

KVCC EDUCATION PRACTICUM *REQUEST AND RECORD* FORM

(Printed on Pink only)

Student Name _____ KVCC Student ID _____

Phone _____ KVCC Email address _____

INSTRUCTIONS

1. Check the box for the Practicum level you are requesting placement for.
2. Read the **important information** on the second page!
3. Sign consent for release of information. Examples (cross out any that you do not wish to be released): class registration and enrollment history, notes and information based on assignments and observations; general assessment of performance of student in a class or in a field-based experience. Consent signature agrees to release of information between (1) The KVCC ECE Instructor and Practicum Cooperating Teacher, and/or designated staff/administrators and (2) The ECE student employer and/or potential employer.
4. Indicate any special considerations. The KVCC Early Childhood Education Department maintains a list of approved practicum sites. We understand that there may be circumstances where a student may wish to complete their practicum requirements at a site that is not on this list. While this form may be used to make a request and document any special considerations you may have, it does not guarantee that your request will be approved.

Practicum I: Preschool or Primary Grade **Date of SBI/DHHS check _____

Agency/School District _____

Site Name/Location _____

Teacher/Site Supervisor/Grade _____

*Special Considerations _____

***Consent for Release of Information _____ Date _____

Practicum II: Preschool or Primary Grade **Date of SBI/DHHS check _____

Agency/School District _____

Site Name/Location _____

Teacher/Site Supervisor/Grade _____

*Special Considerations _____

***Consent for Release of Information _____ Date _____

Practicum III: Infant and Toddler

**Date of SBI/DHHS check _____

Agency/School District _____

Site Name/Location _____

Teacher/Site Supervisor/Grade _____

*Special Considerations _____

***Consent for Release of Information _____ Date _____

Important Information

***Special Considerations**

- **Include justification for *needing* that particular placement** – This includes transportation issues, work requirements and other *important factors* that could impact your success in practicum.
- **Do NOT guarantee your desired placement.** We will do our best to match your needs to available practicum sites but we cannot promise we will be able to accommodate every request.
- **Students will only be placed in programs that have been approved by the Early Childhood Education Department.**

**** Background Checks**

- SBI and DHHS Background Checks are required once every 12 months.

***** Consent to Release Information**

- Information to be released includes information that will prepare the practicum site to support the student with progress and growth during the practicum experience.
- Information may also be used to assist the ECE instructor in assessing the practicum experience and supporting both the student and the practicum site.
- Information to be released may use by an employer or potential employer to assess the student's practicum experience.
- This authorization will remain in effect for one calendar year from the most recent student signature. The student may request to discontinue the authorization by written request.