

Field Experience Request Submission Instructions

1. **Field Experience Request forms revised JULY 2017 are the **ONLY** forms that will be accepted.** Please discard any old forms you may have saved on your computer.
2. Instructor completes the [Field Experience Request \(PDF\) \(link to field-experience-request-form.pdf\)](#) or [Field Experience Request \(Word\) \(link to field-experience-request-form.docx\)](#) form.
 - a. Complete one form per class section, per school -
 - b. Only **one** form is allowed per each school where a field placement is being requested.
 - c. Only **one** form is allowed per class section. You **cannot** combine two class sections on one request form.
 - d. Complete the **entire** form. Incomplete forms will not be processed and will be returned for completion.
 - e. Rubric/Course title – list the course rubric and class name.
 - f. Class day/time – list when the class meets on the school campus.
 - g. Total number of candidates – list how many students are enrolled in the class.
 - h. Suite Secretary – list your suite secretary’s name.
 - i. Field Experience/Activities/Duties should describe what the student will be doing on the campus (i.e. “Observing one time, teaching four times, etc.”).
 - j. School District must be listed.
 - k. Campus name must be listed.
 - l. Grade level – grade level at which the experience will take place.
 - m. Dates of visits – dates on which the students will be on the school campus. **DO NOT WRITE “TBD”. Request forms submitted without an approximate start date will be returned without being processed!**

You must allow at least two weeks for the district to process the applications and background checks.

- n. Times of visits – Approximate times at which the students will be on the school campus.
 - o. Number of students per visit – the number of students to be placed at the school listed.
 - p. Employee information – any student employed with the district should be listed, including their position title and employee ID#, if applicable. **NOTE: students employed with the district are still required to complete a background information form and undergo a criminal background check.**
3. **Class roster**

- a. ***ALWAYS ATTACH A ROSTER, regardless of the number of students going to the same school.***
- b. Please have the roster printed in a large enough font to be easily read.
- c. If students listed on the roster are attending different districts or campuses, please mark the roster, indicating the students for which the request is being submitted.

4. Program Verification Letter

The [Program Verification Letter \(Sample\)](#) (link to [program-verification-letter-sample.pdf](#)), if required by the district, must contain the following information:

- a. On university/program letterhead
 - b. Student's name
 - c. Semester and year
 - d. Course name and number
 - e. Instructor
 - f. Instructor's telephone number
 - g. Instructor's email
 - h. District requested
 - i. Campus requested
 - j. Statement of need to complete observation hours or field experience
 - k. Signed by instructor and dated
3. Instructors observing students on a district campus may be required to sign in and present a driver's license or state-issued ID.
 4. All forms must be completed in **BLACK** ink only.
 5. Students must successfully complete all district requirements for application and background checks ***before their field experience request will be considered by the district.***
 6. ***Keep copies of the Field Experience Request forms submitted.*** As the Instructor, you are to contact students when approvals have been obtained; make sure they know where to go, whom to contact, time to report and any other important information.
 7. **NOTE: DO NOT retain a copy of any person's criminal history form. Doing so is both unacceptable and illegal.**

IMPORTANT: STUDENTS ARE NOT ELIGIBLE TO REPORT TO ANY CAMPUS UNTIL INSTRUCTORS HAVE BEEN NOTIFIED OF ELIGIBILITY BY CPDT.