FIELD PLACEMENT ASSIGNMENT (GOLDENROD)

ACADEMIC YEAR 2019 – 2020

Student Name: _____ **ID:** _____

PLACEMENT INFORMATION: 1st Placement: _____ **2nd Placement:** _____ **Re-do Placement:** _____

☐ **School-Developed Placement** ☐ **Work-Based Placement** ☐AmeriCorps

Placed by: _____ **ANS** **Date Placed:** _____/____/_____

Main Agency Name: _____

Contract Mailing Address: _____

Program Name: _____

Sub Program Name (if different from *Program Name*): _____

Primary Supervisor: _____ **W#:** (_____) ____- _____ **C#:** (_____) ____- _____

Primary Supervisor Email: _____

2nd Supervisor: (if relevant)_____ **W#:** (_____) ____- _____ **C#:** (_____) ____- _____

Initial Contact: _____ **W#:** (_____) ____- _____ **C#:** (_____) ____- _____

Mail contract to: ☐Primary Supervisor ☐Secondary Supervisor ☐Initial Contact

Actual Location of Placement (if different from above) _____

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For Field Office Use Only (check all that applies):

Field Placement Supervisor Code: _____ (1st four letters in last name, followed by 1st three letters in 1st name)

New AA Needed: ☐ Yes ☐ No **Custom AA:** ☐ Yes ☐ No **Addendum needed:** ☐Yes ☐ No

SIFI SUPERVISOR Status ☐Yes ☐No ☐To Be Determined

FOR: SPRINGFIELD PUBLIC SCHOOLS

*REQUIRED: SPECIAL PAPERWORK must be completed by SSW field office and provided to the student. The student is responsible for mailing this paperwork to the HR department at the school district

FOR: CHICOPEE PUBLIC SCHOOLS (*REQUIRED: SPECIAL PAPERWORK must be completed)

Check to confirm: ☐Letter (merge) Documents ☐Packets sent to Supervisor & Student☐Date sent: ____/____/_____

NOTES /

COMMENTS: _____

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