



### **Important Information**

**This class includes a thirty-hour field placement. In order to pass the class, students must**

- **submit proof of completing the fingerprinting process to the Teacher Education department office within three weeks of the first day of class and**
- **successfully complete the field placement.**

**Failure to meet these requirements will cause a student to fail this class and will NOT justify a grade of incomplete. Unsatisfactory conduct during the 30 hours, as reported by a K-12 staff member, is grounds for penalties including but not limited to failure of this course or a lowering of the course grade.**

- **All field experience placements are arranged by school districts; students may **NOT** contact teachers, schools, or district personnel to arrange placements.**
- **Requests for grade level and county location are considered but not guaranteed. Placements are dependent on district availability.**
- **Failure to complete this form completely and return it to your instructor immediately will cause a delay in your field experience placement.**
- **Fingerprints are required for placements in Walton and Okaloosa County; information on obtaining fingerprints and submitting them to NWFSC Teacher Education will be provided.**
- **Placements cannot be made until fingerprint clearance has been turned in to the NWFSC Teacher Education department.**



**Please PRINT clearly ALL the information on this sheet:**

Name: \_\_\_\_\_

NWFSC Student ID Number: \_\_\_\_\_

Current phone number: \_\_\_\_\_

**\*Note that you may also be contacted via your NWFSC email account; please be sure this is activated, and check it frequently.**

NWFSC course(s) in which you are currently registered:

EDF 1005 Introduction to the Teaching Profession      Instructor: \_\_\_\_\_

EDF 2085 Introduction to Diversity for Educators      Instructor: \_\_\_\_\_

General location requested: **\* NOTE THAT YOU MAY NOT REQUEST A SPECIFIC SCHOOL.**

- North Okaloosa County                       North Walton County                       Santa Rosa County
- South Okaloosa County                       South Walton County

**\*NOTE THAT LOCATION REQUESTS ARE NOT GUARANTEED; PLACEMENTS DEPEND ON DISTRICT CLASSROOM AVAILABILITY.**

Grade level requested:

- Elementary                                       Middle grades                                       High school

**\*NOTE THAT GRADE LEVEL REQUESTS ARE NOT GUARANTEED; PLACEMENTS DEPEND ON DISTRICT CLASSROOM AVAILABILITY.**

**Fingerprint Information:**

Students are fingerprinted before placement in Okaloosa or Walton county schools. Each semester the school districts provide the NWFSC Teacher Education Department with a list of non-approved students based on fingerprinting results. Any student included on this list will not be able to complete the required field experiences for EDF 1005 or EDF 2085.

Fingerprints are valid for five years. If within the five-year window a student is arrested, the school district is notified about the offense. If an arrest takes place, the student’s file will be reviewed by school district staff, who will determine if the student will be allowed to complete his/her field placement. **Eligibility for placement is contingent upon approval by the district.** The student will be notified by the district of the outcome of the district’s review. It is the student’s responsibility to notify the NWFSC Teacher Education Department if he/she receives a letter from a school district disapproving further field experience. Failure to do so will result in a failing course grade.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date