This message is only for Fall 2015 PE student teachers.

PHYSICAL EDUCATION
STUDENT TEACHERS
FALL 2015

Please plan on attending ONE of the MANDATORY student teaching informational sessions listed below.
Procedures will be discussed for Fall 2015 placements.

Wednesday, February 11, 2015
4:00 PM - 5:00 PM
Location: Tuttle North, The Eagle’s Lookout
Or
Thursday, February 12, 2015
5:00 PM – 6:00 PM
Location: Tuttle North, The Eagle’s Lookout

IF YOU CANNOT ATTEND EITHER OF THESE SESSIONS, THEN YOU MUST MAKE AN APPOINTMENT TO MEET WITH DR. TREADWELL (TN-B314, x2374, streadwe@brockport.edu)
PRIOR TO SUBMITTING YOUR COMPLETED APPLICATION BY THE DEADLINE, 12 NOON, ON THURSDAY, FEBRUARY 26, 2015.

In preparation for the orientation, please become acquainted with the Tk20 student teaching on-line application by following the steps below. You do not need to complete an application prior to February 11/12. All procedures and applications in their entirety will be discussed at the application orientation. It would be helpful for you to print out the application and bring with you to the orientation in order to take notes as it is being reviewed; hard copies will not be provided. The application is not presently available, but should be posted soon.

Please note that the application deadline is THURSDAY, FEBRUARY 26, at noon.

Accessing the Tk20 on-line Fall 2015 PETE Student Teaching Application:
1.] Go to: https://brockport.tk20.com/campustoolshighered/start.do.
2.] Enter your username and password (use Angel credentials).
3.] Click the Applications tab at the top of the screen.
4.] Select Create from the left side of the screen.
5.] Select PETE Student Teaching Application Fall 2015 from the drop-down box.
6.] Complete all applicable fields on the application. Note: Starred * fields are required.
7.] After data entry, there are 3 options:
   a. Save—You are permitted to return to the application to complete and submit at a later date.
   b. Submit—The application will be sent directly to reviewers and changes cannot be made.
   c. Cancel—Deletes all data entry.
8.] Click OK

Once your application is submitted, information provided cannot be changed, and only viewed. In order to view an application after it has been submitted, please follow these steps:
1.] Log into Tk20.
2.] Click on the Applications tab.
3.] Applications that a student has submitted should be listed. If for any reason applications do not appear, be sure that you are on the “Browse” applications link.