

STUDENT TEACHER, FIELD & PRACTICUM PLACEMENT PROCESS

All student teacher, intern, field, and practicum placements are coordinated through the Department of Human Resources and your university placement coordinator in the Teacher Education/ Field Experience office. **Please do not directly contact FCPS principals/teachers/staff to arrange placements.**

Other than students enrolled at KCTCS, FCPS HR will not accept placement requests from individual students. Please have your professor contact your placement coordinator to arrange placement requests.

FOR STUDENTS – INTERN/FIELD/EDUCATION PRACTICUM STUDENTS

1. How do I apply to complete a field placement or practicum in a FCPS school?

- a. Contact your professor or Office of Teacher Education Services/ Field Experiences to request a placement.
- b. Complete a volunteer application here: <https://webapps.fcps.net/volunteer/>
Please be sure to mark if you are a current FCPS employee or you've recently applied for employment with FCPS.
- c. Wait to receive confirmation of your assignment from your professor.
- d. Contact the assigned teacher to schedule dates of observation in the classroom. You can find teacher contact information under the "schools" tab at www.fcps.net.

2. I've volunteered before. How do I know my volunteer application is still valid?

Volunteer applications are valid for four (4) years. Please call the Human Resources Application Center at (859)381-4345 for any additional questions.

3. I've volunteered before, but I need to change my school location; how do I do that?

You will follow the link for volunteering (<https://webapps.fcps.net/volunteer/>) and check the additional school in which you are currently assigned and submit.

4. I was assigned to a teacher or school and it's not what I wanted; can I request to change my placement?

FCPS requests the right to change placement requests at any given time. Placements can only be changed at the request of the FCPS teacher or the placement coordinator in the Teacher Education/ Field Experience office. Please contact your university to work through any changes.

5. What's the timeframe for which I would expect to be placed?

Placement requests may take a minimum of two to three weeks from the time the university submits placements to us.

6. How many placements are placed in FCPS?

FCPS works with over thirteen local universities. We place a minimum of 600 field and practicum students each school year.

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FOR COORDINATORS/UNIVERSITY ADVISORS/PROFESSORS:

1. How do I submit placement requests to FCPS?

All placements will need to go through the university's Teacher Education Services/Field Experience office. They will process requests and send it to our FCPS office.

Coordinators please submit the following information in an Excel format or in a shared Google Sheet: **one line per placement** (example below). Submit the request to tannisha.barnes@fayette.kyschools.us and copy Cindy Godsey

Student Name	Student Email	Instructor	Course	Grade Level	Concentration Area	Hours	Tasks
Nadiya Smith	smithn@college.edu	Dr. Oak	IAS 575	Secondary	LBD	100	Observations & lesson plans
Nadiya Smith	smithn@college.edu	Dr. Oak	IAS 575	Elementary	Primary	25	Observations & lesson plans

- A. Student's name
- B. Student's email
- C. Instructor's name
- D. Course Number
- E. Grade Level (ex. Elementary, 5-8, 9-12)
- F. Concentration Area (LBD, . special education, math, science)
- G. Number of observation hours needed
- H. classroom requirements (observing; teach a lesson; assist a teacher; tutor/ teach a small group)
- I. any school and teacher preference

2. I need to change a placement/ a student is no longer enrolled in my course. How can I make a change?

Please contact your coordinator to request a change in placement. Make sure the FCPS office is aware of the change.

3. Now that my students are placed, what steps do they need to take?

Please refer to the "For Students" section for additional information.

4. Who can I contact for additional questions or concerns?

Please call (859)381-4217 or email tannisha.barnes@fayette.kyschools.us

5. My students will need an FCPS email address for their placement (pre-student teaching placement only). What do I need to do?

Have the students apply online at www.fcps.net/jobs to the Practicum (Education Major) posting and also send a list of those needing the email address to cindy.godsey@fayette.kyschools.us

STUDENT TEACHER, FIELD & PRACTICUM PLACEMENT PROCESS

FOR STUDENT TEACHERS:

Student teacher placements may be requested by a university supervisor. Requests will then be processed by the FCPS HR Department. The supervisor will need to provide the following information in a Microsoft Excel or Google Docs spreadsheet:

- name of the student(s)
- certification area of placement, number of weeks in placement
- grade levels or specific content information
- any school or teacher preferences

All student teachers are required to have a **FBI national criminal records check , a Criminal Abuse and Neglect (CAN) Registry Check, and complete an online application.** To complete the application, student teachers should go to www.fcps.net/jobs and select 'student teaching' to begin the application. This will allow the student teacher to access his/her individual FBI national criminal records check as needed. Once cleared by the university to student teach, student teachers should follow the procedures below for the conduction of fingerprints.

- Schedule an appointment to complete your fingerprints through the state Identogo system (Cost \$51.25).
 - Register for an appointment at : <https://uenroll.identogo.com/> The FCPS code is 27G11H
- Complete the Criminal Abuse and Neglect (CAN) Registry Check (Cost \$10.00).
 - Follow these instructions at https://www.fcps.net/cms/lib/KY01807169/Centricity/Domain/2296/CAN_registry.pdf to complete the CAN Registry check. Email your receipt to the FCPS Application Center at fcpsappcenter@fayette.kyschools.us to be placed into pending status. Submit the results within 30 days to the same email address to become fully approved.
- Register as a contractor at <https://dna.fcps.net/contractors>. This will allow issuance of an FCPS email and badge.
- Schedule an appointment to have your contractor badge photo taken. Please bring a photo ID.
 - Register for an appointment at <https://calendly.com/fcpshumanresources/hr-appointment>

We are located at 450 Park Place. in Lexington, Ky.. Questions about fingerprints should be directed to the Application Center at (859) 381-4190 or fcpsappcenter@fayette.kyschools.us

Questions about **student teachers** should be directed to Tannisha Barnes at (859) 381-4217 or tannisha.barnes@fayette.kyschools.us

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FOR SOCIAL WORK/GUIDANCE/SPEECH PLACEMENTS (and other non-education placements):

Placements may be requested by a university supervisor. Requests will then be processed by the FCPS HR Department. HR will work with the student support or special ed department as needed to secure the placement. The supervisor will need to provide the following information in a Microsoft Excel or Google Docs spreadsheet:

- name of the student(s)
- area of placement, (please indicate if it is BA or MA level)
- number of weeks and number of hours required in placement
- grade levels or specific content information
- any school or teacher preferences

Students in placements requiring less than 100 hours should follow the instructions on page 1 to complete the volunteer application for a basic background check.

Students in placements requiring 100 hours or more are required to have a **FBI national criminal records check, a Criminal Abuse and Neglect (CAN) Registry Check, and complete an online application**. To complete the application, practicum students should go to www.fcps.net/jobs and select 'student teaching' then 'Practicum (non-education major)' to begin the application. This will allow the student to access his/her individual FBI national criminal records check as needed. Once cleared by the university to begin the placement, students should follow the procedures below for the conduction of fingerprints.

- Schedule an appointment to complete your fingerprints through the state Identogo system (Cost \$51.25).
 - Register for an appointment at : <https://uenroll.identogo.com/> The FCPS code is 27G11H
- Complete the Criminal Abuse and Neglect (CAN) Registry Check (Cost \$10.00).
 - Follow these instructions at https://www.fcps.net/cms/lib/KY01807169/Centricity/Domain/2296/CAN_registry.pdf to complete the CAN Registry check. Email your receipt to the FCPS Application Center at fcpsappcenter@fayette.kyschools.us to be placed into pending status. Submit the results within 30 days to the same email address to become fully approved.
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