

**Instructors:**

1. Alief ISD will accept Field Experience Requests beginning November 1<sup>st</sup> for spring 2018.
2. Field Experience Requests, course rosters and students' completed Criminal History Check forms are to be submitted to CPDT.
3. Placements will be determined by Human Resources and the various campuses. ***Neither students, nor instructors are to contact the district/campuses regarding placements.***
4. CPDT will notify instructors of student eligibility when determined and notified by the district.
5. Instructors will notify students of eligibility.

**Students:**

1. Print and complete Alief Independent School District – [Criminal History Check](#) (CHC Form) (**link to alief-chc-form.pdf**).
2. Submit completed form to course instructor.
3. Students will be notified of eligibility status by instructors.