



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 additional year of funding (2025-2026) for the student teacher stipend.

Who qualifies?

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

- Must be **enrolled in a university/college** teacher preparation program
- Must complete student teaching in **a Utah public school**
- Must not be receiving grants or scholarships from any State of Utah program, including AmeriCorps
- Must not be compensated by the public school district or charter school unless the eligible student teacher works as a substitute teacher or in an extracurricular activity
- 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:

- Obtain a **letter of enrollment** from your Utah university/college stating you are in your student teaching experience.
- **Apply** for the stipend and **sign affidavit** assuring you will seek employment as licensed teacher in Utah. [LINK TO APPLICATION](#)
 - **Application may be submitted up to 6 weeks prior to the scheduled start of student teaching.**
- **Contact Human Resources** office at the school district or charter.
- **Complete appropriate paperwork** with the HR office.

The school district or charter school will disburse the funds to you.

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)
- Teaching license area (e.g., Elementary)
- "[Student teacher] is enrolled and in good standing in our preparation program seeking a professional license in teaching. Upon successful completion of the capstone clinical experience (student teaching) and corequisite exams/coursework, [student teacher] will be recommended for a Professional Educator License in teaching."

Note: Failure to provide the information itemized above may delay the student teacher's payment.

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, Teacher Supplies & Materials, etc.) for your LEA outside the student teacher stipend.

Finance & Stipends:

- The USBE will disburse funds to LEAs in the monthly allocation. A total of \$6,500 will be allocated; the LEA may use up to \$500 for employer benefit costs with the balance going to the student teacher.
- The LEA will issue appropriate tax forms for their individual situation.
- Stipends must be paid to the student teacher within 30 days of the student teacher beginning their student teaching experience, provided an application has been approved.

USBE Responsibilities:

The USBE must maintain an application, signed affidavits, records, and financial information related to the student teacher stipends. They must disburse stipend funds to LEAs in the monthly allocation. 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 Payment (completed monthly):

1. Student teacher determines eligibility.
2. College/university provides letter of enrollment to student teacher.
3. Student teacher applies and signs affidavit of intent. The student teacher may **apply up to 6 weeks before starting** student theaching experience.
4. ***On the 5th 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 20th 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 allotment deadline of the month (7th-13th depending on the month)***, educator licensing will report disbursement amounts to Utah Grants.
11. ***On the last day of the month***, USBE will disburse funds to LEA.
12. LEA disburses funds to student teacher. The LEA may disburse funds to the student teacher according to their own policies provided the student teacher receives the funds within 30 days of beginning student teaching.
13. 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.

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 StudentTeacherStipends@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.