

FIU - COLLEGE OF EDUCATION – STUDENT AFFAIRS
OFFICE OF FIELD EXPERIENCES
ZEB 220 305-348-2082

**Procedures for Field Experience Placements
for Miami-Dade County Public Schools**

If you **do not** have a valid security clearance card from Miami-Dade County:

- Obtain information sheet from our office, and complete the fingerprinting process.
 - After being fingerprinted, wait one week and then call our office: **305-348-2082**.
 - If you have been cleared, come to our office and receive your security clearance card.
 - Bring a copy of your current course schedule, and your security clearance card to our office in order to select a school site from the list of schools posted on bulletin boards outside ZEB 220.
 - On your schedule, provide: Panther ID, e-mail address, reliable phone number (cellular or answering machine).
 - Once school assignment has been confirmed, our office will provide:
 - a placement card for your assigned school, with a mandatory orientation date
 - an official “Field Experience Attendance Log” for each course that requires field hours.
 - Remember to arrive promptly for the orientation meeting, bring your security clearance card, dress professionally, and maintain scheduled dates and hours as arranged during orientation.
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For BROWARD County placements, ask us for the current information!

☺ **You must have your clearance card with you for all school visits!** ☺

If you currently work at a school (other than the After-School Program), request the “Alternate Placement Form” from our office. You will need to return this form with the necessary documentation before we can confirm your placement and provide the attendance logs for your courses.

☺ Have a wonderful semester! ☺