

## **INSTRUCTIONS FOR COMPLETING AND PROCESSING THE OUT-OF-AREA/OUT-OF-STATE REQUEST FORM**

### 1. Initiating the Out-of-Area/Out-of-State Request

Complete the Professional Education Request Form for an Out-of-Area/Out-of-State. If you have questions about the procedures and information required for processing this request, please contact the Professional Education Specialist (744-6253).

### 2. Filing Process

- a. It is the student's responsibility to complete the form and obtain the necessary signatures.
- b. All requests must be filed with the Coordinator of Clinical Practices, 325M Willard, not later than the date posted each semester which coincides with the date for request for student teaching placement. Information regarding these dates will be posted on the Professional Education Unit website.

### 3. Official Notification of the Request Decision

You will be notified in writing of the Field Experience Committee's decision regarding your request. This notification will be sent by the Office of Professional Education, generally within one week, following the meeting of the Committee. The approval of your request may lead to a contractual agreement involving you, your department, and the Office of Professional Education.

### 4. Appeal of the Field Experience Committee's Decision

Should the Field Experience Committee not approve the request for an Out-of-area/Out-of-state placement, the decision may be appealed by submitting a request in writing to the Coordinator of Clinical Practices, 325M Willard. All materials including the request application and documentation remain a part of the file. This request will be forwarded to the Associate Director of Professional Education who will either uphold or overturn the decision of the Committee. Should this decision not be favorable for the student, an appeal may be made in writing to the Director of the Professional Education Unit. The Director's decision is final.

### **Additional Information**

5. All necessary and appropriate fees required in securing and finalizing the Out-of-area/Out-of-state placement are the responsibility of the student. These fees are payable to the office of Professional Education or the designated office and/or out-of-state university at the beginning of the semester in which the placement is sought. These fees will include reimbursement for travel and expenses incurred in supervision of the student teaching evaluation, fees associated with expenses for an on-site area supervisor, and/or fees paid to the out-of-area institution overseeing the placement.

6. Your Out-of-area/Out-of-state request application should be accompanied by the following materials:
  - a. a copy of your latest, Unofficial Grade report or current transcript;
  - b. a copy of the Graduation Check Form that your academic advisor can provide, stating your overall GPA, your major or certification program area GPA, and the Professional Education GPA;
  - c. notification of an interview with Program Area faculty relating to the request; and
  - d. a current resume'.

**OUT-OF-STATE/OUT-OF-AREA STUDENT TEACHING PLACEMENT REQUEST FORM**

Name \_\_\_\_\_  
Residence where you can be contacted:

Date Request Filed \_\_\_\_\_

Address \_\_\_\_\_

College \_\_\_\_\_

City \_\_\_\_\_

Certification Area \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Telephone \_\_\_\_\_

Classification: Soph Jr Sr Gr

Email Address \_\_\_\_\_

Rationale: \_\_\_\_\_

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

Current transcript and supporting documentation or additional information should be attached to this form.

\_\_\_ I support request \_\_\_ I do not support request

\_\_\_\_\_  
Student's Signature Date

\_\_\_ I support request \_\_\_ I do not support request

\_\_\_\_\_  
Program Coordinator Date

\_\_\_\_\_  
Department Head Date

**LACK OF SUPPORT DOES NOT JEOPARDIZE THE STUDENT'S RIGHT TO APPEAL.**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied