

LOCAL REQUEST FORM (Practicum)

- Complete this form **ONLY** if you are seeking practicum placement in the following Virginia cities/counties: Amherst County, Appomattox County, Bedford County, Botetourt County, Campbell County, Danville City, Lynchburg City, Nelson County, Pittsylvania County, Roanoke City, Roanoke County, and Salem City.
- Complete this form in its entirety. Submit form to the Local Field Office at field@liberty.edu.
- Requests should be submitted by Wednesday of Week One.
- Late requests will be accepted and requested in the *next* sub-term.

STUDENT INFORMATION

Name:	Date:
LU Email Address:	LU ID:
Endorsement Area:	Seeking Licensure:
Local Address (City, State):	

COURSE INFORMATION

Practicum Course Prefix:	Instructor Name:
Course #:	Instructor Email:
Section #:	Practicum Course Co-requisite (if applicable):
Term (A/B/C/D):	Course Prefix:
	Course #:

PLACEMENT PREFERENCES

Classroom Setting:	Hours:
School/Location:	Grade:

SCHOOL EMPLOYMENT

Placements in employment are not guaranteed and are subject to employer's HR policies and whether the employed position aligns with endorsement area and practicum requirement.

Are you employed in the school system?	Title/Position:
School District:	Building:

PLACEMENT AGREEMENTS

Review agreement statements carefully. All statements must be checked for request to be processed.

- I understand that my request must be completed in its entirety and submitted by Wednesday of Week One for my request to be processed for the current sub-term. Late requests will be processed in the next sub-term.
- I understand any school, private or public, within the following areas is considered LOCAL: Amherst, Appomattox, Bedford, Botetourt, Campbell, Danville, Lynchburg, Nelson, Pittsylvania, Roanoke, and Salem.
- I understand that by submitting this request form, I may be placed in *ANY* of the local school systems for my practicum. The Local Field Office cannot guarantee placements based on preferences or special requests. Preferences are *NOT* guaranteed.
- I understand that I am *NOT* permitted to contact any of the local schools to make my own arrangements, under any circumstances, even if I have a friend or family contact in the school system. *ALL* local placements must be coordinated through the Local Field Office, even if already employed in the school system.
- I understand that I must have complete clearances for the School of Education criminal background check, Virginia child abuse check, and fingerprint checks before I may begin my placement. I understand I am responsible for the fees associated with this clearance package.
- I understand that I am responsible for completing any additional background clearances required by the assigned school system.
- I understand that I am responsible for providing my own transportation to my assigned local placement.
- I understand that my placement will *NOT* be changed once it is confirmed by the school system.
- I understand that I am responsible for contacting the Local Field Office (field@liberty.edu) should I no longer need placement or if my placement needs change.
- I understand that my placement is not considered confirmed until I receive an email from the Local Field Office once the school system(s) confirms a placement for me. This may take several weeks, depending on the availability of schools.
- I understand that hours logged prior to the Local Field Office confirming my placement are not permitted to be counted toward my practicum requirements/hours.