

University of the Cumberland
Permission Form for Field Placement

Dear Principal,

One of our students, _____ has requested to complete some of their field experience hours in your school. We ask that the student observe a certified teacher in a classroom situation so he/she can start to gain an understanding the full scope of the teaching, or gain new ideas and techniques. Required activities, with your permission, will range from simple observation and reflection, to participation, to full interaction by tutoring or teaching. The teacher will sign a field experience timesheet and complete an evaluation form for documentation. To signify your permission for our student to observe in your school, please complete the form and sign below. (If more than one student is requesting permission, this one form will be fine for the entire school year.)

Administrator Name _____

Position _____

Name of School _____

Phone/email _____

Address _____

Date signed _____

IF YOU PREFER, YOU MAY WRITE A LETTER ON YOUR SCHOOL'S LETTERHEAD INFORMING ME OF YOUR PERMISSION AND MAIL IT TO THE ADDRESS BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US BY ANY OF THE MEANS BELOW. THANK YOU IN ADVANCE! WE VERY MUCH APPRECIATE YOUR HELP IN CREATING BETTER TEACHERS FOR OUR CHILDREN.

Sincerely,

Kimberly Brown, Assistant Professor of Education and Director of Field Placement
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