



## Field Placement Application Process

We look forward to hosting you for Field Placement at NCISD! Below you will find information that may assist you along the way. Please keep in mind that these procedures are specifically for candidates that are in their *field placement semesters*. These procedures do NOT apply to Student Teachers or Year Long Residents

### **Step 1:** [Complete the Field Placement Form here](#)

This will assist NCISD as we work to place you with a supervising teacher. In most cases, your university or teacher prep program will notify you of placement. However, if you are tasked with finding your own placement, please email Trina Persson, Director of Recruitment and Retention at [tpersson@newcaneyisd.org](mailto:tpersson@newcaneyisd.org). ***Please do not seek placement by contacting campuses/teachers on an individual basis.***

**Step 2:** Upon completion of the Field Placement Form, you will be sent a *Fast Pass* from Ashley Garcia, HR Specialist, ([agarcia11@newcaneyisd.org](mailto:agarcia11@newcaneyisd.org)). You will need this pass to complete the fingerprinting process at the location of your choice. Field Placement Students must be fingerprinted before beginning work with students.

**Step 3:** Upon completion of your Criminal Background Check (including fingerprinting), you will receive an email from Jennifer Wavra ([jwavra@newcaneyisd.org](mailto:jwavra@newcaneyisd.org)) to obtain a NCISD Field Placement Student Photo I.D. Badge from the Human Resources Department.

If you have any questions along the way, please contact Trina Persson, Director of Recruitment and Retention at [tpersson@newcaneyisd.org](mailto:tpersson@newcaneyisd.org). We look forward to meeting you!