

ETSU Field Placement Timeline

Fall Semester

March/
May

- Advisor Check-in: Meet with Academic Advisor to discuss program of study/ registration
- Register for classes for Spring semester
- Check with your Academic Advisor if you are enrolled in a field experience course

June

- **Step 1: Spring Field Experience Placement Request form opens (June 1st)**
- Students complete the online request form found on the Ed Prep [webpage](#)

July/
August

- **Step 2: Complete a Background Check Package**
 - [VECHS Waiver Agreement and Statement Form](#) - Authorizes Clemmer College of Education and Human Development access to fingerprinting results from anyone requiring a background check through the college.
 - [Noncriminal Justice Applicant's Privacy Rights Form](#) - Prevents Clemmer College of Education and Human Development from releasing background check history and/or information to any outside agencies.
 - [ETSU Authorization for Background Check Entry Form](#)- Enforces background check guidelines from Tennessee Bureau of Investigation
 - Tennessee Bureau of Investigation Fingerprinting
 - Background Check paperwork must be completed within 1 week of background check fingerprinting date

August/
September

- The Office of Educator Preparation begins requesting field placements with school districts.
- You will be notified once your placement has been approved by the school district.
- **Step 3: Placement Confirmation** Students need to contact their assigned field experience teacher via email within **ONE WEEK** of receiving their placement to set up their first classroom visit.
- When the student receives the email reply from their assigned teacher, they will need to forward the email reply from their assigned teacher to: edprep@etsu.edu. **Once this email has been received in the Office of Educator Preparation, the student placement is confirmed.**

September

- Spring Field Experience Placement Request Form Deadline: September 15 (No placements will be requested after Sept. 15)

December

- **Step 4: Submit the completed [Field experience verification form](#) to edprep@etsu.edu or in person by last day of Spring classes**
 - The student should have the mentor teacher in their field experience placement complete the Field Experience Verification AFTER all required field experience hours have been completed (No electronic signatures will be accepted).

ETSU Field Placement Timeline

Spring Semester

October/
December

- Advisor Check-in: Meet with Academic Advisor to discuss program of study/ registration
- Register for classes for Spring semester
- Check with your Academic Advisor if you are enrolled in a field experience course

December

- **Step 1: Spring Field Experience Placement Request form opens (December 1st)**
- Students complete the online request form found on the Ed Prep [webpage](#)

December/
January

- **Step 2: Complete a Background Check Package**
 - [VECHS Waiver Agreement and Statement Form](#) - Authorizes Clemmer College of Education and Human Development access to fingerprinting results from anyone requiring a background check through the college.
 - [Noncriminal Justice Applicant's Privacy Rights Form](#) - Prevents Clemmer College of Education and Human Development from releasing background check history and/or information to any outside agencies.
 - [ETSU Authorization for Background Check Entry Form](#)- Enforces background check guidelines from Tennessee Bureau of Investigation
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 - Background Check paperwork must be completed within 1 week of background check fingerprinting date

January/
February

- The Office of Educator Preparation begins requesting field placements with school districts.
- You will be notified once your placement has been approved by the school district.
- **Step 3: Placement Confirmation** Students need to contact their assigned field experience teacher via email within **ONE WEEK** of receiving their placement to set up their first classroom visit.
- When the student receives the email reply from their assigned teacher, they will need to forward the email reply from their assigned teacher to: edprep@etsu.edu. **Once this email has been received in the Office of Educator Preparation, the student placement is confirmed.**

February

- Spring Field Experience Placement Request Form Deadline: February 15 (No placements will be requested after Feb. 15)

May

- **Step 4: Submit the completed [Field experience verification form](#) to edprep@etsu.edu or in person by last day of Spring classes**
 - The student should have the mentor teacher in their field experience placement complete the Field Experience Verification AFTER all required field experience hours have been completed (No electronic signatures will be accepted).