



Student Teaching & Observation Requirements

Welcome to the Lebanon City Schools Professional Learning Community! We are excited that you are considering our district for your clinical experience. Whether you are beginning your journey through early classroom observations or preparing for your final student teaching residency, we value the fresh perspectives and dedication you bring to our classrooms.

Our district is committed to fostering the growth of future educators by providing high-quality, mentored environments. However, to ensure the safety of our students and maintain the integrity of our instructional programs, all candidates must meet specific university and district-level requirements—including background clearances and credential verification—before a placement can be finalized.

Please review the following guidelines carefully to understand our placement process, necessary documentation, and upcoming deadlines. We look forward to the possibility of hosting you and supporting your professional development.

Required Documentation for Placement

University Confirmation & Enrollment

- Candidates must provide formal confirmation of their enrollment in an educator preparation program. A formal placement request sent directly from your university is preferred to verify your status and specific program requirements.

Memorandum of Understanding (MOU) with the University

- A valid, executed placement agreement must be in place between your university and Lebanon City Schools.

Criminal Background Checks (BCI & FBI)

- Candidates must have current, fully cleared background checks that meet District and State requirements.

Pre-Service Permit (Ohio Students Only)

- Candidates may need a valid Ohio Pre-Service Teacher Permit in accordance with state regulations.

ODE Licensure/Permit (Out of State Students / Online Programs)

- Candidates who are not required to obtain a Pre-Service Permit will need a substitute license and/or aide permit to meet district requirements for placement.

Technology Use & Acceptable Use Policy (AUP)

- Mandatory sign-off on the District's Network Resource Rules and Regulations.

Placement Request Timeline

To ensure we can identify the best possible Mentor Teacher for your clinical experience, Lebanon City Schools encourages the submission of all placement requests as early as possible. Please adhere to the following timeline:

- **Early Submission (Recommended):** We begin reviewing requests several months in advance of each semester. Submitting your request early provides the greatest opportunity for a successful match within your preferred grade level or subject area.
- **Start of Semester:** While we continue to process requests as the semester begins, **placements are not guaranteed** for any requests received after the first day of the Lebanon City Schools academic calendar.

- **Final Cutoff Dates:** To maintain instructional consistency for our students, no placement requests will be accepted or granted after the following dates for the current semester:
 - **Fall Semester:** September 15th
 - **Spring Semester:** January 30th

Requests received after these dates will be considered for the following academic term.

District Contact Information

- **Brian Dalton**
 - **Title:** Assistant Superintendent
 - **Email:** dalton.brian@lebanonschools.org
- **Kristi Feldmann**
 - **Title:** Administrative Assistant for Human Resources
 - **Email:** feldmann.kristi@lebanonschools.org

For any questions regarding the placement process, required documentation, or status updates, please reach out to our HR department at hr@lebanonschools.org.