FIELD EXPERIENCE PLACEMENT TIMELINE

Task	FALL DEADLINE	SPRING DEADLINE
SLED CLEARANCE – Sled reports are only good for 1 academic year (July – June). Students are to follow the steps provided for completing a SLED found on News and Announcements. SLED submitted without the last four of SS# will not be accepted, and the student must repay to have a new SLED report ran. Students are also to save an electronic version of the completed SLED report.	Must be dated July 1st of current year or after. For example, a student completing field experience hours in Fall 2020 may submit a SLED ran July 1, 2020. Completed SLEDs are uploaded to the placement form in LiveText.	Must be dated January 1st of current Spring semester. Completed SLEDs are uploaded to the placement form in LiveText. Students who completed a SLED report the previous Fall are allowed to upload that report in LiveText to the field experience placement form for Spring field experience courses.
Placement Form (in LiveText) – students who do not complete this form on time (by the due date and time in LiveText) will be dropped from the course.	Must be completed on or by Thursday of the first week of the semester (the day before drop/add ends)	Must be completed on or by Thursday of the first week of the semester (the day before drop/add ends)
Last Day to Complete Hours	Day before Reading Day	Day before Reading Day
Students are held to these deadlines. Placements are worked on from before the first placement request comes in until the last placement is made. Please check your FMU email and LiveText daily until you receive your placement. While the placement form is in LiveText on your dashboard, the placement will be made official in the Field Experience Module tab of LiveText.		
Student's receive placements as they come in. Please do not be alarmed if others in your class have a placement and you do not.		