



Office of Human Resources

#2 Mark Twain Circle
Clayton, MO 63105

T: 314.854.6000
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Student Observation Request Procedures 30+ Hours

School District of Clayton welcomes student observations 30 hours or more. It is the building's choice to accept request. Student must be in presence of certified staff at all times.. 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 Cindy Whitney in 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 Cindy Whitney of student acceptance for/or declined placement so the university can be notified in a timely manner.