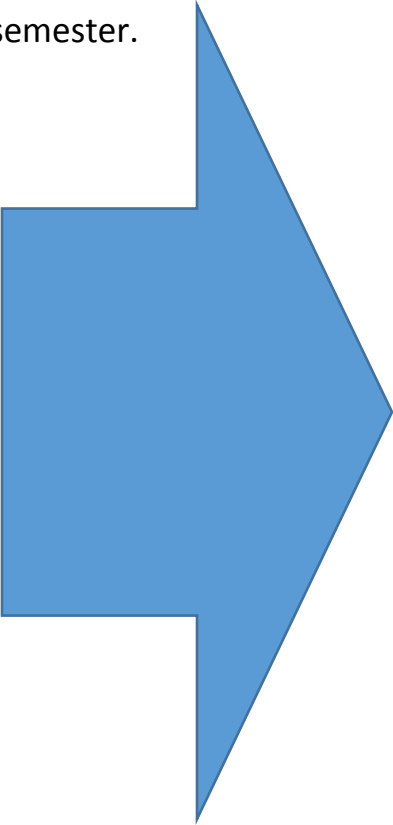


| TASKS  | FALL Deadlines   | SPRING Deadlines  | Comments/Notes   |
|--|--|---|--|
| Classes Begin:   | Tuesday, August 20, 2019   | Tuesday, January 7, 2020  |  |
| <p>Candidates should complete these items on or before the assigned deadlines for each semester.</p>                     | <p>Purchase, or update if applicable, LiveText account.</p> <p>Purchase SLED Clearance Form. SLED must be completed between <b>July 1<sup>st</sup></b> and <b>August 22<sup>nd</sup></b>.<br/>(Students should keep an electronic copy of this report, as it can be used for Spring 2020 placement request submissions.)</p> <p>Complete the Placement Request form and submit on or before 11:59pm, Thursday, <b>August 22<sup>nd</sup></b>.<br/>**Please note, the sooner this form is completed the better, as <u>August 22nd</u>, is the FINAL day for all submissions (including resubmissions)**</p> | <p>Purchase, or update if applicable, LiveText account.</p> <p>Purchase SLED Clearance Form. SLED Clearance must be completed between January 1<sup>st</sup> and January 9<sup>th</sup>.<br/>(Students who completed a SLED report in Fall 2019 may upload the Fall results page.)</p> <p>Complete the Placement Request form and submit on or before 11:59pm, Thursday, <b>January 9<sup>th</sup></b>.<br/>**Please note, the sooner this form is completed the better, as <u>January 9<sup>th</sup></u>, is the FINAL day for all submissions (including resubmissions)**</p> | <p>All SLED checks need to be saved electronically as an image by the teacher candidate. He/She will be responsible for uploading it to the Placement Form in LiveText.</p> <p>Please follow instructions on News &amp; Announcements and/or BlackBoard for Purchasing/Creating your LiveText account and purchasing SLED. Failure to do so can result in students having to complete an additional SLED report, and/or students LiveText accounts not showing his/her courses.</p> <p>**Candidates should check his/her LiveText account <b>daily</b> to ensure a resubmission is not required.**</p> |
| <p><b>If a complete and accurate placement request AND a current SLED clearance have not been received by the above deadline, the placement process for that candidate may be delayed OR canceled.</b></p> |  |   |  |

|  |   |  |  |
|--|---|--|--|
| Placements will be initiated and finalized by the Clinical Coordinator and made available to the candidates in the Field Experience Tab in LiveText.                   | On or before Monday, <b>September 23<sup>rd</sup></b> . (This is a projected deadline and may change due to schools/districts/weather/etc.) | On or before Monday, <b>February 10<sup>th</sup></b> . (This is a projected deadline and may change due to schools/districts/weather/etc.) |  |
| <b>PLEASE NOTE:</b><br><b>In order for enough time to be allotted to complete the required hours, placements cannot be changed or initiated after begin finalized.</b> |   |  |  |
| Last Day to Complete Hours:<br>This is the last day that hours can be completed and count towards the field experience for the semester.                               | Tuesday, <b>November 27<sup>th</sup></b> .  | Wednesday, <b>April 17<sup>th</sup></b> .  | If at any time during the semester PRIOR to this deadline the candidate feels he/she will not complete the hours by this day/time, he she should discuss dropping the course with the course professor.  |
| Evaluations  | CT Evaluations will be made available in Field Experience Module in LiveText and should be completed NO LATER THAN the assigned due date.   | CT Evaluations will be made available in Field Experience Module in LiveText and should be completed NO LATER THAN the assigned due date.  | If a CT's recommendation has not been received by the proposed deadline, the teacher candidate may not receive credit for the field experience. This documentation is need BEFORE grades are submitted for the semester.<br><br>The candidate can help expedite this process by reminding CTs of this final step and following up, if necessary. |

