



Office of Educator Preparation
Residency Placement Information

Due: August 16, 2024

This document helps you collect important information about the school/district where you are placed for residency, your mentor teacher, and experiences during your Pre-residency field requirement. You should collect the required information on this form during Pre-residency and attach it to Watermark, Student Learning & Licensure by the due date above. You should also keep this completed form to reference throughout your residency year.

Candidate Information

Residency candidate's name:	
Residency candidate's E-number:	
Residency candidate's email address:	

Mentor Teacher Information

Mentor teacher's name:	
Grade level:	
Mentor teacher's email address:	
Mentor teacher's planning time:	
What day of the week and time will you meet with your mentor each week to discuss the week, plan for the upcoming week(s), sign off on attendance, and complete reflections from the Office of Education Preparation?	
What day of the week and time are faculty meetings scheduled for teachers at your placement school?	
List the additional duties your mentor teacher is required to complete (e.g., bus duty, hall duty, etc.) and how often?	
Arrival time for teachers:	
Departure time for teachers:	

What is the daily schedule for your mentor teacher? Complete the table below, adding new rows as needed.

Time Period	Event
<i>Example: 7:45-8:30</i>	<i>Example: Students arrive, morning work, attendance, lunch count</i>

General School Information

School district:	
School name:	
School phone number:	
Principal's name:	
Principal's email address:	
Assistant or Associate Principal's name:	
Assistant or Associate Principal's email address:	

Placement Information

According to your placement school, what are the policies for residency candidates regarding the following:

Event	Policy
Dress code:	
Entering the building:	
Front office sign in/sign out procedures:	
Notification of absences:	
Arriving late/leaving early:	



Who is the contact person for mandatory reporting at your school?	
Reporting an injury at school:	

According to the Residency Handbook, what are the policies for candidates regarding the following:

Event	Policy
Absences:	
Late arrival and leaving early:	
Dress code:	
Cell phone usage:	
Social media policy:	
ETSU injury policy:	

Please indicate any of the events below you were able to attend during Pre-residency

After completion, please obtain the required signatures and attach this document in Watermark, Student Learning & Licensure by August 16, 2024.

_____	_____	_____
Candidate name <i>printed</i>	Candidate signature	Date
_____		_____
Mentor signature		Date