



Level I Observation and/or Level II Observation and Participation
Field Experience Request Form

****DO NOT REQUEST PLACEMENTS IN SCHOOL DIVISIONS WHERE YOU ARE EMPLOYED OR AT SCHOOLS WHERE A FAMILY MEMBER ATTENDS OR IS EMPLOYED. REQUEST NO MORE THAN ONE (1) EXPERIENCE PER SCHOOL AND PER REQUEST FORM. ****

Name (as it appears in the NSU system) Last First MI
Phone () E-Mail
Local Address (Street) (City) (State) (Zip Code)
Course Number Professor/Instructor
School Preference (full name)
School Division*
* If requesting a preschool, a private school or a school division outside of Hampton Roads, you must provide a contact name and number and determine if a background check is required.*
*Contact Name *Contact Number

(Check One) Level I (Observation) Level II (Observation/Participation)
Subject Requested
Grade Level PK K-5 6-8 9-12 Grade Preferred
Number of Hours Requested Observation Dates (Beginning) (Ending)
Are you currently employed with a school division? Y N If yes, where?
(Do not request a placement in the same school division in which you are employed.)

Initial next to each statement after reading:

- I have read both the CPD Reminders and Guidelines for a field experience. I understand that I am responsible for abiding by these guidelines throughout my entire experience.
I have attached a current, negative TB test.
I have attached the corresponding city form (applicable only for Virginia Beach, Norfolk, or Chesapeake school division requests)

SIGNATURE: DATE:

Please sign below to verify all of the following items*:

I have not been convicted of a violation of law other than a minor traffic violation.
I do not have any criminal charges or proceedings pending against me.
I do not have a felony, misdemeanor, or other offense for drugs, sexual abuse, or assault.
I understand that if the above mentioned conditions are violated, it can result in cancellation of the field experience.

SIGNATURE: DATE:

Check here if you are unable to verify one or more of the above items. You will be contacted by the CPD to schedule a conference with the CPD Director.