



Office of Human Resources

#2 Mark Twain Circle
Clayton, MO 63105

T: 314.854.6000
F: 314.854.6093

Practicum Placement Request Procedures

School District of Clayton welcomes internships (30 hours or more) during the fall and spring semesters. When written placement requests are sent to Human Resources, the request will be entered into the database then sent to building principal.

If building receives request from the student or university, please notify Human Resources of placement. The student or university must provide the following documentation:

Placement Details

- Written placement request from university
- Description of assignment
- Certification Level
- Certification Subject
- Assignment starting and ending date, or total hours required
- Student's profile, bio or resume
- Student's transcripts

Criminal Background Check Clearance

- Documentation of a Missouri State Highway Patrol Criminal Record Check completed within the last six months.
- Documentation of a Division of Family Services Central Registry Child Abuse Search completed within the last six months.

TB Test Results

- Record of negative results of a tuberculosis completed within the last six months.

Acceptance or Declining Placement

- The building will need to notify Human Resources of student acceptance for/or declined placement so the university can be notified in a timely manner.