

Instructors:

1. Field Experience Requests and course rosters are to be submitted to CPDT.
2. Instructors are expected to contact campus principals for Field Experience Requests and placements.
3. Students are notified directly by the district when approved.
4. CPDT will advise instructors of students' eligibility status as soon as it has been notified by Human Resources.

Students:

Complete the [Online Volunteer Application \(link to https://teams.brazosportisd.net/volunteer/EntryPointHomeAction.do\)](https://teams.brazosportisd.net/volunteer/EntryPointHomeAction.do) as a New Volunteer.

1. Follow the instructions for submitting a Substitute Teacher application, located at: <http://www.brazosportisd.net/cms/one.aspx?portalId=415458&pageid=516222>.
2. You must also register for, and attend, the Brazosport Substitute Academy.
3. Once your volunteer application has been approved, you will receive a confirmation email and your name will appear on the campus list you designated.

To check the status of your volunteer application, log into the volunteer portal as a returning user (option #1) and it will show you the status of your application. You also have the option to update or remove your application.