

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.
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: April 1st (Student Teacher & Guidance Interns), September 15th (Observations & Practica)**
6. **Spring Placement Deadlines: November 15th (Student Teacher & Guidance Interns), January 21st (Observations & Practica)**
7. 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? _____

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

Are you a VBCPS employee? _____

(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