

PERSONNEL

Placement Procedures for Observations and Practicums

~~A. Observation Requests~~

- ~~1. Individual college students home from college, college students who are visiting the area, and local residents who attend college may request an observation-s placement in an individual school through the principal of the school or through the Department of Human Resources by completing the Observation Request Form.~~
- ~~2. If the principal approves the request, information from the Observation Placement Request Form is forwarded to the Department of Human Resources to be added to the citywide placement records.~~
- ~~3. All visitors to schools must follow regular visitor registration procedures.~~

~~B. Practicum Requests~~

- ~~1. Individual college students home from college, college students who are visiting the area, and local residents who attend college may request a practicum placement by completing the Practicum Placement Request Form and submitting it to the Department of Human Resources.~~
- ~~2. The Department of Human Resources shall coordinate practicum placements in an equitable fashion, considering special requests and the special needs of the student.~~
- ~~3. The Department of Human Resources will send placement forms to the principal who accepted the request so it will be forwarded to the teacher who is to be observed.~~
- ~~4. The individual whose practicum placement was approved is requested to call the principal of the assigned school to arrange a mutually convenient time to observe in the school.~~

Approved by Superintendent: January 18, 1994

Revised by Superintendent: August 30, 2005

Rescinded by Superintendent: January 26, 2022