

# Graduate Practicum Application (PK-4)

## Due Dates

Applications are to be submitted to the Field Placement Office the semester preceding the placement semester in accordance with the following due dates.

- Applications for fall placement are due by no later than March 1
- Applications for spring placement are due by no later than October 1

## Student Information

Name \_\_\_\_\_ Holy Family ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Holy Family Email \_\_\_\_\_

*Check below the session for which you are making application.*

***If you are requesting placement for two consecutive sessions at the same site, then check each of the two sessions.***

Fall Session A

Fall Session B

Spring Session A

Spring Session B

***If you have already completed one or more Practicum, then please place a check to the left of the grade range placement below for each one.***

PK-1

2-4

PK-1

2-4

## Course Requirements

- Applicants must be formally accepted to the School of Education and meet all prerequisite requirements.
- Applicants must register for Practicum at the same time as the appropriate methods course.

## General Placement Information

- Students are assigned to Practicum locations based on program considerations. Personal preferences and needs will be considered to the extent possible. Placements are generally based on school availability and proximity to the University.
- Transportation to and from the placement site is the student's responsibility.
- A child abuse or criminal record may prevent a student from being placed in a school setting and/or exclude the student from the possibility of certification. Questions regarding the impact of a record on certification prospects are to be directed to the appropriate office at the Pennsylvania Department of Education.

## Request For Placement at Place of Employment

Complete this section if you are employed in a school setting and are requesting to complete your Practicum at your place of employment. Please note that the practicum must be completed in a general education classroom in the grade range PK-4. Secure the signature of the building principal.

School Name \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Principal's Name \_\_\_\_\_

Principal's Phone \_\_\_\_\_ Principal's Email \_\_\_\_\_

Principal's Signature \_\_\_\_\_

## Clearance Requirements

This application must be completed and copies of current clearances must be registered with American DataBank at [www.holyfamilycompliance.com](http://www.holyfamilycompliance.com). Please note that clearances are valid for a period of one year from date of issue. This is a requirement regardless of employment status.

### Required clearances:

- Tuberculosis test
- Act 151: PA Child Abuse
- Act 34: PA Criminal Background Check
- Act 114: Federal Criminal History Record (fingerprinting)
- Act 24: Arrest/Conviction Report and Certification Form

*Note that clearance requirements in New Jersey and select Pennsylvania districts might differ. Students placed in New Jersey must register Pennsylvania clearances with American DataBank and contact their host NJ district to determine and meet local clearance requirements.*

## Student Affirmation

By signing this application, I (the applicant) affirm that the information submitted is true and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return this completed application to:

**Field Placement Office  
ETC 443  
Holy Family University  
9801 Frankford Avenue  
Philadelphia, PA 19114**