

FIELD PLACEMENT REVIEW REQUEST FORM

Policy and Procedures for Changing Field Placement

Before the Field Office can consider replacement for a student, the following procedures should be followed:

1. Liaison meets with the student.
2. Liaison helps student problem-solve.
3. Liaison visits agency and meets with the Field Supervisor and the student together. Liaison engages in problem-solving with Field Supervisor and student and establishes appropriate monitoring.
4. When problems can not be resolved, the following takes place:
 - a. Field Placement Review Request Form is completed and forwarded to the Field Director.
 - b. Field Director discusses situation with liaison and/or Field Coordinator and or/Field Agency personnel.
 - c. Field Director decides if changes are needed in current placement; if student needs new placement; or if student cannot be replaced by Field Office.

Field Liaison: _____ **Course/Term:** _____

Student: _____

Field Placement Agency: _____

Concerns: _____

Date Agency was Visited: _____ **Participants in the Meeting:** _____

Problem-Solving Actions taken: _____

Actions Requested from Field Director: _____

Signature: _____ **Date:** _____
(Field Liaison)

Actions Taken by Field Office: _____

Signature: _____ **Date:** _____
(Field Director)