

## Indiana University of Pennsylvania

### Substitute Teaching While Student Teaching Guidelines

From PDE:

*The Substitute Teaching Permit for Prospective Educators became effective on September 11, 2016 with the passage of Act 86 in 2016 and was modified with Act 91 in 2022.*

*This permit allows an education student in an approved Pennsylvania teacher preparation program who meets the specific requirements in the law to be hired by a Local Education Association (LEA) in a controlled salaried permit position.*

#### **Requirements:**

*An eligible education student:*

- *Must be currently enrolled in a PA college or university teacher preparation program regionally accredited and approved by PDE;*
- *Must have completed 60 semester hours or the equivalent at an accredited PA college or university; and*
- *Must be eligible under § 111 (criminal history) and § 1109(a) (good moral character, at least 18 years of age, U.S. citizen, etc.) as well as have appropriate child abuse clearances.*

#### **Process:**

- *The permit is issued by the chief school administrator of the LEA (school district, charter school, area vocational-technical school, or intermediate unit) to the eligible education student.*
- *The student must present verification of enrollment status and completed semester hours to the LEA.*
- *The LEA must verify the requirements for a criminal history, child abuse clearances, and Good Moral Character.*
- *The governing body of the LEA will fix the salary paid to the student.*
- *Substitute time is not eligible for Pennsylvania State Employees Retirement System or School Employees Retirement System retirement credit.*

#### **Service Permissions:**

- *The permit is valid for one year and allows the student to substitute teach for no more than 10 days per school year for a single teacher and not more than 20 days for multiple employees per school year.*
- *The permit may be renewed for one additional year if the student provides documentation of continued enrollment in the preparation program and the completion of an additional 15 credit hours or its equivalent.*

## IUP Guidelines for Substitute Teaching During Student Teaching

**\*NOTE\* Subject to change at any time**

IUP's College of Education and Communication guidelines, **relative to student teachers**, regarding Act 86 of 2016 and modified by Act 91 of 2022 (above) permitting prospective teachers to act as substitute teachers are outlined in this document. **The guidelines below only apply to Indiana University of Pennsylvania's student teachers during their assigned student teaching placement.**

**Student teachers should be aware that anything they do while working in the school district, whether student teaching, substituting, or participating in other activities, may impact their own placement experience, and consequently, their student teaching performance and/or grade. They MUST act as professionals at all times.**

Requests will be discussed on a case-by-case basis and will **ONLY** be approved if/when the student teacher has achieved Proficient or Distinguished ratings in all categories on the Part I Generic Student Teaching Evaluation completed by the university supervisor(s) and mentor teacher(s) or has demonstrated sufficient improvement **AFTER** the Part 1 assessment is initially completed, as documented by the university supervisor(s) and mentor teacher(s).

**NOTE: All decisions relating to student teacher readiness and responsibilities will be determined on an individual basis by the mentor teacher, university supervisor and student teacher.**

Progress on all student teaching requirements such as the Teacher Work Sample and other program assignments must be evaluated before any student teacher starts substituting in order to ensure that they can be completed before the end of the student teaching assignment. Programs may have additional expectations, requirements or guidelines based on discipline content, certification requirements, or other considerations.

**NOTE: Student Teachers are responsible for ensuring that ALL requirements are completed if they choose to participate in substitute teaching opportunities.**

IUP student teachers will be permitted to act as a substitute teacher during their student teaching experience **ONLY** under the following conditions:

IUP student teachers:

1. Must be approved by the District School Board as a Student Teacher who may be used to substitute.
  - a. This process will be different for each school district and may not be an option for all student teaching placements. There should be clear communication between the school site, the university supervisor, and the student teacher about this option. All parties must agree to the use of a student teacher as a substitute teacher.
  - b. A locally issued permit will be provided by the school site.
2. Must obtain a positive recommendation from their mentor teacher and university supervisor **prior** to being used as a substitute teacher.

3. May substitute **ONLY** within their certification area and as approved by the university supervisor and program coordinator.
4. May only substitute in their **current** placement building.
5. May serve as a substitute teacher during their student teaching placement for a **maximum** number of 10 days for full semester placements, and for a **maximum of 5 days in the first half semester placement and 10 days total** for students with two placements in a single semester.
6. Must notify their University Supervisor immediately once they learn that they will be substitute teaching rather than student teaching.
7. Must submit copies of the completed and signed Subbing While Student Teaching application AND the permit issued by the school to Lynnette Colton at [colton@iup.edu](mailto:colton@iup.edu) before their first day of subbing.
8. Must be officially employed by the LEA as a paid substitute and the LEA will determine the fixed salary of the student teacher when acting as the substitute teacher.

