

<b>Purpose for College/University Student Time in District Schools</b>	<b>Criteria for College/University Student Assignment</b>	<b>Requirement for Sarasota School District</b>
Field Experience, Internship, or Clinical Placement	All levels of programs requiring consistent levels of student interaction	<ol style="list-style-type: none"> <li>1. University contacts Curriculum and Instruction office to confirm Affiliation agreement is on file and to request student placement.</li> <li>2. SCSB Program Specialist contacts University to confirm placement options.</li> <li>3. Candidate <b>MUST</b> bring <b>Sarasota County Placement Form</b> from University stating their school assignment to the HR office for each new placement.</li> <li>4. The candidate reports to the School District HR office. The following is required:               <ol style="list-style-type: none"> <li>a. Complete the Security Background Check form.</li> <li>b. Complete the ID security badge form.</li> <li>c. Complete the Anti-Fraud form.</li> <li>d. Obtain the fingerprint form from HR.</li> </ol> </li> <li>5. The candidate will take the fingerprint form with their \$90 fee to the Safety and Security office. The fingerprinting fee can be paid by money order, cashier's check, VISA, or MasterCard. No personal checks or cash accepted.</li> <li>6. The ID badge photo is taken at the time of fingerprinting.</li> <li>7. Once candidate is cleared through HR, the ID badge will be sent directly to their assigned school.</li> </ol>

Field Experience, Internship, or Clinical Placement	Returning interns in Sarasota County Schools	<ol style="list-style-type: none"> <li>1. University contacts Curriculum and Instruction office to confirm Affiliation agreement is on file and to request student placement.</li> <li>2. SCSB Program Specialist contacts University to confirm placement options.</li> <li>3. Candidate <b>MUST</b> bring <b>Sarasota County Placement Form</b> from University stating their school assignment to the HR office for each level of internship.</li> <li>4. The candidate reports to the School District HR office. The following is required: <ol style="list-style-type: none"> <li>a. Complete the ID security badge form.</li> </ol> </li> <li>5. The ID badge will be sent directly to their assigned school.</li> </ol>
1 Observation/Visit	No direct interaction with students	<ol style="list-style-type: none"> <li>1. Call school in advance for permission &amp; to make arrangements.</li> <li>2. RAPTOR screening completed at school site.</li> </ol>
Multiple Observations/Visits	No direct interaction with students	<ol style="list-style-type: none"> <li>1. Call school in advance for permission &amp; to make arrangements.</li> <li>2. RAPTOR screening completed upon each visit.</li> <li>3. Advanced volunteer registration (includes Level I criminal background screening) and approval required.</li> </ol>
Visit(s) to district schools with limited student interaction	Class assignments requiring interaction with student(s) but always under the supervision of appropriate school staff	<ol style="list-style-type: none"> <li>1. Call school in advance for permission &amp; to make arrangements.</li> <li>4. RAPTOR screening completed upon each visit.</li> <li>2. Advanced volunteer registration (includes Level I criminal background screening) and approval required.</li> <li>3. Letter from university instructor communicating assignment requirements and requesting permission to complete assignment.</li> </ol>