



UNIVERSITY FIELD EXPERIENCE PLACEMENT REQUEST FORM

City Schools of Decatur: Student Support Services
 125 Electric Avenue, Decatur, GA 30030
 (404) 371-3601 Extension 1032
 Send Completed Form by Email: kaaron@csdecatur.net

Please be certain to note the following:

- This form should be completed by an institution of higher education for students needing university field experience that require interaction with City Schools of Decatur staff and/or students.
- If an experience involves observation hours only, the student should contact school principal directly for approval and scheduling.
- The deadline to submit requests for **SPRING 2019** placements is **November 9, 2019** and requests for **Fall 2019** placements is **April 12, 2019**.

Student Last Name, First Name	Grade and/or Subject Area	Building Requested/Placed	CSD Staff Requested (if any)

University Requesting Placement _____ Length and Dates of Activity _____

Type of Experience (i.e., Internship, Practicum, Student Teaching) _____

Requirements of experience (i.e., observations, small group teaching, how many hours) _____

Contact Person Information (name, telephone number, email) _____

By signing and dating this form below, I confirm that the above-mentioned students have been cleared to work in schools based on a background check.

Contact Person Signature _____ Date: _____

For City Schools of Decatur – Office Use Only:

Placement Request: Approved: Denied:

Principal/Director's Signature: _____ Date: _____



Additional Remarks: _____
