VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

Department of Human Resources
Quality ● Diversity ● Passion ● Commitment

Placement Requests for Observations/Practica/Student Teaching/Guidance Internships

1. Please complete a separate Placement Request Form (PRF) for each experience. *(Except for signature, PRF*
2. Please indicate the placement type. *should not be handwritten.)*
3. Student should submit the completed and signed form to the university official responsible for field placements.
4. University field experience coordinator should submit the form electronically to bplatt@vbschools.com. *(Note: Any PRFs received by VBCPS directly from students will be returned to the student.)*
5. Please allow at least 3 weeks from receipt of this form in our office for placement confirmation.
6. Upon notification of the placement, student should contact the teacher/counselor in advance to arrange a schedule.

PLACEMENT TYPE: ○ Observation ○ Practicum ○ Student Teaching ○Guidance Internship
(Duration less than 5 hours) (Duration of 5 hours or more)

PLACEMENT INFORMATION FROM THE STUDENT

Student's Name: _____
Phone: _____ Cell: _____
Email: _____
College or University: _____
Course Title: _____
Professor/Instructor: _____
Subject/Grade Level Requested: _____
Dates Requested: _____ _____
(Beginning) (Ending)
Total Number of Hours: _____
Duration of Placement: (☐) 7 Weeks (☐) 14 Weeks (☐) Other: _____
School Requested: 1st choice: _____
2nd choice: _____
3rd choice: _____

(We will make every effort to honor your choices, but cannot guarantee these locations.)

Briefly explain any special requests: _____

_____

Do you have relatives in the school requested? (☐) No (☐) If Yes, Who?_____

Date this form was submitted to the college or university:_____

I understand that **confidentiality** is a legal issue, and I agree not to discuss my experience in a manner that will allow identification of any individual. Once I am informed by my university, I will **contact the assigned mentor/cooperating teacher in advance** to arrange a mutually convenient schedule.

_____
Student's Signature

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