



Placement Request Form

Please complete all of the information below and drop it off with your official letter or documentation from your program at the Pflugerville ISD Administration Building or fax it to (512) 594-0024. You will be called when you are cleared to observe in our schools. Placement is arranged by the Human Resources department of PISD.

Name _____ Date of request: _____

Phone Number (Cell) _____ (hm/wk) _____

Email Address _____

I am enrolled in the following college / program for educator certification: _____

College/University Contact _____ Phone Number _____

I am required to observe for: _____ hours in the following subject area(s): _____

Time frame: _____ I would like to observe in the following school(s): _____

The requestor is expected to complete the observation at the designated campus (es) within the designated time frame. Once a placement has been finalized, no adjustments can be made.

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT	
Observer	Criminal History Record Check All information is kept confidential
The Pflugerville Independent School District is required by Board policy to obtain a criminal history record on anyone interested in visiting our schools in the district (Texas Education Code). The information requested below is necessary to obtain criminal history record information.	
Full Name _____	_____
(Print) _____	Last _____ First _____ Middle _____
Address _____	_____
Maiden Name _____	Date of Birth: _____
Driver's License # _____	State _____ Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity: <input type="checkbox"/> White (not of Hispanic origin)	<input type="checkbox"/> Black (not of Hispanic origin) <input type="checkbox"/> Hispanic
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native
I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for possible employment, but will be used solely for the purpose of obtaining criminal history information.	
Signature	
HR use only:	BG Completed (initials) : _____
Reviewed (initials) : _____ Date: _____	Date: _____
Comments: _____	