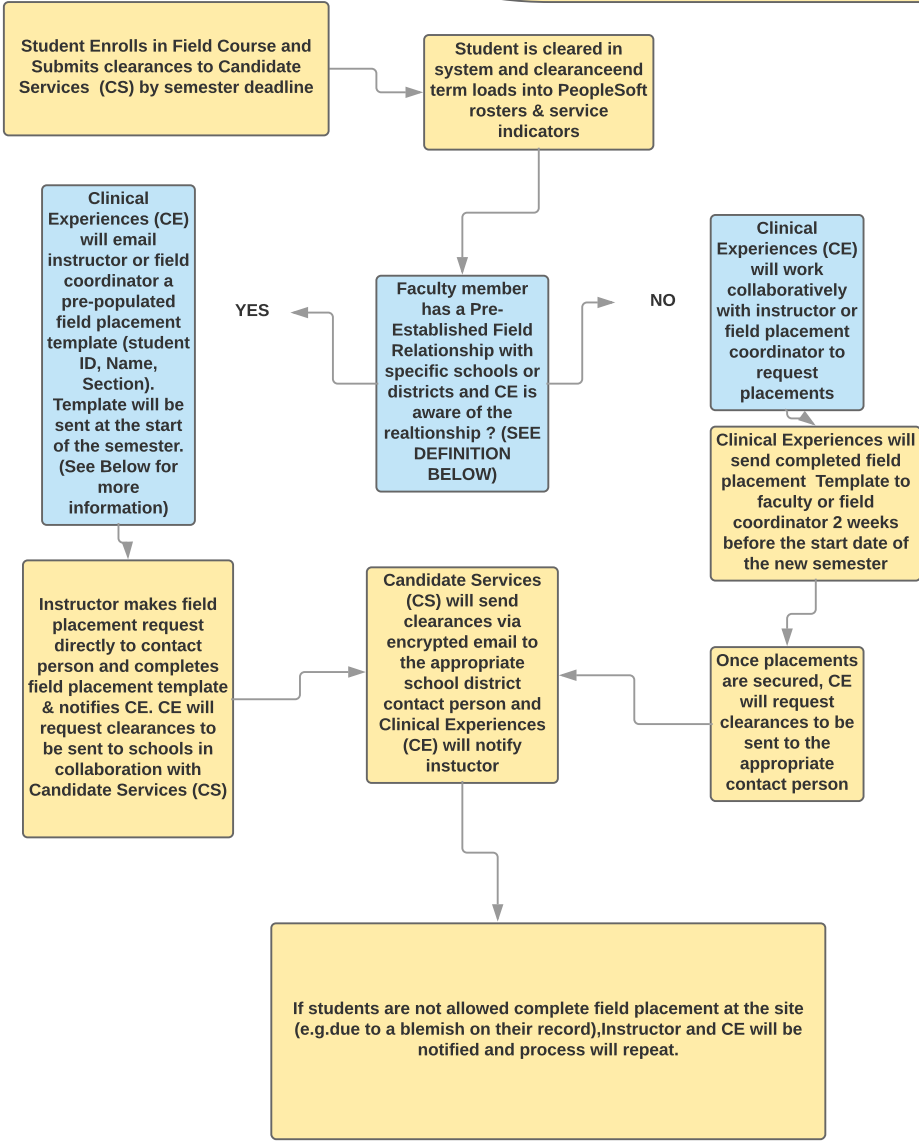


ENCRYPTED CLEARANCE SUPPORT PROCESS

The Office of Clinical Experiences (CE) & Candidate Services (CS)



NOTE: A Pre-Established Relationship is: an arrangement between the WCU instructor & the organization administrator to develop a list of possible preK-12 teachers to be mentors. WCU instructor assigns WCU students to teacher mentors.

**ONLY for Pre-Established Relationships:** Field Placement Template will be an Excel spreadsheet (downloaded from the enrollment in field courses) that will be prepopulated with Course Number & Section, Instructor, Student Name, Student WCU ID Number. Instructors who have secured placements in coordination with CE (Pre-Established Relationships) will complete the blank column listed as contact person (field site to send clearances) school district and school name for each student. *Students enrolled during the Add/Drop period must be entered on the template by the instructor.*