

TEACHER PREPARATION FIELD PLACEMENT PARTNERSHIP

MEMORANDUM OF UNDERSTANDING



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This Memorandum of Understanding (“MOU”) establishes a partnership between Weatherford College (“WC”), acting through the Weatherford College Education Department, and Aledo ISD (“Partner”) to provide approved field experiences for WC students preparing to work in early childhood and P–12 educational settings.

This MOU applies to field experiences associated with:

1. WC early childhood certificate programs;
2. the Associate of Applied Science in Early Childhood Education;
3. the Associate of Arts in Teaching pathways;
4. the Bachelor of Applied Arts and Sciences in Early Childhood Education and Teaching; and
5. the proposed Weatherford College Educator Preparation Program, subject to state approval.

Covered experiences may include observations, interviews, professional inquiry, curriculum or environmental analysis, supervised participation, bachelor’s-level early field-based experiences, and, following state approval of the WC Educator Preparation Program, formal clinical teaching.

The Partner Profile and Placement Scope in the Appendix identifies the programs, placement categories, age groups or grade levels, and sites the Partner is approved to host. WC will identify the applicable program, course, purpose, hours or activities, requested setting, student role, host role, anticipated dates, and documentation expectations in each placement request.

Formal clinical teaching may occur only at a Partner Site approved for that purpose under applicable state requirements and specifically authorized in the Appendix. Participation by an Early Learning Partner does not independently authorize the Partner to host state-regulated clinical teaching. Nothing in this MOU guarantees a specific number or type of placement. All placements remain subject to student eligibility, Partner capacity, site needs, host availability, applicable screening or clearance requirements, and mutual agreement of the parties.

1. Goals

WC and Aledo ISD agree to work collaboratively to:

- Provide meaningful, professionally appropriate field experiences in diverse early childhood and P–12 settings;
- Connect early childhood workforce preparation with associate, bachelor's, and educator-preparation pathways;
- Establish a clear and consistent process for requesting, approving, supporting, and documenting placements;
- Support Partner personnel who contribute to the development of WC students and teacher candidates;
- Protect Partner student learning, safety, privacy, and instructional continuity;
- Promote ethical, reflective, developmentally appropriate, and instructionally responsive professional practice; and
- Use reasonable partner feedback to strengthen student readiness, program quality, and regional educator preparation.

2. Procedures

2.1 Course Requirements

The following table summarizes current courses with documented or anticipated partner-based field-experience requirements. The Partner is responsible only for placement categories approved in the Appendix. When a published course description does not specify fixed hours, WC will identify the required activities, setting, and documentation in the placement request.

Table 1 outlines field-based courses across the Weatherford College Education Programs Portfolio.

Table 1*Weatherford College Education Field-Experience Requirements*

Course	Category	Hours	Eligible Setting(s)
CDEC/TECA 1303: Family, School, & Community	Course-based	16 hours	Early Learning Center PreK–12th Grade
CDEC/TECA 1311: Educating Young Children	Course-based	16 hours	Early Learning Center PreK–12th Grade
CDEC 1313: Curriculum Resources	Course-based	As assigned	Early Learning Center PreK–12th Grade
CDEC/TECA 1318: Child Wellness	Course-based	16 hours	Early Learning Center PreK–12th Grade
EDUC 1301: Intro to Teaching Profession	Observation	16 hours	PreK–12th Grade
EDUC 2301: Intro to Special Populations	Observation	16 hours	PreK–12th Grade
EDEC 3301: Sup. Exper. in Early Childhood	Field-Based Experience	25 hours	PreK–2nd Grade
EDEC 3302: Sup. Exper. in Upper Elem.	Field-Based Experience	25 hours	Grades 3-6
EDEL 4311: Student Teaching I	Clinical Teaching	245 hours	PreK–6th Grade
EDEL 4312: Student Teaching II	Clinical Teaching	245 hours	PreK–6th Grade