Some LEAs may have additional restrictions such as:

9. May be used to substitute **ONLY IF** all other possible District substitutes have not taken the open position and District teachers will be in the position of having to “cover” the position for the day. (i.e. – using the student teacher due to a need for bargaining unit coverage of another class)

**A student teacher is not obligated to act as a substitute teacher during the student teaching semester but those who believe they may be interested in doing so should initiate the process outlined below as soon as possible.**

Suggested process for obtaining a *Substitute Teaching Permit for Prospective Teachers*

Student teachers should:

1. Contact the school district’s Superintendent’s Office or Human Resource Office to determine if the school district is willing to offer a “Substitute Teaching Permit for Prospective Teachers”. These guidelines should be shared with the school district with the initial inquiry.

2. Complete whatever process is outlined by the school district for obtaining this special permit.

According to the legislation it is likely the following will be the minimum required.

- a. verification that the candidate is currently enrolled in a teacher preparation program, as indicated on the Application form.

- b. verification that the candidate has completed at least 60 hours of coursework at a college or university within the Commonwealth accredited by a regional accrediting agency, also indicated on the Application form.

- c. Other items as determined by the school district such as clearances, resume, etc.

3. If the student teacher plans to pursue this option, they can access the required form letter on the LiveText student teaching site and arrange to discuss their plans and obtain the necessary signatures from their mentor teacher, student teaching supervisor, and program coordinator.

4. The student teacher should then submit the completed Application to the appropriate office in the school district. The submission of this Application notifies the school district of the availability of the student teacher to act as a substitute once all approvals are in place. After the student teaching semester has ended, the graduate may substitute in the school district as frequently as requested but no more than the total number of days designated in the legislation prior to certification.

**\*See Application Form Posted on Livetext**

**Application to Substitute in Student Teaching Placement District**

To Whom It May Concern:

According to the IUP College of Education and Human Services guidelines regarding substitute teaching while student teaching, I am formally requesting that I be considered for substitute teaching while student teaching in your school district. Below are the signatures of my mentor teacher, university supervisor, and program coordinator acknowledging that in their certified professional opinion, my skills, knowledge and disposition are such that I would be an effective substitute teacher within my certification area. Completion of this application with all required signatures signifies that the applicant is currently enrolled in a teacher preparation program at an accredited University and that the applicant has completed at least 60 hours of coursework.

Sincerely,

Student Teacher's Name \_\_\_\_\_

Student Teacher's Area of Certification \_\_\_\_\_

\_\_\_\_\_  
Cooperating Teacher Print Name/Title

\_\_\_\_\_  
University Supervisor Print Name/Title

\_\_\_\_\_  
Cooperating Teacher Signature

\_\_\_\_\_  
University Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
IUP Program Coordinator Print Name/Title

\_\_\_\_\_  
IUP Program Coordinator Signature

\_\_\_\_\_  
Date

## FREQUENTLY ASKED QUESTIONS BY THE STUDENT TEACHER

**Q1: What if I have a special permit from the school district in which I am student teaching and have been subbing prior to student teaching?**

A: You still must wait for approval from your cooperating teacher and university supervisor to be excused from student teaching to substitute teach. The guidelines in this document still apply to you.

**Q2: What if I want to substitute teach in a specific school district during the second half of my student teaching assignment? Will that be taken into consideration when getting placed for student teaching?**

A: No. The sole purpose of the student teaching semester is to provide a student teaching experience with an excellent mentor. Substitute teaching will be an option for those student teachers who demonstrate readiness and interest in solo teaching and only in school districts that choose to offer the “special permit”.

**Q3: Do I have to accept a substitute teaching opportunity during the student teaching semester if I do not want to?**

A: No. All parties must be fully in agreement. This is first and foremost your student teaching semester, and successfully completing those experiences and assignments should always take precedence over substitute teaching.

**Q4: What if the school district I am in uses a “sub service” such as Kelly Educational Staffing, for example?**

A: You would have to obtain approval through the “sub service” but those details would be provided by the school district.

**Q5: What if a school district requests that I act as a substitute teacher prior to midterm?**

A: This **may** occur on a case-by-case basis and **only** with permission of all parties (student teacher, mentor teacher and university supervisor) and if ALL evaluation criteria have been met.

**Q6: What if I change placements or school districts after the midterm of the semester?**

A: This will be discussed on a case-by-case basis and **must** be approved by all parties involved, as explained in the Guidelines above (May serve as a substitute teacher during their student teaching placement for a ... maximum of 5 days in the first half semester placement and 10 days total for students with two placements in a single semester.)

**Q7: Will I get paid for the days I act as a substitute teacher?**

A: Yes. The legislation indicates that “...the individual shall receive a fixed salary...” This will be determined by the school district or sub service.