

Dear ISU Faculty and Staff,

Welcome to the 2023 – 2024 school year! Many of you collaborate with the Laboratory Schools every year to provide clinical experiences for your students; however, some of you may be new to this partnership. Whether this is your first time working with the Laboratory Schools or you've been with us before, we would like to share the necessary steps to request clinical experiences for your students at Metcalf or University High School.

### **Requesting Clinical Experiences- ISU Faculty and Staff**

It is necessary for us to document and approve all clinicals taking place in the Laboratory Schools, therefore we require ISU faculty and staff to submit a request for approval to have clinicals at Metcalf or U-High. Please submit the *Professor Request Form for Clinical Experiences* at your earliest convenience.

#### Instructor Request

Normally, upon receipt and approval of this request, you will be sent a confirmation email requesting the roster for your class to begin the background check process and signifying that your students may access the online scheduling system for clinical experiences.

#### **Background Checks-**

ISU faculty and staff entering either Metcalf or University High School need to have a background check on file with ISU. This background check is in addition to the one that is on file for employment at ISU. Please contact ISU Human Resources if you need to complete this requirement. If you have already had the additional background check conducted, it is not necessary to complete it annually.

Please be reminded that it is a requirement for ISU Teacher Education that all clinical students have a valid, up-to-date Criminal Background Check on file prior to beginning any clinical experience. ISU students will need to secure a badge through the Lab School Director's office that will signify that this requirement has been met. Information on [student background checks](#) and ID badges will be sent to ISU students by the Lab Schools.

### **Registering for Clinical Experiences- ISU Students**

The window for observations at the Laboratory Schools the fall semester will be September 5 - December 8, 2023 and January 29 – May 2, 2024 for the spring semester.

Students should visit either school's webpage and click on the "Student Clinical Experience Registration" link (for Metcalf) or the "TCH" tab (for U-High). Information found at these links will allow students to schedule all of their clinical experiences/observations for the semester. A step-by-step student tutorial on using the system is posted at each school's website.

Please distribute the attached information to your students. It is imperative that your students follow the expectations requested of them when completing clinical experiences at both Metcalf and U-High. It would be helpful if you would review the information with them prior to the start of observations or other clinicals.

If you have questions, please feel free to contact us.

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