



Department of Human Resources
Quality • Diversity • Passion • Commitment

Placement Requests for Observations/Practica

- 1. Please complete a separate Placement Request Form (PRF) for each experience.
- 2. Please indicate the placement type.
- 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 cindy.mosley@vbschools.com. (Note: Any PRFs received by VBCPS directly from students will be returned to the student without action.)
- 5. Fall Placement Deadlines: September 15th - Observations & Practica
- 6. Spring Placement Deadlines: January 21st - Observations & Practica
- 7. Upon notification of the placement, student should contact the teacher/counselor via email in advance to arrange a schedule.

PLACEMENT TYPE: Observation Practicum
(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 and how related? _____

If you are a VBCPS graduate, from which high school did you graduate? _____

Are you a VBCPS employee? _____ WISE # _____

(Please note: Current non-substitute VBCPS employees should contact their principal and must submit a request for unpaid Academic Leave to the Director of Employee Relations in the Department of Human Resources at least 60 days prior to the commencement of the experience.)

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

Date

(Rev.4/27/15)