



Green Bay Area Public School District University Student Placement Form

The university or college must comply with Green Bay Area Public School District requirements for student placement. This completed University Student Placement Form must be signed by the university student for field experience and student teaching placements.

Student Name: _____

Type of Placement: _____

University student placements must have on file at the university or college:

- A clear background (criminal history) check
- A negative TB skin test
- Mandatory Reporting certification
(Mandatory Reporter of Child Maltreatment – DPI website http://sspw.dpi.wi.gov/sspw_can)

University student placements must review/complete this information by the first day of placement with the cooperating teacher and prior to working with students.

Packets of information should be picked up at the District Office Building for Green Bay Area Public Schools – Educator Effectiveness Office – Room 250.

- Emergency Information Form (completed at placement school)
- Acceptable Use Form
- Confidentiality in School Settings Agreement
- Bully/Harassment Form
- Social Media Guidelines
- Communicable Disease Control Procedures
- Hazard Communication Survey
- Blood-borne Pathogen Guidelines

PLACEMENT ASSIGNED	
School Placement:	
Cooperating Teacher:	
Grade/Subject:	
Dates Placed Begin:	End:

I have completed all the requirements on the University Student Placement Form.

(signature) University Student Placement

Date

(signature) Theresa Willems

Date

Chief Administrator of Educator Development and Effectiveness
Green Bay Area Public Schools

Please return this signed completed *University Student Placement Form* to:

Shannon Meyer
Educator Effectiveness Office
Green Bay District Office Room 250
200 South Broadway
Green Bay, WI 54303
(Ph) 920-448-2068, (Fax) 920-448-2235
slmeyer@gbaps.org