



BROCKTON PUBLIC SCHOOLS

Procedure for Requesting an *Observation Hours* Placement

All documents should be sent to Alicia Grzybinksi's attention in Human Resources at:

***aliciagrzybinksi@bpsma.org OR 508-580-7091 (Fax) OR Brockton Public Schools
Human Resources Office
43 Crescent Street
Brockton, MA 02301***

Documents needed:

- ✓ A written request from the candidate. Please include:
 - The type of placement sought (i.e. elementary, special education, middle school, high school, sheltered English immersion, particular subject, etc.)
 - Dates/window of dates for observations
 - Total number of hours needed
 - Candidate's current phone number and email address

- ✓ A completed CORI form (background check)- This form can be found in the Human Resources section (under the Employment Information dropdown menu) of the BPS website- www.bpsma.org. ***In addition to completing the CORI form, a government issued photographic ID must be verified by a Brockton Public Schools employee or the form must be notarized by a Notary.***

- ✓ An official letter and/or form from the professor/faculty member outlining the observation requirements

Please note:

This request should be made in a timely manner so that if one school cannot accommodate the request, there is enough time to find another placement. Once a candidate's CORI has been approved, the candidate will be instructed to complete Mandatory Trainings (can be found on the Human Resources section of www.bpsma.org) as well as an Emergency Contact form. Candidates should plan to make themselves available for a meeting with the school principal or designee, if requested.

Finally, thank you for choosing the Brockton Public Schools. It is our goal to ensure that all candidates have proper placements and rewarding experiences.