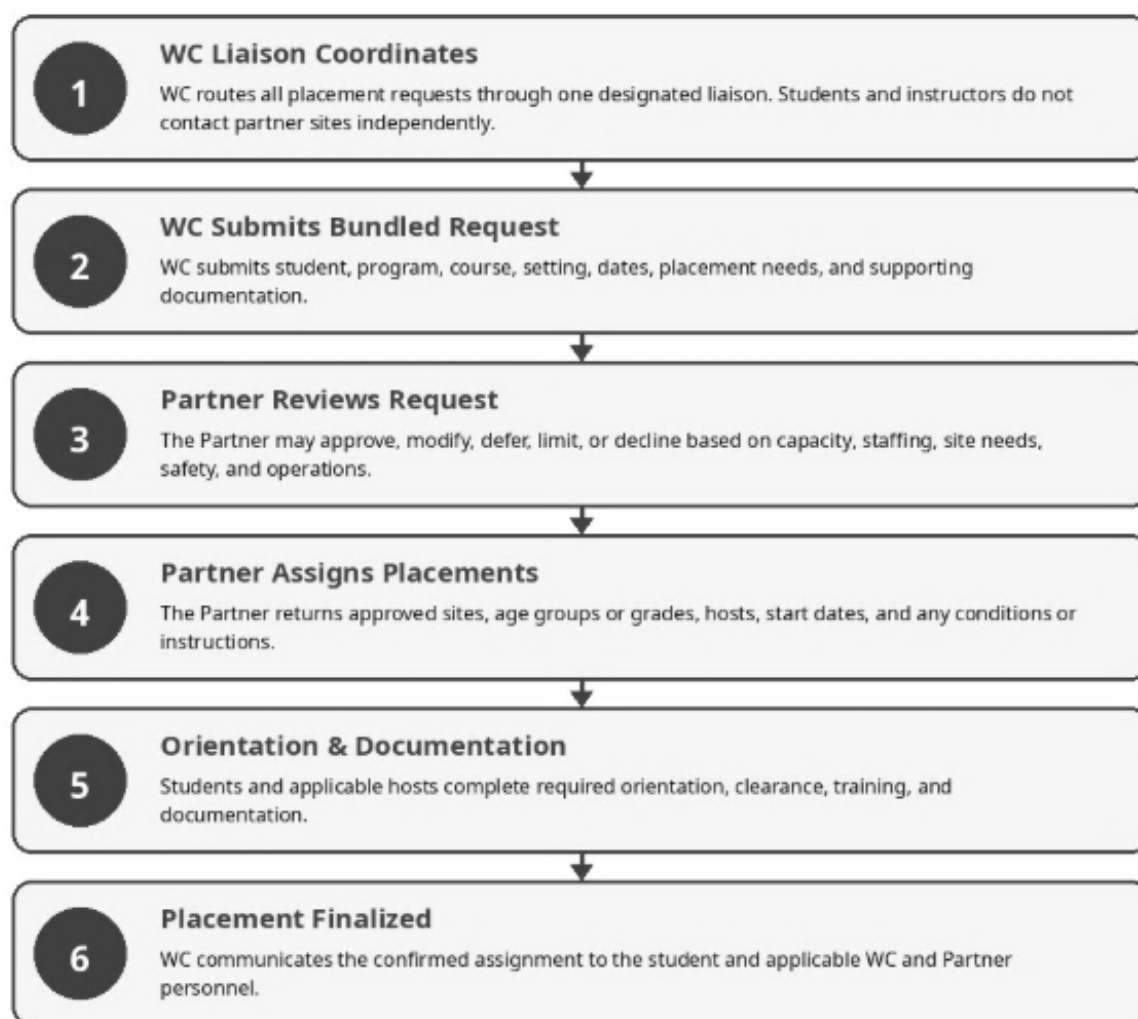
Additional CDEC or TECA courses within the certificate programs or AAS may include observation, interviews, curriculum analysis, environmental review, professional inquiry, supervised participation, or other partner-based applied experiences. Additional course or activity details may be documented in the WC placement request or another mutually approved operating document. No placement begins without Partner approval.

2.2 Coordination Process

Weatherford College and the Partner will use one coordinated process to request, review, assign, document, and confirm all placements covered by this MOU. The process centralizes communication, clarifies responsibilities, and limits documentation to what is necessary for the approved placement.

Figure 1

Field Placement Coordination Process



The placement process is supported by four standard documents included in the Appendix:

- the Partner Profile and Placement Scope, completed when the MOU is executed or the Partner's approved scope changes;
- the WC Field Placement Request Cover Sheet, submitted by WC for each bundled request;
- the Partner Placement Assignment Roster, completed by the Partner; and
- the Cooperating Teacher Eligibility Verification Form, used only when WC requires formal host verification for BAAS ECET early field-based experience or clinical teaching.

For each placement cycle, WC will submit a bundled Field Placement Request Cover Sheet identifying students, programs, courses, placement requirements, requested sites or settings, anticipated dates, WC contact information, and relevant scheduling or placement considerations. WC students, instructors, and other College personnel will not independently contact Partner Sites or personnel to arrange placements unless the designated WC and Partner contacts approve a different process in writing.

