall 2027

Completing Your Application in ELMS

Step 1: Log In

Go to <https://myballstate.bsu.edu/> and log in with your Ball State credentials. On the left-hand side, click “General Tools.” Then click the “CORE ELMS” link to access the system.

Step 2: Complete the Student Teaching Questionnaire

Once you're in ELMS, click the “VIEW” button next to Student Teaching Questionnaire on your home page. Download the fillable PDF form. Fill out all required fields carefully, this document will be shared with schools as part of your official application. Save the completed form to your computer; you'll upload it later in the application process.

Step 3: Start Your Application

In the left-hand menu, click “Teacher Residency / Student Teaching / Field Experience Requests.” Then click “Add New Teacher Residency / Student Teaching / Field Experience Request.”

Step 4: Select Your Placement Info

Use the drop-down menus to choose your Rotation Date (semester you wish to student teach) and select Rotation Type: Student Teaching. Then click Continue.

Step 5: Fill Out the Application

Complete all required fields in the application.

- Use the drop-down next to Teaching Specialty, select Student Teaching.
- Use the next drop-down next to select your desired placement option including residency.
- Use the next drop-down menu to select your licensure area or major.
- If you are requesting an IU Global Gateway placement, indicate the Indiana city where you will be residing during your student teaching semester.
- Use the text box to provide any additional information or placement-specific requirements related to your licensure area. For example, if you are a Secondary Mathematics major pursuing the Middle School Mathematics licensure area, indicate that here. Do not use this field to request a specific school or geographic placement.
- Read each of the three statements and confirm understanding by selecting “I Understand” for each.
- If you are applying for a Teacher Residency, Grow Your Own placement, or are a Transition to Teaching (T2T) candidate employed by a school corporation, complete all additional required fields.

Step 6: Upload Your Questionnaire

At the bottom of the application, go to the “Attach New File” section. Upload your completed Student Teaching Questionnaire (the form you saved earlier).

Step 7: Submit Your Application

Once you've filled out all sections and uploaded your file, click the “Submit” button at the bottom of the page.

Step 8: Complete the Required Form

In the left-hand menu, click “Required Forms.” In the “Update” column, click “Add.”

- Read the two form descriptions.
- Select today’s date.
- Click “I Understand.”
- Scroll down, click “Complete,” then click “Enter Required Form.”

Completed Application

You’ve now completed the student teaching application process! Make sure to check your Ball State email regularly for any updates or next steps.

Helpful Hints:

- Take note of the restrictions on the length of answers for the three questions and the philosophy of education on the Student Teaching Questionnaire.
- You may wish to compose your answers in a word processing program to use spelling/grammar checks and a character count. The answers can then be copied into the Student Teaching Questionnaire.
- Please note that the Student Teaching Questionnaire document submitted in CORE ELMS becomes the cover page for placement requests that are sent to school districts. Take the time to present yourself well.
- If you choose the Grow Your Own (GYO) option, you will need the school information prior to submission of your application. This includes district name, principal’s name, principal’s email address, city and state of district, and grade levels you attended in the district.

Questions? If you have questions or concerns, please e-mail otes@bsu.edu or visit our office in TC 205.