School Year 2018-19

Dear Education Students:

Thank you for your interest in a placement in Nassau County for classroom observations and field experiences. Please carefully read and follow the steps below to ensure a smooth placement process:

1. Go to the district’s website www.nassau.k12.fl.us and look under “Departments & Programs”, “Professional and Staff Development” and “Education Students.”
2. Choose “Observation/Field Experience Request”
3. Complete the form and fax it to (904) 277-9044 or email it as an attachment to: staff.development@nassau.k12.fl.us.
4. The Office of Professional and Staff Development will email you to confirm receipt of your form and to provide you with the directions for the Florida fingerprinting requirement. Those directions will be sent to you as an attachment to the confirmation email message.
5. We suggest that you wait on the confirmation email and fingerprint directions before paying for fingerprinting to ensure that our district can place you and to ensure that you utilize the correct fingerprint process.
6. If you have already been fingerprinted for Nassau schools or another Florida school district, please indicate that on your form. However, a Field Experience Request form is required each time you need a placement.
7. Please allow one week for a placement to be made. You will be notified by email of your placement. It is the student’s responsibility to contact the assigned teacher in a timely manner to set up a schedule for observations and to notify the teacher of a change in that schedule.
8. Priority for placement is given to students who are residents or employees in Nassau County.
9. Our district reserves the right to decline to place a student.
10. Our district will not accept requests for placement that are submitted AFTER March 8, 2019, due to Spring Break and the state testing schedule. Students needing to complete observation and field experience hours in March through May of 2019 MUST have submitted their request form and have been fingerprinted by March 9th. Observations may not be conducted during testing. Nassau County does not place students for observations and field experience assignments that need to take place during the district’s summer break, which begins May 24th, 2019.

If you have questions, please send an email message to staff.development@nassau.k12.fl.us.

Sincerely,

Office of Professional / Staff Development
Nassau County School District