

MONONA GROVE SCHOOL DISTRICT

Process DOC for Student Teachers

When you bring on a Student Teacher, go to Monona Grove's homepage, click on Resources for Staff and click on Student Teacher Form. Please fill out each field on the form and once you click on submit this will notify each school, IT, Infinite Campus and Payroll that a new student teacher is coming on board. From there, IT will contact you with the Student Teacher's email, usernames and passwords and the Head Secretary of the school will contact you to see what supplies the Student Teacher may need.

Heather, Payroll, will email the student teacher directly with the link to the Emergency Contact form.