

Instructors:

1. Field Experience Requests, course rosters, students' completed [Observation Contact](http://www.dickinsonisd.org/upload/page/0325/docs/Criminal%20History%20Employee%209%202014) ([link to www.dickinsonisd.org/upload/page/0325/docs/Criminal History Employee 9 2014](http://www.dickinsonisd.org/upload/page/0325/docs/Criminal%20History%20Employee%209%202014)) and [Criminal History Information](#) ([link to criminal-history-record-information-form](#)) forms, a copy of their driver's license or state-issued identification and Program Verification letters are to be submitted to CPDT.
2. Students are to submit a university or program letter, prepared by the instructor, stating their need to do observations. This letter should be added to each student's required documentation and submitted to CPDT.
3. Instructors requesting Field Experience placements for entire classes should contact the campus for approval and placement **prior to submitting a Field Experience Request to CPDT**. Dickinson ISD campus principals prefer to have the details of Field Experience worked out with instructors before the winter break for spring 2018 Field Experience.
4. Instructors requesting Field Experience placements for individual students, or a small number of students, **should not** contact the campus. Placements will be determined by Human Resources and campus principals. Dickinson ISD will accept small-group submissions beginning January 10, 2018.
5. Dickinson ISD notifies CPDT of approvals. CPDT will notify instructors, who will inform students of their eligibility status.

Students:

1. Go to the Dickinson ISD website (www.dickinsonisd.org). Click on Departments. Click on Human Resources. Click on Classroom Observations.
2. Print and review the [Classroom Observation Information](#) document. This document is for your records and should not be submitted to your instructor.
3. Print and complete the [Observation Form Contact Information](#) form ([link to dickinson-isd-contact-information-form](#)) and the [Criminal History Record Information](#) ([link to criminal-history-record-information-form](#)) form.

Submit the completed Observation Contact Form and Criminal History Information Form to your instructor, along with a copy of your Texas Driver's License or other form of state-issued identification.