



HUMAN RESOURCES
970 N. GLENN RD. * CASPER, WY 82601 * FAX: (307) 253-5395 * www.natronaschools.org

PRE-SERVICE PLACEMENT REQUEST FORM

Please complete the form below if you wish to request placement in Natrona County School District (NCSD) to complete your pre-service requirements (i.e. observation hours, practicum hours, internship, or student teaching residency).

Your request will be reviewed and determination of placement will be forthcoming. Please do not contact the school personnel directly until your placement request has been approved.

Please have your University Placement Supervisor contact NCSD with University placement request verification at:

NCS D Pre-service Placement Contact

Connie Walker

Email: connie_walker@natronaschools.org

Phone: 307-253-5225

Full Name: _____ Last 4 ss#: _____

Email: _____ Phone: _____

Type of Placement:

Observation Only Practicum Student Teacher Residency

Field Work Phase I, II, or III (OT/PT Candidates) Internship

If student teacher/residency:

Early Childhood (Pk-3) Elementary (K-6) 6-8 placement 9-12 placement

Name of University: _____

University Placement Contact: _____

University Contact Email: _____

University Contact Telephone: _____

Placement Preference School: _____ Certified Professional: _____

Do you currently hold a State of Wyoming substitute permit? Yes No

Have you been convicted of a felony or misdemeanor other than a minor traffic offense? *

NOTE: Affirmative response of a felony or misdemeanor conviction(s) must be fully explained in a separate signed statement submitted to NCSD#1 ATTN: Kelli Patik, Program Facilitator, 970 N Glenn Rd, Casper, WY, 82604. Please indicate the date(s) of offense(s), nature of offense(s), court action(s) and a personal assessment (what have you learned from this experience?)



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Signature

Date