



Colton Joint Unified School District

Human Resources Division

PLACEMENT REQUEST FORM CLASSROOM OBSERVATION AND/OR FIELDWORK

Students needing to complete fieldwork/classroom observations as part of a college/university preparation program must secure permission from the appropriate site or division administrator. Students must provide a valid California driver's license or identification card, TB clearance, and a course syllabus from the supervising college/university prior to beginning classroom observations, and must obtain fingerprint clearance through the District.

- ☐ CLASSROOM OBSERVATION
☐ FIELDWORK PLACEMENT

STUDENT INFORMATION:

_____	_____	_____	_____
Last	First	MI	DOB
_____			_____
Address			Phone
_____			_____
College/University			Email

ADMINISTRATOR AUTHORIZATION:

I do hereby give permission for the above-named student to complete required observation/fieldwork hours at:

Site: _____ From: ____/____/____ To: ____/____/____

_____	_____
Administrator Name (please print)	Division
_____	_____
Signature of Administrator	Date

Human Resources Office Use Only

- ☐ Valid Driver's License or Government Issued Identification Card
☐ University Identification Card (if issued)
☐ Current TB Clearance (within the last 60 days) Date: ____/____/____
☐ Course Syllabus/Fieldwork Activities from supervising college/university: _____
☐ Fingerprint Appointment: ____/____/____
☐ DOJ Clearance Date: ____/____/____
☐ Board Approval

_____	_____
Human Resources Representative	Date

Copy of Placement Request/Approval sent to requesting division: _____

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EXPLANATION OF CONVICTION(S)

Fingerprinting is required of all students needing to complete classroom observations as part of a college/university teacher preparation program. Approval is contingent on the results of the Department of Justice fingerprint clearance. Students are not required to pay the fingerprinting fee.

CONVICTION RECORD: Before answering the following questions, please note that you will be fingerprinted and your fingerprints will be sent to the Department of Justice for verification of the information you provide. A criminal record does not automatically disqualify you from completing classroom observations, except for certain drug and sex convictions as set forth in the Education Code. However, failure to disclose all convictions as described below will subject you to immediate disqualification from completing classroom observations.

Please list below all convictions, including misdemeanors and/or felonies, you received at any time during your lifetime. The term “conviction” includes a plea or verdict of guilty or finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere (no contest). You must include all convictions including, but not limited to, convictions for “driving under the influence”, and convictions for sex and/or drug offenses listed in California Education Code 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony convictions in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

You must disclose convictions even if such convictions were later dismissed pursuant to Penal Code section 1203.4. Do not disclose convictions that were expunged or sealed by the Court under Penal Code section 1203.45.

Have you ever been convicted of a felony and/or misdemeanor or do you currently have a felony or misdemeanor charge pending? ☐ Yes ☐ No

If “Yes”, please state below the specific charge, for each conviction. Include the date and place of conviction, and the sentence or fine you received. You may attach a separate sheet, if necessary.

PENAL CODE #	TYPE OF OFFENSE	DATE OCCURRED	OUTCOME