

Dear ISU Faculty and Staff,

Welcome to the 2021 – 2022 school year! We look forward to partnering with you and your students to provide a learning environment for clinical experiences. Whether this is your first time working with the Laboratory Schools or you've been with us before, we would like to share the necessary steps to request clinical experiences for your students at Metcalf or University High School (UHigh).

Background Checks

ISU faculty and staff entering either Metcalf or UHigh need to have a background check on file with ISU. This background check is in addition to the one that is on file for employment at ISU. Please contact ISU Human Resources if you need to complete this requirement. If you have already had the additional background check conducted, it is not necessary to complete it annually.

Please be reminded that it is a requirement for ISU Teacher Education that all clinical students have a valid, up-to-date Criminal Background Check on file prior to beginning any clinical experience. As the instructor of the course, it is your responsibility to ensure that your students meet this requirement.

Requesting Clinical Experiences (ISU Faculty/Staff)

It is necessary for us to document and approve all clinicals taking place in the Laboratory Schools, therefore we require ISU faculty and staff to submit a request for approval to have clinicals at Metcalf or UHigh. Please submit the *Professor Request Form for Clinical Experiences* at your earliest convenience.

After submitting a request, you will receive an email either confirming approval or seeking additional information. If you are requesting observations for your students, the email may also include directions to the observation system.

Registering for Clinical Experiences (ISU Students)

The window for observations at the Laboratory Schools is as follows –

2021 Fall semester: August 30th through December 3rd

2022 Spring semester: January 24th through April 29th

Students should visit the school's webpage to find a step-by-step tutorial for using the system to search for and reserve available observation times for the semester.

[Metcalf Teacher Education](#)

[UHigh Teacher Education](#)

To make this experience as smooth as possible, we recommend that you review the above information with your students prior to the start of observations or other clinicals.

Sincerely,

Vickie Graziano, University High School, Clinical Experiences Coordinator (vegrazi@ilstu.edu)

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