



## Forest Hills School District Pre-service Placement Process

The Forest Hills School District believes that it is important to actively participate in the preparation and training of university and college students pursuing the teaching profession. Our district has many excellent teachers who can mentor students as they learn the art and science of teaching.

The placement of all pre-service teachers will be coordinated through the Office of Human Resources. Placements include student teaching, practicums and classroom observations.

**PLEASE DO NOT CONTACT OUR TEACHERS DIRECTLY TO ARRANGE PLACEMENT. THE PROCESS MUST BEGIN IN THE OFFICE OF HUMAN RESOURCES.**

1. Complete the [Pre-Service Placement Form](#). You can use the link or find it on our website at [www.foresthills.edu](http://www.foresthills.edu) on the Human Resources department page.
2. HR is notified when a form is completed.
3. We use a list of teachers who have expressed interest in mentoring a student and have been approved to accept placements.
4. If a student is matched with a mentor teacher, Human Resources will contact the placement coordinator and request a copy of the students' background check. We require an Ohio BCI and FBI background check that has been completed within a year. If a student is accepted and needs a background check, they may make an appointment with Amber Stephens by emailing her at [amberstephens@foresthills.edu](mailto:amberstephens@foresthills.edu).
5. Once HR receives the student's background check, they will be placed on our Board agenda for approval.

If you have any questions regarding our pre-service placement process, please reach out to Amber Stephens at [amberstephens@foresthills.edu](mailto:amberstephens@foresthills.edu).