

## 2025 Summer Teacher Externships Frequently Asked Questions

### 1. Why do teachers have to provide their Social Security numbers (this is a question listed in the teacher registration portal)?

Because the teacher stipend is paid for using federal Department of Labor funding, Workforce Solutions has to verify that all stipend recipients are eligible to work in the United States. We must enter this data into The Workforce Information System of Texas (TWIST), which is managed by the Texas Workforce Commission (TWC), and used to track federal funding issued. TWIST is a confidential system only used by TWC and workforce boards grant service tracking. This information will not be shared.

### 2. What dates are available for the externship?

Teachers and counselors can select a designated week during the month of June or July. This year, we have three options available: June 9 - June 13, June 23 - June 27, or July 14 - 18. Externships will take place Monday through Friday. Externs must participate during the entire week, attend the orientation and debrief session, submit lesson plans, and complete a guest speaker session or field trip during the school year to receive the full stipend.

### 3. Can I change the week that I participate?

Unfortunately, you will not be able to change the date of your externship. By May, employers and teachers will have already been matched to their placement.

### 4. When will I get paid the stipend for participating?

We will confirm with the employer and WFS specialists that you have completed your orientation, all five days of the externship, orientation session, a debrief session, and completed a guest speaker session or field trip during the school year. Once these activities are completed and we have your W9 on file, we will begin processing your stipend. The sooner all of this is complete, the sooner your stipend will be issued. The check will be issued to the address provided on the W9.

### 5. Can I choose the employer for my externship?

Rosterfy, our new management software system, will allow you to select your externship experience based on the courses you teach. Please note that a few conditions will apply such as availability, preferences, programs of study, and employer preference.

## **6. What is Rosterfy?**

Rosterfy is our new management software system that we will be utilizing throughout the entirety of the externship. Rosterfy will allow educators to keep track of all site host information, view the agenda, and communicate directly to their site hosts.

## **7. Am I eligible to participate in this year's Teacher Externship Program?**

We will be prioritizing first-time participants. If you have participated in the past, you will be put on a wait list and will be notified if a spot becomes available.

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