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# Utah State Board of Education

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## 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 an employee of the public school where the student teaching experience is to be completed; may perform sporadic substitute teaching
- 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 the Utah university/college confirming student teacher status.
- Apply for the stipend. [LINK TO APPLICATION](#)
- Contact Human Resources office at the school district or charter.
- Complete paperwork to be a 1099 contractor.

Student teacher candidates will receive half of your stipend at the beginning of student teaching and the balance when completed with student teaching experience. The school district or charter school will disperse 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 disperse the funds directly to the student teacher as a 1099 contractor employee.

CACTUS/USIMS Student Teacher Record:

- Add the student teacher's assignment as if they were an assigned teacher in your LEA.
- Mark the student teacher 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:

- Hire the student teacher as a 1099 contract employee. They are doing the work of "learning to be a teacher" which is different than the duties of a teacher. The university will define when the student teacher is required to be at the school as a part of their learning experiences.
- The USBE will disperse funds to LEAs no less than four times a year.
- 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 disperse 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 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.

1. Student teacher determines eligibility
2. College/university provides letter of enrollment to student teacher
3. Student teacher applies
4. Student teacher contacts LEA Human Resources (HR) office
5. Student teacher completes 1099 paperwork with LEA HR office
6. HR records the student teacher assignment in CACTUS/USIMS, checking the “student teacher” box
7. USBE disperses funds, half of the total stipend amount, to LEA
8. LEA disperses funds, half of the total stipend amount, to student teacher
9. Student teacher completes student teaching experience
10. HR “terminates” student teacher assignment
11. USBE disperses funds, second half of the total stipend amount, to LEA
12. LEA disperses funds, second half of the total stipend amount, to student teacher

## Questions?

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).