**DOUBLE DEGREE CHANGE OF PLACEMENT FORM** *The changing of placements will follow a formal process as indicated below. The* ***Program Coordinator*** *will
track and monitor the process and keep involved parties informed of the following initialed steps.*

Name of **Teacher Candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Initiated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of original **Cooperating Teacher**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of current/original **Principal**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of **Current School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change **Initiated** /**Requested by**: (Circle all that apply) Teacher Candidate, CT, Principal, University, or other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Name of **NEW** Cooperating Teacher (or NA):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Confirmed: \_\_\_\_\_\_\_\_\_\_\_\_

Name of **NEW** school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of **New** principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date of **NEW** Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PROCESS STEPS for Change of Placement:**

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| --- | --- | --- | --- |
| **Date:** | **ITEM:** | **Notes:** | **Initials:** |
|  | 1. **Dialogue**: Discussion of difficulties of placement w/ Teacher Candidate, Cooperating Teacher, University Supervisor, others. |  |  |
|  | **2. Seek Resolution**: All parties seek resolution of difficulties.  |  |  |
|  | 3. **Dialogue, Discussion & Consultation:** (TC, CT, Univ. Sup, Faculty,Coordinator.) |  |  |
|  | 4. **Written Request**: Request in writing with notes from TC, school, or other (attach). |  |  |
|  | 5. **Collaborative Decision**: Discussion of resolution with plan of action (attached, if applicable). |  |  |
|  | 6. **New Placement Process**: Coordinator seeks new placement |  |  |
|  | 7. **Exit Strategy for TC**: Review Teacher Candidate benchmarks, set goals, and plan of assistance if required (attach). |  |  |
|  | 8. **School Placement Exit Plan**: TC as advised by faculty for farewell visit to classroom (if appropriate). “Thank you” letters from TC and/or Program Coordinator to CT and principal.  |  |  |
|  | 9. **New Placement Coordination and Confirmation**: (Program Coordinator and/or Placement Officer). |  |  |
|  | 10. **Provide information and training for new CT:** by TC and/or Supervisor (Task Stream, paperwork, etc.). |  |  |

Signatures: TC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_