

Teacher of Record Policy & Eligibility Information

Teacher of Record (TOR) Policy: Undergraduate students who are within twelve (12) hours of completing the MSSU Teacher Education program or post-bac students accepted into our alternative programs may be hired by a school district to begin teaching during their student teaching semester in a Missouri public school or an accredited private school. This requires a provisional certificate with the candidate, EPP, the hiring district and DESE.

Teacher of Record (TOR) Eligibility: In some situations, a student teacher may be hired to begin teaching during their student teaching semester. This requires a provisional certificate to be issued between the TOR candidate, MSSU Teacher Education, the hiring district, and DESE. For a student teacher to be considered for a TOR placement, the student must meet the following criteria:

1. Be within 12 hours of graduating.
2. Attempt and pass state-mandated exam related to initial certification area prior to application.
3. If applicable, the student will provide evidence of growth if they have received a baseline or below baseline ratings from instructor(s)- submitted on Professional Disposition Profile(s) during Junior Block and post Junior Block. The MSSU PDP is based on the Missouri Educator Evaluation System (MEES) created by DESE.
4. If applicable, the student will provide evidence of growth if they have received an MSSU Teacher Education Growth Plan(s) during and post Junior Block will need to provide evidence of growth. The MSSU Teacher Education Growth Plan is based on the Missouri Educator Evaluation System (MEES) created by DESE.

Students interested in applying ***to be considered*** for a Teacher of Record placement must complete the following steps:

1. Complete the [online application](#) . All applicants will receive notification of approval or non-approval within seven school days.
2. Upon notification of approval by the TOR Committee, the Teacher Education Department Chair will schedule a meeting to review the TOR policy.
3. To be placed, the candidate and district must agree to DESE regulations regarding TOR placements (see Teacher of Record Policy for more information).

*Emergency TOR placements during a Student Teaching assignment will be handled case by case.

TOR eligibility is shared with the district (certification area only). Teacher of Record requests ***should be initiated by the requesting district***. Teacher of Record applications may or may not be approved at the discretion of the Teacher Education administration.

For more information, please contact Jeri Goswick at Goswick-j@mssu.edu or 417-625-3114.