



Complete the following items in the order given.

A. Name of Applicant \_\_\_\_\_ ID No. \_\_\_\_\_  
Address \_\_\_\_\_  
City, state, zip \_\_\_\_\_  
Email address \_\_\_\_\_  
Day time phone \_\_\_\_\_ Home phone \_\_\_\_\_

B. I have been admitted to the following program at UW-Whitewater:  
Program \_\_\_\_\_ Date \_\_\_\_\_

I have completed the following number of credits toward the degree of certification:  
(Total Credits) \_\_\_\_\_ of which (number of UW-W credits) \_\_\_\_\_ were UW-W credits.

C. Undergraduate Major \_\_\_\_\_ Certified to teach (specify) \_\_\_\_\_ Not certified  
Previous student teaching experience (specify subject area, school, and university): \_\_\_\_\_

D. I will do a practicum at the following school during the \_\_\_\_\_ semester. The dates must be within the semester and must be cleared with Eileen Schroeder first.

Name of school \_\_\_\_\_  
Address of school \_\_\_\_\_  
City, state, zip \_\_\_\_\_  
School phone number \_\_\_\_\_  
Principal or administrator \_\_\_\_\_  
Cooperating librarian \_\_\_\_\_  
Phone number \_\_\_\_\_  
Email address \_\_\_\_\_  
Starting date of practicum \_\_\_\_\_  
Days and times of practicum \_\_\_\_\_  
Vacation days during practicum \_\_\_\_\_

F. Verification by university supervisor  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

G. I agree to take this student on for the time listed above:  
Cooperating librarian's signature \_\_\_\_\_ Date \_\_\_\_\_

H. I give my approval to have the student teacher work with the cooperating librarian as stated above:  
Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed application to Office of Field Experiences, 2038 Winther Hall, University of Wisconsin-Whitewater, Whitewater, WI 53190.

# PERSONAL INFORMATION SHEET

Required for admission to Directed Teaching

The College of Education requires application for a teaching assignment to answer the following questions. Falsification or omission of information on this form may constitute grounds for denying placement in directed teaching or for termination of your assignment if the falsification or omission is discovered after the assignment has been made.

Further, after you have submitted the questionnaire, while your application is being considered or while you are a student in a program, if circumstances occur that would change any responses, you must inform the Office of Field Experiences.

An affirmative response to any of the items does not necessarily mean that you will be denied admission. You may be contacted to explain the circumstances leading to the affirmative response. In addition, the Office of Field Experiences may request further information from the appropriate sources. If necessary, your consent to acquire this information will be obtained.

The Office of Field Experiences will take the information provided and acquired into account in determining whether to admit you to student teaching, to postpone admission, or to provide special accommodations.

In the event you are denied admission to the program based on your responses to the questions, you have the right to appeal that decision. Notice of the grievance procedure will be forwarded to you in the event of a denial. For additional information, contact The Director of The Office of Field Experiences.

Criminal record checks of students may be required for placement in schools or other agencies. Failure to authorize a required criminal record check or information resulting from a criminal record check may result in terminating the placement.

Your responses to these questions will be kept strictly confidential.

1. Has a teaching licensure been denied to you or revoked from you in any state in the U.S. for reasons other than insufficient credits or courses? YES NO
2. Have you ever been suspended, expelled, placed on probation other than for academic deficiencies or otherwise disciplined by any college or university? YES NO
3. Have you ever been convicted of, pled guilty to or no contest to, or forfeited bail for any criminal conduct under law or ordinance, excluding minor traffic violations? YES NO
4. Have you previously applied for admission to directed teaching at UW-Whitewater? YES NO

**\*\* If you answer yes to any of the above questions, attach an explanation of circumstances.**

5. I agree to release information contained in my University records if needed to facilitate placement in a Professional Education program. YES NO
6. I hereby authorize the University of Wisconsin-Whitewater to obtain and maintain tuberculosis/TB test records about me. I also authorize UW-Whitewater to provide such records to third parties for the purpose of evaluating my application for acceptance into an internship or field/clinical education placement. Such third parties and the Board of Regents of the University of Wisconsin System, its agents, employees, and officers, including the University of Wisconsin-Whitewater, are hereby released of any liability that may arise from the disclosure of such information. YES NO

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NAME:** \_\_\_\_\_ **ID#** \_\_\_\_\_