

Preferences for Placement Instructions

Note: This form is a Microsoft Word document. When you click on the form link a message box will open asking if you want to save or open the file. Save the file to your computer. Click on the gray area of the text boxes to type in your information or reveal drop down boxes.

To complete the Preferences for Placement Form

Complete the contact information including your PSC NU ID#. (The one you use when you access Cats-on-line) Enter the first part of your acornmail email address. (Note that the @acornmail.peru.edu is already entered for you) Enter the name, city, and state of the high school you graduated from.

Select your endorsement area(s)

Select your endorsement areas from the "Placement Select" drop down box. Select your grade level preference for each endorsement. The order is not important.

Preferred School Districts

List your preferred school districts in order from 1 to 3. Think carefully about where you would like to student teach before you fill out the form. If you have questions, or need advice, see the Director of Field Experiences or your advisor. If you are selecting schools outside of our regular service area (Not in Nebraska and over 100 miles from Peru, NE 68421), you will need to include the out-of-area placement request form.

In the text box you must describe in detail any personal (for example, relatives attending or working) or professional (for example past work history) relationships you have to any of the schools or districts you have listed in your preferences above. Be sure to check your acornmail account frequently as the Director of Field Experiences will contact you if there are further questions regarding your preferences.

We reserve the right to make placement decisions based on what we consider your best academic interest and do not guarantee placement in your preferred districts. However, we will take your preferences into consideration.

On the second page, enter your name. When you have the form complete, print both pages. You may need to adjust the margins to correctly print out both sheets.

Read the statement and sign / date the document.

Your advisor will complete the Advisor approval section and sign the second sheet. The Education office staff will sign the "*received by*" section.

The Director of Field Experiences will review and sign this sheet after you have submitted the completed application. These pages go behind the cover sheet in your application packet. Please do not staple or bind the pages together.