<p align="center" style="color:red">INSTRUCTIONS TO APPLY FOR STUDENT TEACHING for Fall 2026 and Spring 2027</p>

OPEN APPLICATION PERIOD: September 22, 2025, at 6:00PM – November 14, 2025, at 11:59PM Eastern Time

<p align="center" style="color:red">Completing Your Application in CORE ELMS</p>

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 CORE ELMS, click the **"VIEW"** button next to **Student Teaching Questionnaire.** 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 menu to select your type of student teaching placement.
- Read the three statements and confirm understanding by selecting **"I Understand"** for each.
- If you're applying for a **Grow Your Own** placement, be sure to fill out the additional required fields. If not, enter **"N/A"** where applicable.

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 form description.
- Select **today's date.**
- Click **"I Understand."**
- Scroll down, click **"Complete,"** then click **"Enter Required Form."**

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

Important: If you have submitted your application, you may go back into it and edit your responses until 11:59PM Eastern Time on Friday, November 14, 2025. After this date and time, your application will not be accessible, and changes will not be allowed. For example, your living location may change. If that is the case after the deadline, you must contact OTES-CP (otes@bsu.edu) to document those changes in order for us to process the application and secure your student teaching placement.

Helpful Hints:

a.) Take note of the restrictions on the length of answers for the three questions and the philosophy of education on the Student Teaching Questionnaire.

b.) 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.

c.) 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.

d.) 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.

e.) Use the "Additional Notes/Comments" section to include information relevant to your application. Examples may include but are not limited to "ELED student teacher also obtaining a middle school math license", "Early Childhood candidate who prefers pre-K over K-3".

f.) If you are applying to the teacher residency, you only need to complete the teacher residency application. You do *not* need to submit the student teaching application as well."

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