The Partner will review the request and may approve, modify, limit, defer, or decline any placement based on capacity, staffing, host availability, site needs, child or student safety, continuity of instruction or care, licensing or regulatory requirements, or other operational considerations.

The Partner will return a Partner Placement Assignment Roster identifying approved placements, assigned sites, age groups or grade levels, hosts, approved start dates, and any Partner-specific conditions or instructions. The Partner may use the WC roster, a Partner form containing substantially the same information, or another mutually approved process.

A placement is not final until the Partner confirms the assignment, the student and any applicable host complete required orientation, screening, clearance, training, or documentation, and WC communicates the approved placement to the student and applicable WC and Partner personnel.

3. Responsibilities

3.1 Weatherford College

Weatherford College will:

- coordinate placement requests through the designated WC Primary Field Placement Liaison;
- consolidate course and program needs into coordinated requests;
- provide preliminary placement projections when available;

- identify the program, course, placement purpose, required hours or activities, requested setting, student role, requested host role, and anticipated dates;
- confirm that each student is enrolled in the applicable course and eligible for the requested placement;
- complete any WC screening or internal criminal-history review required by the College;
- ensure that students complete applicable Partner applications, background checks, fingerprinting, identification, health, training, licensing, or clearance procedures before entry;
- orient students to professional conduct, confidentiality, safety, attendance, dress, communication, technology, appropriate boundaries, and Partner expectations;
- require students to comply with Partner policies, site procedures, and directives from authorized Partner personnel;
- provide students and hosts with applicable calendars, course expectations, forms, documentation, and concern-reporting procedures;
- assign qualified faculty or field supervisors when required;
- conduct observations, conferences, evaluations, and other supervision according to applicable course, program, and state requirements;
- maintain records of placement requests, approvals, participation, evaluations, completion, and significant concerns or resolutions;
- provide reasonable consultation and support to approved hosts; and
- respond promptly to Partner questions or concerns.
- Address accommodation requests through established institutional processes in consultation with the Partner
- Retain authority over its students, courses, grades, academic standing, program requirements, improvement plans, progression decisions, and certification recommendations.

3.2 Aledo ISD

Aledo ISD will:

- review coordinated placement requests submitted by WC;
- identify Partner Sites, classrooms, programs, age groups or grade levels, and hosts appropriate to the requested experience;
- approve, modify, limit, defer, or decline proposed placements based on Partner capacity and operational needs;
- notify the appropriate site administrator, director, principal, or designee of each approved placement;
- identify a Partner or site contact for communication and urgent concerns;
- communicate material changes affecting an approved placement as soon as reasonably possible;
- provide approved WC students reasonable access to the setting and activities required for the assigned experience, subject to Partner procedures;

- permit approved WC faculty and field supervisors reasonable access for required observations, conferences, support, or evaluation;
- identify any restricted areas, records, systems, technology, activities, child or student information, or other limitations;
- communicate concerns promptly to the designated WC contact; and
- retain authority over the selection and assignment of sites, classrooms, hosts, cooperating teachers, and other Partner personnel.

Approved Hosts. For course-based placements, the Partner will identify a teacher, site mentor, director, administrator, or other appropriate professional who is in good standing and suited to the level and purpose of the experience.

The approved host will:

- be assigned to a site, classroom, program, age group, grade level, or subject area appropriate to the requested experience;
- demonstrate professional, ethical, developmentally appropriate, culturally responsive, and instructionally sound practice;
- provide a safe and professionally appropriate environment for the WC student;
- orient the student to applicable site procedures and clarify the approved role and limits of participation;
- provide access to activities approved by WC and the Partner;
- verify attendance, hours, activities, or documentation when requested;
- provide reasonable feedback appropriate to the course or experience;
- communicate conduct, safety, confidentiality, boundary, or performance concerns promptly to WC; and
- protect child or student learning, safety, dignity, privacy, and continuity of care or instruction.

Cooperating Teachers. When WC requires a cooperating teacher for BAAS ECET early field-based experience or, following approval of the WC Educator Preparation Program, formal clinical teaching, the Partner will collaborate with WC to identify an eligible educator and complete the Cooperating Teacher Eligibility Verification Form.

The cooperating teacher must:

- hold any certification required for the placement and serve in an appropriate assignment;
- meet applicable state, Partner, and WC experience and effectiveness requirements;
- be in good standing with the Partner and have no known disqualifying conflict of interest;
- complete required WC or WC-approved training;

- model compliance with applicable professional ethics, law, Partner policy, and professional standards;
- collaborate with the WC student or teacher candidate and assigned WC supervisor;
- support approved observation, planning, instruction, assessment, reflection, and progressively increasing responsibility as applicable;
- provide ongoing, specific, evidence-based, and growth-oriented feedback;
- participate in required conferences, evaluations, improvement planning, and documentation; and
- report progress and concerns accurately and promptly.

