

Instructors:

1. Crosby ISD accepts Field Experience Requests for an upcoming semester at any time, but only begins processing the requests on the first day of each new semester.
2. Field Experience Requests, course rosters, students' completed [Crosby Independent School District Background Check/Observer/Student Teacher/Field Experience Form](#) ([link to crosby-isd-background-check-observer-student-teacher-field-experience-form](#)) and a copy of their driver's licenses or state-issued identification 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. Human Resources contacts candidates regarding their eligibility status directly.
5. Once CPDT is notified, it will notify instructors.
6. Instructors will notify students of eligibility.

Students:

1. Print and complete [Crosby Independent School District Background Check Observer/Student Teacher/Field Experience form](#) ([link to crosby-isd-background-check-observer-student-teacher-field-experience-form](#)).

Submit completed form and a copy of Texas Driver's License or state-issued ID to instructor.