

# Making Sense of the Handouts

H a n d o u t s		Student Returns	Faculty keeps	Support staff	
<i>ALL Courses with Lab</i>	Criminal History Statement	Yes	No	Yes	
	Affidavit	Yes	No	Yes	Notarized
	Child Dev. Lab & Field Work Agreement	Yes	Yes	No	Keep for 1 year
	Field Placement Forms	Yes	No	Yes	
	Procedure for Assisting Child Development Students to Improve Their Lab Practice	No	No	No	
	Course Specific Lab Expectations	No	Yes	No	in your course syllabus
<i>Students Placed in Community</i>	Letter to the Director	No	No	No	
	Field Placement Confirmation	Yes	Yes	No	Keep in course files
<i>Students Placed at Lab School</i>	ACC Lab Hours Request Form	Yes	No	Yes	in lab packet
<i>Students in CDEC/TECA Courses</i>	ISD Classroom Observation Information Form	No	No	No	
	Student Information Sheet For Classroom Observations	Yes	No	Yes	with ISD Criminal Background Check Form