Formal clinical teaching may occur only after WC EPP approval and only at a Partner Site approved for that purpose. Nothing in this MOU requires an Early Learning Partner to host formal clinical teaching.

3.3 Both Parties

Communication & Coordination. Each party will designate one primary contact to coordinate communication and implementation under this MOU. The WC Primary Field Placement Liaison will serve as the College's single point of contact for all placement requests and Partner communications. WC students, instructors, faculty, and other College personnel will not independently contact Partner Sites or personnel regarding placement requests, availability, assignments, changes, concerns, or related arrangements.

Following confirmation of an approved BAAS ECET or clinical-teaching placement, an assigned WC supervisor may communicate directly with the host and site administrator only as necessary to fulfill required supervision responsibilities. The supervisor may not independently request, negotiate, expand, reassign, relocate, suspend, or terminate a placement. The Partner Primary Placement Contact will coordinate review of WC requests, communicate decisions and conditions, facilitate site and host assignments, and route placement-wide matters through the WC Primary Field Placement Liaison.

To support this centralized communication structure, the parties designate the following primary contacts:

Table 2.

Primary Contacts

Weatherford College	Aledo ISD
Dr. Leslie Hancock Weatherford College Education Department Chair lhancock@wc.edu 817-598-8962	Mrs. Lesley Hurley Aledo ISD Certification Specialist lhurley@ledoisd.org 817-441-8327

Either party may change its designated contact by providing written notice to the other party. A change in contact information does not require formal amendment of this MOU.

Placement Planning Timeline. The parties will use the following timeline as the standard planning framework. Dates may be adjusted by mutual written agreement to address academic calendars, enrollment changes, student eligibility, Partner capacity, staffing, campus needs, or other operational considerations. Preliminary projections support planning only and do not obligate the Partner to accept a particular number or type of placement. Requests submitted after the target dates may be considered, but the Partner is not obligated to accommodate late requests.

Table 3

Field Placement Planning Timeline

Timeframe	Weatherford College	Aledo ISD	Outcome
By August 1	Submit projected fall and spring BAAS ECET early field-based and proposed clinical-teaching needs, as applicable.	Review projections and identify potential sites and hosts.	Full-year planning framework established.
Before fall semester	Provide available eligibility information, calendars, clearance requirements, and orientation materials.	Confirm fall placements and, when practicable, tentative spring capacity.	Fall placements finalized; spring capacity identified.
Annual orientation / Match Day	Orient students, candidates, hosts, and supervisors as applicable.	Participate through Partner, site, or host representatives as available.	Shared expectations and communication confirmed.
Second week of each long semester	Begin approved clinical teaching after EPP approval.	Provide approved site access and cooperating-teacher support.	Clinical teaching begins.
By third week of each long semester	Submit certificate, AAS, and AAT requests with courses, hours or activities, settings, and projected numbers.	Review capacity and identify appropriate hosts.	Course-based placement assignments initiated.
By fifth week of each long semester	Confirm eligibility, clearance, and orientation; provide final materials.	Confirm approved course-based placements and conditions.	Students begin approved experiences.
Second eight weeks of each long semester	Begin BAAS ECET early field-based experiences.	Provide approved site access and host support.	Early field-based experiences begin.
End of semester	Collect required logs, evaluations, completion records, and feedback.	Verify participation and provide requested feedback.	Completion and improvement information documented.

Professional Responsibilities. The parties will support compliance with applicable federal and state law, professional ethical standards, Partner policies, site procedures, licensing or regulatory requirements, and WC program requirements. WC students and personnel will protect confidential child, student, family, employee, record, image, and educational information. No WC student or employee may photograph, record, post, publish, copy, transmit, or share identifiable information unless specifically authorized in writing. WC students may perform only activities approved for the placement and authorized by the host. Nothing in this MOU authorizes a WC student to serve as an employee, substitute, teacher of record, childcare staff member counted in required ratios, or unsupervised provider unless separately employed and authorized by the Partner in that capacity.

