



Graduate School of Education Graduate Teacher Education Program Declaration of Placement

The protocol for identifying a student teaching and/or practicum placement is through the Graduate School of Education Field Placement Office. The program requires immersion in a school setting. Each student teacher will be assigned a placement for each authorization level and/or endorsement following the completion of the following:

- 1) Declaration of Placement submitted to Field Placement Office
- 2) Student Teaching Application submitted to Field Placement Office
- 3) Electronic Resume submitted to fieldplacement@pdx.edu
- 4) Fingerprints successfully submitted to TSPC

Items #1 and 2 can be submitted in person in ED603; by mail to Field Placement Office, Graduate School of Education, Portland State University, PO Box 751, Portland OR 97217; or by fax to 503-725-8475.

Any delay in supplying these documents can result in serious delays in securing a placement. Upon receipt of the required documents, the placement office must follow each district's protocol for identifying a school and cooperating teacher. **Due to the nature of the placement process and requirements by districts, students are not to have contact with a specific cooperating teacher, principal, or district personnel, and are not to make any arrangements with a school district for a student teaching placement.**

Placement needs or concerns must be communicated to the Field Placement Office and cohort leaders. The Field Placement office will notify students of their school and cooperating teacher upon district confirmation of the student teaching/practicum placement.

I have read the above information and agree to follow the protocol for student teaching placement. I also understand that any violation of the protocol could be cause for loss of a student teaching placement.

By signing this agreement, I understand that information from any academic file may be released as part of that process. I authorize the Graduate School of Education of Portland State University to release information to K-12 school placement professionals.

Signature: _____ Date: _____

Print Name: _____ PSU ID: _____

Cohort Leader(s) or Program: _____