



# Utah State Board of Education

## STUDENT TEACHER STIPENDS

*Information for Local Education Agencies (LEAs) and Institutions of Higher Education (IHEs)*

### Legislation

In the 2024 General Legislative Session, [HB 221 Stipends for Future Educators](#) was passed. This state funding pays a stipend to Utah university/college students who are completing their student teaching in a Utah public school. Administrative Rule [R277-331](#) was passed by the Board to govern these stipends. The stipend is an award of up to \$6000 per student teacher. Stipends may be prorated based on the length of your student teaching experience. There is only one year of funding (2024-25) for the student teacher stipend at this time.

### Who qualifies?

Individuals who meet all of these criteria qualify for the stipend:

- Must be enrolled in a Utah university/college teacher preparation program
- Must complete student teaching in a Utah public school
- Must not be receiving grants or scholarships from the Department of Workforce Services or Grow Your Own grant program
- Must not be compensated by the public school district or charter school unless the eligible student teacher works as a substitute teacher.
- Must start/complete student teaching experience after July 1, 2024

### Student Teacher Responsibilities

Student teacher candidates must complete the following steps to receive your student teacher stipend:

- Complete a fingerprint background check for the USBE.
- Obtain a letter of enrollment from the Utah university/college confirming student teacher status.
- Apply for the stipend. [LINK TO APPLICATION](#)
- Contact Human Resources (HR) office at the school district or charter.
- Complete paperwork with school district or charter HR to be paid.

Student teacher candidates will receive half of your stipend at the beginning of student teaching and the balance when student teaching is completed. The school district or charter school will disburse the funds to the student teacher stipend.

## University/College Responsibilities

Educator preparation program must provide a letter to the student teacher candidate that contains the following information below. See the [student teacher stipend letter template](#).

- Name of the student teacher
- Educator ID Number (CACTUS #)
- Student teaching assignment (LEA & school)
- Length of student teaching (e.g., 10 weeks)
- "Student is enrolled and in good standing in our preparation program seeking a professional license in teaching. Student has completed all preparation coursework except capstone clinical experience and corequisite coursework."

## School District/Charter Responsibilities

The Local Education Agency (LEA) must record the student teacher assignment in CACTUS. The LEA will disburse the funds directly to the student teacher.

CACTUS/USIMS Student Teacher Record:

- Add the student teacher's assignment as if they were an assigned teacher in your LEA.
- Mark the "student" checkbox.
- Terminate the student teacher assignment, when the student teaching experience ends. Use the appropriate reason for termination (e.g., successfully completed, did not complete, fired/quit).
- The student teacher will not generate any funding (ESA, Professional Staff Costs, etc.) for your LEA outside the student teacher stipend.

Finance & Stipends:

- The USBE will disburse funds to LEAs no less than four times a year.
- The LEA will issue appropriate tax forms for their individual situation.
- Stipends must be paid to the student teacher half at the beginning and half at the completion. The USBE are notified that the student teaching experience has ended when the LEA terminates the assignment in CACTUS/USIMS.

## USBE Responsibilities:

The USBE must maintain an application, records, and financial information related to the student teacher stipends. They must disburse stipend funds to LEAs no less than four times a year. They must report student teaching stipend data and information to the state legislature and the Board.

## Steps/Timeline for Stipends:

The following steps are to be completed by the student teacher, college/university teacher preparation program, public school district or charter school human resources office, or Utah State Board of Office.

### Approval and First Payment (completed monthly):

1. Student teacher determines eligibility.
2. College/university provides letter of enrollment to student teacher.
3. Student teacher applies.
4. **On the 5<sup>th</sup> of each month**, USBE will review all new applications received. *Note: Any applications received after the 5th of each month may not be reviewed until the following month.*
5. USBE will contact student teachers with their eligibility status.
6. **On the 20<sup>th</sup> of each month**, USBE will notify LEAs of student teachers who are approved and the amount of their stipend.
7. Student teacher connects with LEA Human Resources (HR) office.
8. Student teacher completes necessary paperwork with LEA HR office.
9. HR records the student teacher assignment in CACTUS/USIMS, checking the “student teacher” box.
10. **On the 1<sup>st</sup> of the following month**, USBE will run a report for student teachers with assignments in CACTUS and cross-reference with those qualified for the stipend.
11. **On the allotment deadline of the month (7<sup>th</sup>-13<sup>th</sup> depending on the month)**, educator licensing will report disbursement amounts to Utah Grants.
12. **On the last day of the month**, USBE will disburse funds, half of the total stipend amount, to LEA.
13. LEA disburses funds, half of the total stipend amount, to student teacher. The LEA may disburse funds to the student teacher according to their own policies.
14. Student teacher completes student teaching experience. If student teacher does not successfully complete the experience and/or concludes prior to the end of the placement, the LEA must notify educator licensing and terminate the student teacher assignment in CACTUS.

### Second Payment (3 months after first payment approved):

1. HR “terminates” student teacher assignment.
2. **On the 10<sup>th</sup> of the month**, educator licensing will report second half of the stipend disbursement amounts to Utah Grants.
3. **On the last day of the month**, USBE disburses funds, second half of the total stipend amount, to LEA.
4. LEA disburses funds, second half of the total stipend amount, to student teacher.

## Questions?

We are continuously updating the [Student Teacher Stipend FAQs](#). If your answer is not found there, please contact the educator licensing team with any questions you may have related to the stipend at [licensing@schools.utah.gov](mailto:licensing@schools.utah.gov) or 801-538-7740. Erica Horsley is the program specialist administering this stipend program; her direct email is [erica.horsley@schools.utah.gov](mailto:erica.horsley@schools.utah.gov).