



**HENRY
COUNTY
SCHOOLS**

Student Candidate Field Experience Request Form (SCFE)

THE UNIVERSITY must submit all forms during the submission window for placement consideration.

University: _____ Contact: _____

Phone: _____ Email: _____

Please provide the student's anticipated graduation date: _____

Student Name:			
Student Email Address:			
Pre-Service Cert #:			
Type of Placement: (OSE, Observation, Practicum, Field Experience, Clinical Practice/ST)			
# of contact hours per day/days per week:			
Dates:	Start:	End:	
Requested School(s): <small>(List in order of preference if more than one.)</small>	(1)	(2)	(3)
Requested Teacher and/or Grade Level and Subject Area needed:			
Is the student candidate employed with Henry County Schools?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, where does this student candidate work, and in what capacity?	
Are any accommodations needed?			
Additional Information:			

The SCFE form is a template and may be typed and submitted electronically.

Henry County Schools
Human Resource Services
33 N. Zack Hinton Parkway
McDonough, Ga 30253
Contact: Debbie Shadrix
Deborah.Shadrix@Henry.K12.GA.US

SCFE Form Completion Instructions:

- Complete the top portion of the form, providing the contact information for the university, point of contact name, phone number, and email address.
- Provide student information on the table provided. Valid email addresses for students are a requirement. When requesting multiple placements for the same student, please list each type of placement (OSE, Observation, Fieldwork, Student Teaching) on a separate form with the type of placement and dates specific to each request. If requesting a specific school and/or teacher, please indicate this information in the respective column. We will make all efforts to grant requests; however, placements are based upon availability at each school and cannot be guaranteed. Please provide the required subject area and grade level so that we are able to ensure placement based on the academic requirements of the universities and college. **We are unable to place any student candidate who does not have a Pre-Service Certificate.**
- It is not our practice to place student candidates in any Henry County School in which they were enrolled, or where they presently have immediate family employed or enrolled. If you are requesting placement for a former Henry County Schools' student or student with an employed or enrolled immediate family member, please provide the school location (prior enrollment or current immediate family school site) in the "Additional Information" section.

All communication shall be between Henry County Schools Human Resource Services Department and the university's field placement office.

University contacts will receive confirmation of student placement via email.

Student candidates should not contact Henry County Schools to check the status of placement.

Student candidates are not permitted to enter classrooms prior to confirmation of placement or without having been provided contact information for their cooperating/supervising teacher. Students should never report to schools or classrooms unexpectedly and without having made prior arrangements with their cooperating/supervising teachers.

~ Student Teacher Orientation and Welcome ~

*All student candidates confirmed for Student Teaching/Clinical Practice placements are required to attend a **Student Teacher Orientation and Welcome** hosted by Henry County Schools' Student Candidate Placement Office – Human Resource Services, held at the start of each semester.*

Date, time, and location of the Student Teacher Orientation will be communicated to both the university and the student candidate based on the information provided in the SCFE form.

For questions or assistance, please contact:

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