



**Newton County School System  
Human Resources Department**

**Request for Pre-Teacher Preparation Experience**

Students interested in requesting a placement in the Newton County School System (NCSS) must complete this form in its entirety. Completed forms must be submitted to the student's university coordinator to review and confirm all information is accurate. The coordinator will submit to the NCSS HR Dept. for placement approval. The university coordinator will be notified by the NCSS HR Dept. once the request is approved. Completed request forms may be returned via email to [hrdept@newton.k12.ga.us](mailto:hrdept@newton.k12.ga.us) OR [baptiste.audrey@newton.k12.ga.us](mailto:baptiste.audrey@newton.k12.ga.us)

<b>UNIVERSITY:</b>	
<b>Coordinator/Contact Name:</b>	
<b>Contact phone:</b>	
<b>Contact email:</b>	
<b>STUDENT INFORMATION</b>	
<b>NAME:</b>	
<b>PHONE:</b>	
<b>ADDRESS:</b>	
<b>EMAIL ADDRESS:</b>	
<b>Is student currently employed with NCSS?</b>	<b>Yes or No</b> if yes, indicate current school/location:

<b>Placement Type:</b>	<b>Observation Hours / Practicum / Student Teaching (Internship)</b> <i>please indicate which placement by highlighting</i>
<b>Length of Placement:</b>	start date: _____ end date: _____
<b>Placement Hours Required:</b>	
<b>GaPSC PRE-SERVICE CERTIFICATE NUMBER:</b>	
<b>MAJOR:</b>	
<b>SITE PLACEMENT:</b>	<i>Please choose two (2) NCSS school sites you would prefer for your pre-teaching preparation experience.</i>
<b>SITE 1:</b>	
<b>SITE 2:</b>	
<b>Grade Level / Subject:</b>	

*It is the Newton County School Systems goal to provide quality learning experiences for pre-teaching preparation experiences. The HR Dept. will notify the college/university coordinator if the placement request is approval.*

**-Administrators and NCSS HR Dept. will complete this section.-**

<b>SCHOOL ASSIGNED:</b>	
<b>GRADE/SUBJECT ASSIGNED:</b>	
<b>CLASSROOM/COOPERATING TEACHER:</b>	
<b>SIGNATURE OF PERSON AUTHORIZING:</b>	
<b>DATE:</b>	

NCSS Placement Coordinator – Audrey Baptiste  
[baptiste.audrey@newton.k12.ga.us](mailto:baptiste.audrey@newton.k12.ga.us)