



**All application materials must be completed and sent to [SUTR@spps.org](mailto:SUTR@spps.org) by **Feb. 28, 2023****

**Materials needed for SUTR application:**

- Upload and send the following to [SUTR@spps.org](mailto:SUTR@spps.org):
  - Application Cover Sheet
  - Updated Resume
  - Transcript(s)
    - Unofficial or Official degree awarded transcript accepted by SPPS in initial application process
      - Official transcript(s) sent directly from all universities attended required by all SUTR Finalists to University of St. Thomas (UST) by April 1
  - Personal Statement A (SPPS) - found below
  - Personal Statement B (UST) - found below
- Apply to UST - <https://stthomas.force.com/applicantportal> (see “Applying to University of Saint Thomas” link on SUTR website for guidance)

**\*UST admission criteria - No testing requirement at this time. We will inform you if there are changes.**

**SPPS/SUTR Application Cover Sheet**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City & State Zip Code

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Preferred License Area:**  Special Education (ABS) (grades K-12) **Preferred Grade Level:** \_\_\_\_\_  
 Elementary Education (grades K-6)  
 Math (grades 5-12)  
 Middle School Science (grades 6-8)

**Years of Work Experience After College:** \_\_\_\_\_ **Are you currently an SPPS employee?**  Yes  
 No

**Did you graduate from SPPS?:**  Yes **Undergraduate GPA:** \_\_\_\_\_ **NES Score:** **N/A**  
 No

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**Note:** At least ONE of the references listed must have Supervised you in a previous/current role. SUTR does not need letters of recommendation as we will contact your references directly. \*References will also be shared with St. Thomas.

**Professional Reference #1 Contact Information**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Professional Reference #2 Contact Information**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

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**Information used for Research and Analysis through the American Institute of Research:**

**Race (you can select more than one)**

- American Indian or Alaska Native
- Black or African American
- White or Caucasian
- Prefer not to answer
- Asian
- Native Hawaiian or Other Pacific Islander
- Other

**Ethnicity:** \_\_\_\_\_

**Bilingual:**      Yes      No

**If yes, in what language(s):** \_\_\_\_\_

**Gender**

- Female
- Male
- Non-binary
- Prefer not to answer

**Date of birth:** \_\_\_\_\_

**Essay Information:**

Complete both essays, each 500 words or less, based on the prompts below. This aspect of the application process is intended to measure your written communication skills as well as your ability to consider and apply abstract thinking processes. There are no right and wrong answers; the focus is on clear thinking and writing.

Essay “A” will be read by **SPPS’s SUTR** selection committee.  
Essay “B” will be read by **UST’s admissions** and **scholarships** committee.

**Essay A: Saint Paul Public Schools**

Please describe how you have demonstrated a commitment to the education of St. Paul’s racially, culturally and linguistically diverse students and how would your experience(s) contribute to your development as a racially conscious and culturally responsive teacher in SPPS?

**101.00 Racial Equity Policy**

PURPOSE: Saint Paul Public Schools (SPPS) students deserve respectful learning environments in which their racial and ethnic diversity is valued and contributes to successful academic outcomes. This policy confronts the institutional racism that results in predictably lower academic achievement for students of color than for their white peers. Eliminating our district’s institutional racism will increase achievement, including on-time graduation, for all students, while narrowing the gaps between the highest- and lowest-performing students. SPPS acknowledges that complex societal and historical factors contribute to the inequity within our school district. Nonetheless, rather than perpetuating the

resulting disparities, SPPS must address and overcome this inequity and institutional racism, providing all students with the support and opportunity to succeed.

### Essay B: University of St. Thomas

The mission of the University of St. Thomas School of Education is to educate practitioners to be:

1. morally responsible leaders, who
2. think critically,
3. act wisely, and
4. work skillfully,
5. to advance the common good.

The St. Thomas mission means different things to different people. We are interested in your interpretation of the mission and your corresponding experience. What experience do you have in the above areas? How has that experience helped to form who you are now? How might that experience inform your professional work?

\*This Essay and your letters of recommendation will be evaluated and scored to determine your scholarship in addition to your letters of reference.

\*\* Additional allied courses may be required for Elementary Education candidates only. This is dependent upon review of transcript(s).

