



# Chesapeake Public Schools

School Administration Building  
Post Office Box 16496  
Chesapeake, VA 23328-6496

Human Resources Department

## FIELD-BASED EXPERIENCE REQUEST FORM

**Directions:** Please complete this form by indicating below the type of field-based experience being requested. Use black ink and print clearly. Forward the form to the Human Resources Department. Allow at least three weeks from the receipt of this form in the Human Resources Department for placement confirmation.

Student Observation/Participation

Student Practicum

Student Teaching/Intern

### STUDENT PLACEMENT INFORMATION

Student's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Local Address: \_\_\_\_\_

(Street) (City) (State) (Zip Code)

College or University: \_\_\_\_\_

Course Title: \_\_\_\_\_

Professor/Instructor: \_\_\_\_\_

Subject Requested: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

(Beginning) (Ending)

Briefly explain any special requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Number of Hours: \_\_\_\_\_

**If you are a graduate of Chesapeake Public Schools, please list the name of the school.**

\_\_\_\_\_

- ❖ I understand that **CONFIDENTIALITY** is a legal issue; I agree to observe all applicable rules.
- ❖ I will be responsible for contacting the school point of contact at least one week prior to beginning my placement.
- ❖ I will notify my assigned teacher/school of any illness that requires my absence and/or of any intent to be absent from my assigned responsibility.
- ❖ I have verification of a negative tuberculin skin test taken within the last year.
- ❖ I have not been convicted of a violation of law other than a minor traffic violation.
- ❖ I have no criminal charges or proceedings pending against me.
- ❖ I have not been convicted of any offense involving sexual molestation, physical or sexual abuse, or rape of a child
- ❖ I understand that failure to comply with these conditions can result in **CANCELLATION** of the assignment.
- ❖ I am currently employed by Chesapeake Public Schools as a/an \_\_\_\_\_, and I am assigned to \_\_\_\_\_.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College/University Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Chesapeake Public School System is an equal opportunity school system.*

*The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.*