

# Field Placement Timeline

## 6-8 Weeks Prior to New Semester

School site administrators will review the TASUS. Updates and change requests must be emailed to [LCSFieldExp@leonschools.net](mailto:LCSFieldExp@leonschools.net).

## 6 Weeks Prior to the New Semester

Contract Administrators can begin reviewing the TASUS and tentatively place interns, practicum, and observation students.

## 4-6 Weeks Prior to the New Semester

Contract Administrators can begin turning in field placement paperwork for interns, practicum, and observation students. All paperwork will be sent to [LCSFieldExp@leonschools.net](mailto:LCSFieldExp@leonschools.net).

## 4-6 Weeks Prior to the New Semester and Ongoing

The Office of Professional Learning will review field placement paperwork for final approval. Contract Administrators and school sites will be notified of approved placements.

## 4-6 Weeks Prior to the New Semester and Ongoing

The Office of Professional Learning will complete a Focus Access Request Form for every intern, practicum, and observation student.

## 4-6 Weeks Prior to the New Semester and Ongoing

The Office of Professional Learning will send Focus Access Request Forms and additional technology forms to TIS.

## 4-6 Weeks Prior to the New Semester and Ongoing

TIS will create AD accounts for each intern, practicum, and observation student to provide them access to our Learning Management System and curriculum resources needed for their field experience.

## Week One of the New Semester

The supervising teacher will share with the intern, practicum, or observation student their [@leonschools.net](mailto:@leonschools.net) email address, and report any technical issues to [LCSFieldExp@leonschools.net](mailto:LCSFieldExp@leonschools.net).