Richland County School District One
Field Placement Process – REVISED

Steps	Actions	Person(s) Responsible
Step 1	• College/University Coordinator emails placement request to sally.mccants@richlandone.org and latoya.curry-jones@richlandone.org • No student should be requested until the following procedures/criteria have been met: ***Revised Procedures:*** The following form should be signed and submitted to the District Placement Coordinator **before** placement begins: • **Confidentiality Agreement** The following forms should be collected/reviewed and kept on file at the college/university and available upon request: • **Tuberculosis skin test results** • **Ensure results are clear** The following background checks should be conducted by the college/university and kept on file and available upon request: • **SLED** • **National Sex Offender Registry Check** • **Notify District Placement Coordinator if checks are not clear and you still want to request student placement.**	College Coordinator
Step 2	Student Placement Request Template received/reviewed	District Placement Coordinator/ HR Application Specialist

Please Note:

- *No student should be requested without clear TB test results and background checks.*
- *No student shall report to any site without approval from the District Placement Coordinator. Failure to adhere to this policy will jeopardize student placement.*

Updated May 2022 fhr

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Step 3	Placement request sent to school for approval (via email)	District Placement Coordinator
Step 4	Site/School returns approval status to District Placement Coordinator	Site/School Placement Coordinator
Step 5	District Placement Coordinator notifies College Coordinator of final approval/confirmation (via email) of placement request.	District Placement Coordinator
Step 6	Student is notified of placement approval. • Student should not report to requested site until final approval is received. • College coordinator ensures Confidentiality Agreements has been signed and submitted to District Placement Coordinator **before** placement begins.	College Coordinator

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Placement Request Template (Preferably Excel)

College/Univ	College Coordinator	Student Name	Student Email Address	Content Area	Placement Type w/ Dates	Requested School/Department	Cooperating Teacher

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