**CHECKLIST FOR BEGINNING FIELDWORK**

Please check, include, and return all of the following:

☐ Unofficial transcript of all graduate courses taken before beginning fieldwork

 Highlight the following information:

* Highlight grade of B- or better in GCCE 601
* Highlight overall grade point average of 3.0

☐ Copies of FBI Fingerprinting (within a year) and ACT 34 and ACT 151 (within 3 months). Copy of tuberculosis test dated within two years. Complete and sign the Act 24 Arrest/Conviction Report and Certification Form.

☐ Copies of your **PAPA PASSED SCORES** for Mathematics, Reading, and Writing modules

☐ Completed application to initiate fieldwork form

☐ Completed field experience mentor data form

☐ Completed memorandum of understanding

**PLEASE READ AND CHECK BELOW:**

I fully plan to enroll in GCCE 651/661/671 for the following three terms. Upon review of this application, I am aware that the Education Department will approve my placement upon the satisfactory submission of the required application items and transcript.

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 (Student Signature) (Date)

**\*Make TWO copies of all forms (one for your GCCE 651 instructor & one for your file in the education office)**

**\*Students with offenses appearing on their FBI clearance MUST report these in person to the Education Department before submission of the application.**