

Instructors:

1. Channelview ISD will accept spring 2018 Field Experience Requests at any time.
2. Field Experience Requests, course rosters and students' telephone numbers are to be submitted to CPDT.
3. Channelview ISD Human Resources will contact students to set an appointment to complete and submit required paperwork.
4. Provide to students the course syllabus, which must be submitted by them to Channelview ISD Human Resources at the time of their appointment.
5. Placements will be determined by Human Resources and the various campuses. ***Neither students, nor instructors are to contact the district/campuses regarding placements.***
6. Channelview ISD attempts to send clearance letters to students; however, would also like for CPDT to provide notification. CPDT will notify instructors of student eligibility when determined and notified by the district.
7. Instructors will notify students of eligibility.

Students:

8. Students must provide their telephone number to the instructor for submission to the district.
9. Channelview ISD Human Resources will contact students to set an appointment to have background check paperwork completed and submitted.

Submit to Channelview ISD Human Resources driver's license or state issued identification, *original* Social Security card and course syllabus at the time of the appointment.