

Requesting a Field Placement Pittsburgh Public Schools

Students in the School of Education and Faculty, request a field placement in Pittsburgh Public Schools by:

1. Completing the SDUC Field Observation Form. The form needs to be typed. Faculty who are requesting a field placement for an entire class, please attached a list of the students.
2. Emailing the form (faculty attach the list of students) to Mrs. Beverina-Moore, dmoore@pointpark.edu.

Mrs. Beverina-Moore will request the placement then notify students or faculty regarding the status of the request.

All field observers must possess a valid Act 34 (Criminal History Check), Act 33/151 (Child Abuse Clearance) and Act 114 (Federal Criminal History Record) and any other documentation required by their university. The new guidelines from PDE state that this form is valid as long as the student or supervisor remains at that university.

SDUC FIELD OBSERVATION REQUEST

All requests for Field Observations must be approved by the Office of School Performance.

1. Date Requested-Today's Date
2. School Requested
3. Semester
 - Fall
 - Spring
4. Student's Name
5. Student's Phone
6. Student's Email
7. Course
8. Supervising Professor

9. Beginning Date

10. Ending Date

11. How Many Observation Hours Needed

12. Purpose and Description of Observation Requested: (Grade, Subject, Number of Classes, etc.)

13. Clearance Confirmation: Clearances must be presented to the Site Liaison by the Teacher Candidate on his/her first day in the Pittsburgh Public Schools

- PA Criminal History
- Child Abuse
- Federal Criminal History (Fingerprints)
- All other requirements from your university

Understood

Pittsburgh Public School Site Liaison, please complete below:

We can accommodate this student (Yes or No) :

Site Liaison's Name:

School:

Email:

The student should contact:

Mentor Teacher Name:

Mentor Teacher Email:

Please email the completed form to the University Coordinator AND the Office of School Performance at officeofschoolperformance@pghschools.org.