

Student Teachers

Student teachers are only allowed access to students via 3rd party apps and/or access to Synergy if they have completed the process our district put in place for student teachers for obviously important reasons – They are in contact with HR, they have completed all 4 requirements with HR (Background Check, Safe Schools, FERPA and Confidentiality Agreement) and they are issued a 4J email account as the final component.

I will verify with HR first and I do not add student teachers as Staff in Synergy nor process their Synergy account applications until all the above components are completed.



You should NEVER create Staff records for student teachers on your own based on your teachers' or admin's request.

When the student teacher and/or their advising teacher reaches out to you (secretary/registrar), ask them what the advising teacher wants their student teacher to access. Review the two possibilities below and send your request to sis@4j.lane.edu with the [required information](#).

1

If the student teacher just needs to access Canvas/Clever/SeeSaw for their 4J advising teacher's section(s), then I just need to create a Staff record for them in Synergy and then the school's secretary/registrar has to assign the student teacher's Staff record as additional staff to each of the advising teacher's section(s).

They will need to provide the 4 data elements listed below in order for me to verify with HR their status and create their Staff record:

(1) The student teacher's **legal** first and last name

(2) Their gender

(3) Their 4J email

(4) The school they are assigned to (Optional – Their advising teacher)

*Once I have confirmed that the student teacher is legitimate, has completed all the required components per HR and has been issued a 4J email, I will create their Staff record and assign them to the school and let you know via the ticket.

Secretary/Registrar – Your responsibility is to add the student teacher's Staff record (after it has been created and assigned to your school) to their advising teacher's section(s) on the **Additional Staff** tab (no need to populate the 3 **TeacherVUE Security** fields, ie leave blank). The sync to 3rd party apps from Synergy will pull the additional staff data over, allowing them to log into Canvas/Clever/SeeSaw etc the day after.

2

If the student teacher needs to also access Synergy (the advising teacher wants them to take attendance or enter assignments in the Synergy grade book), then [they will need to submit their completed Synergy Account Application Form that is approved \(signed\) by that school's secretary/registrar](#).

*Same as above. [I will cc you & the advising teacher if provided on their Synergy account ready notification.](#)

Secretary/Registrar - Your responsibility is to add the student teacher's Staff record (after their Staff record and Synergy account has been created and assigned to your school) to their advising teacher's sections on the **Additional Staff** tab and populate the 3 **TeacherVUE Security** fields accordingly depending on what access the advising teacher wants their student teacher to have.

An advanced warning: If student teachers are granted access to the grade books, make sure their advising teachers communicate the intricacies of their grade book setup to their student teachers. We cannot unravel messes created by their student teachers after the fact.