

Out-Of-Area Placement Request 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.

Complete the form, print it and discuss it with your advisor. ONLY COMPLETE THIS FORM IF YOU ARE REQUESTING AN OUT-OF-AREA PLACEMENT (over 100 miles from Peru, NE 68421).

To complete the Out-of-Area Placement Request Form

In order to obtain this information, you may contact the district where you hope to student teach, but DO NOT arrange a placement. You can explain that you are gathering information for your student teaching application.

Complete the form with the following information:

1. The contact information for the district you wish to apply to student teach within. *Check the district's web site or call the main office.*
2. Any deadlines for placement in that district and special requirements for applying to student teach in the district.
3. Whether or not the cooperating teachers are paid for hosting a student teacher and if so, how much they are paid. *(Understand that you will have to bear the burden of this cost. Nebraska does not allow cooperating teachers to be paid, and therefore Peru State College cannot pay this for you. You will be required to submit a check for this amount to the Director of Field Experiences, payable to your cooperating teacher, prior to Callback #2)*
4. Contact information for a college supervisor *(check with a field experiences director of any teacher education college or university in the area of the school you are applying.)*
5. Charges for providing a college supervisor *(Peru State College will pay up to \$700 for a 16-week placement plus mileage. You are responsible for any charges over that amount. These charges must be paid before the student teaching grade is posted.)*

After all the information has been compiled, print the form, have an advisor look it over and sign it, and submit it with your application for Student Teaching after the Preferences for Placement Form. For additional questions contact Mrs. Rippe, Director of Field Experiences at PRippe@oakmail.peru.edu.