



Procedure and Forms for All Unpaid Student Teacher, Practicum, and Internship Placements with the Kent School District

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Guidelines for Student Teacher/Practicum/Internship Placement

To be considered for a student teaching/clinical experience placement in one of our schools, the university/college must contact the Kent School District Employment Support Team. The following must be on file prior to placement:

- Current University Contract/Agreement with KSD addendum
- Liability Insurance

Placements will be done based on the following criteria: availability of qualified staff/teacher(s) in requested areas, willingness of schools to take a student, and agreement of an individual cooperating teacher following a review of candidate materials and/or meeting. The Kent School District will make every effort to place students at their requested location or with the requested mentor/principal. However, if the request cannot be met, we will forward the request to all remaining schools that are accepting student teachers in the subject/level, unless requested otherwise.

Placements for:

- Student Teachers, Education Internships (Teaching), and Counseling Internships – placed through Human Resources in conjunction with building principals
- Special Services Interns and Practicum Students (i.e. Occupational Therapists, Physical Therapists, Speech Language Pathologists, Nurses, and Psychologists) – placed through Human Resources with assistance from Inclusive Education assistant directors and ESA leads.
- Classroom/Teacher Observations – placements through building principals; Human Resources to help facilitate as necessary

A complete Student Teacher/Practicum/Internship Placement Application Packet includes:

- Request for Placement/Placement Information Form
- University Overview of level of program being requested; may be sent via email
- Student's Resume or Biography
- Disclosure Statement (**MUST** be completed and submitted by student)
- Proof of Current Fingerprints: The State of Washington requires that everyone who has contact with students in a school setting be fingerprinted prior to starting their assignments. Individuals will not be allowed into the classroom without proof of current fingerprints.

Observations:

- Students completing observations need to apply through the Volunteers in Public Schools (VIPS) system
 - [Volunteers in Public Schools Application Information](#)
- When completing observation hours, student should never be left unsupervised
- Observation hours have no evaluation requirement for the student.

Placement Request Deadlines:

- The deadline for receiving placement requests are as follows:
 - Fall (starting August – December) – June 1
 - Winter (starting January – March) – November 1
 - Spring (starting April – June) – February 1



**Human Resources
Employment Support Team**
12033 SE 256th Street
Kent, WA 98030

www.kent.k12.wa.us
Fax: 253.373.7202
Placement Questions: 253.373.7755
Email Info: Brianna.Kemp@kent.k12.wa.us

REQUEST FOR PLACEMENT

STUDENT TEACHING/OBSERVATION/PRACTICUM EXPERIENCE

PLEASE SUBMIT THIS FORM BY SCANNING AND ATTACHING TO AN EMAIL OR FAXING TO THE NUMBER ABOVE.

I. COLLEGE/UNIVERSITY

College/University: _____

Placement Coordinator: _____

Placement Coordinator Email Address: _____ Phone: _____

Date of national background check clearance (fingerprinting): _____ Initial: _____

(Must be completed prior to confirmation of placement.) (By initialing, placement coordinator shows they have verified fingerprint clearance)

Placement Requested: Observation Practicum Student Teaching Other: _____

(Check all that apply)

Subject area/areas of concentration/grade levels requested: _____

School/Area Requested: _____

Inclusive dates for placement: _____ Deadline for placement confirmation: _____

Has this student requested placement in this district before? NO YES UNKNOWN

If yes, when: _____ with whom: _____ location: _____

II. STUDENT INFORMATION

Student Name: _____
(Last) (First) (Middle) AKA (Maiden/other name(s))

Primary Phone: _____ Secondary Phone: _____

Personal Email: _____ School Email: _____

Are you a KSD Alumni? NO YES If yes, which school(s): _____

Other than English, what other, if any, languages are you fluent in? _____

III. HUMAN RESOURCES INFORMATION – FOR HR OFFICE USE ONLY

Approved Not approved No place available Please phone for details Other

Authorization: _____ Date: _____

Information / Comments: _____

IV. SCHOOL INFORMATION - FOR HR OFFICE USE ONLY

School: _____ Date: _____

Teacher: _____ Grade/Subject: _____



Kent School District
DISCLOSURE STATEMENT for

STUDENT TEACHER/OBSERVATION/PRACTICUM/INTERNSHIP

Please fax to 253.373.7202 or scan and attach to an email to ksdcareers@kent.k12.wa.us.

The Kent School District requires completion of this form for prospective student teacher/observation/practicum/internship placement. If your answer to any of the following questions is YES, please give a complete explanation, using a separate sheet of paper if necessary, including duties, circumstances, and supporting documentation. Any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of this application/questionnaire, will be grounds for denial of placement/employment or continued employment with the Kent School District.

1. Have you ever been convicted for any crime or pleaded guilty, fined or placed on probation for violation of any law? For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or of nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended or deferred. You need not list traffic violations for which a fine or forfeiture of less than \$150.00 has been imposed. A conviction record will not necessarily bar you from employment?
Yes _____ No _____ Explain:
2. Have you ever been discharged or asked to resign, or resigned in lieu of termination by an employer?
Yes _____ No _____ Explain:
3. Have you ever resigned from employment while you were being investigated by an employer?
Yes _____ No _____ Explain:
4. If yes, please give the name of the employer, the date of your resignation and the allegations being investigated at the time of your resignation.
Yes _____ No _____ Explain:
5. Have you ever been placed on a plan of improvement?
Yes _____ No _____ Explain:
6. Have you ever left any educational, school related, or volunteer position voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct?
Yes _____ No _____ Explain:
7. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency?
Yes _____ No _____ Explain:
8. Have you ever been placed on paid or unpaid leave by your employer for any alleged misconduct or being investigated for alleged misconduct?
Yes _____ No _____ Explain:
9. Have you ever had an adverse action taken on a professional certificate, license or charter school registration?
Yes _____ No _____ Explain:
10. Have you ever had any civil judgment or other court order, including but not limited to restraining order, entered against you resulting from allegations of abuse, assault, batter, harassment, intimidation, neglect, stalking, exploitation or other threatening behavior toward minor child?
Yes _____ No _____ Explain:
11. Have you ever been the subject of a substantiated report of child abuse or sexual conduct (involving a minor child and or K-12 student age 18 or older)?
Yes _____ No _____ Explain:
12. Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving a K-12 student or minor child)?
Yes _____ No _____ Explain:

All placements, pursuant to RCW Chapter 28A.400.303, as amended, will be required to complete a disclosure form indicating whether you have been convicted of crimes against persons listed in the statute. A criminal conviction history record, based on fingerprints, will also be requested from the Washington State Patrol and the Federal Bureau of Investigation. Student teacher / observation / practicum / internship placements can have their university/college submit proof of current fingerprints. KSD internships will be conditional upon the district's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions, or criminal charges listed in RCW Chapter 43.43, as amended.

If offered a paid internship or position with the Kent School District, the Federal Immigration and Nationality Act require us to verify your identity and authorization to work before you may commence employment.

I authorize Kent School District to make any investigation of any personal, education, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Kent School District with information they have regarding me. I hereby release and discharge Kent School District and those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that falsification of any part of this application shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me.

PLEASE PRINT _____ D.O.B. _____
Last First Middle (aka maiden name, etc) MO/DATE/YR

Signature of Applicant _____ Date _____

Witness, Print Name _____ Witness, Signature _____

The Kent School District is an equal opportunity/affirmative action employer. The Kent School District complies with all federal and state rules and regulations and does not discriminate on the basis of age, race, color, creed, national origin, sex, marital status, or the presence of any sensory, mental, or physical disability.