Conflict Resolution. The parties will communicate placement concerns promptly. Routine questions may be addressed by the assigned host or WC supervisor. Recurring, unresolved, or placement-wide concerns will be referred to the designated WC and Partner contacts. Except when immediate action is necessary, the parties will confer regarding an appropriate response, which may include clarification, coaching, additional supervision, a written support plan, temporary suspension, reassignment, or removal. The Partner retains authority over its sites, personnel, children or students, operations, licensing, instruction, and care and may immediately restrict or remove a WC student or representative when necessary to protect health, safety, confidentiality, legal compliance, continuity of care or instruction, or site operations. WC retains authority over its students, courses, grades, academic standing, program progression, and certification recommendations.

Partnership Review. WC may invite Partner leaders, principals, hosts, and other stakeholders to participate in advisory activities, surveys, focus groups, program review, placement evaluation, recruitment discussions, or other continuous-improvement processes. Participation will occur as mutually agreed and subject to Partner availability. Following approval of the WC Educator Preparation Program, the parties will cooperate with applicable state accountability, stakeholder-survey, reporting, and program-review requirements.

Records Retention. Each party will maintain records required by its policies and applicable law. WC will retain academic and placement records; the Partner will retain site, personnel, clearance, safety, and operational records. The parties will cooperate with authorized accrediting, regulatory, or governmental requests while protecting confidential information and complying with applicable disclosure laws.

4. General Terms

4.1 Independent Parties & Financial Obligations

This MOU does not create an employment relationship, agency, partnership, joint venture, or entitlement to compensation. WC students remain students of WC and are not Partner employees solely by virtue of a field placement. Unless separately agreed in writing, each

party is responsible for its own personnel, costs, equipment, insurance, and operational expenses. Nothing in this MOU authorizes either party to bind or obligate the other party financially or contractually.

4.2 Term & Termination

This MOU will take effect on the date of final signature and remain in effect for three years unless terminated earlier. Either party may terminate this MOU with at least 30 calendar days' written notice. The Partner may immediately suspend or terminate an individual placement when necessary to protect health, safety, confidentiality, legal compliance, instruction, staffing, or campus operations. Unless immediate circumstances require otherwise, the parties will make a good-faith effort to allow active placements to conclude at the end of the current semester or clinical teaching cycle. Termination of this MOU does not require the Partner to continue an individual placement that the District determines should end earlier.

4.3 Amendments & Operational Updates

The parties may amend this MOU by mutual written agreement signed by authorized representatives. The designated WC and Partner contacts may update the following through mutual written agreement without re-executing the entire MOU: primary contact information, forms, placement-request procedures, course or program information, calendars, placement projections, host instructions, documentation requirements, and other operating materials. Such updates may not materially alter the parties' legal obligations or substantially expand the scope of the agreement. This MOU and its appendices constitute the parties' complete understanding regarding the field placements described herein, supersede prior agreements covering the same subject and term, and control over any conflicting the appendix or operating document.

4.4 Public Information & Legal Compliance

Each party acknowledges that records relating to this MOU may be subject to applicable public-information and records-retention laws. Each party will comply with the laws, rules, policies, and procedures applicable to its own operations and responsibilities under this MOU. Nothing in this MOU will be construed as a waiver of any immunity, defense, limitation of liability, or other protection available to either party under applicable law.

4.5 Force Majeure

Neither party will be responsible for a failure or delay in performance caused by events beyond its reasonable control, including natural disasters, fire, epidemic or pandemic, governmental action, interruption of essential services, terrorism, or other comparable circumstances. The affected party will notify the other party as soon as reasonably practicable. The parties will

cooperate in determining whether placements should be delayed, modified, suspended, or terminated.

Acknowledgements

By signing below, the authorized representatives affirm their understanding of and agreement to the terms of this MOU. This MOU and its appendices reflect the parties' understanding regarding the field placements described herein. It supersedes prior field-placement agreements between the parties covering the same subject and term. If the appendix conflicts with the body of this MOU, the body of the MOU controls.

WEATHERFORD COLLEGE

Printed Name

Title

Signature

Date

Printed Name

Title

Signature

Date

Aledo ISD

Printed Name

Title

Signature

Date

Printed Name

Title

Signature

Date

Appendix`

Partner Profile Form

This form identifies the Partner, Partner type, approved placement categories, age groups or grade levels, sites, and primary contacts covered by this MOU. The parties may update this profile through the operational-update process without re-executing the full agreement, provided the change does not materially alter the parties' legal obligations.

Field Placement Request Form

This form is completed by Weatherford College and submitted to the Partner as the cover sheet for each bundled placement request. It identifies the students, programs, courses, placement types, required hours or activities, requested settings, anticipated dates, and WC contacts associated with the request.

Partner Placement Assignment Roster

This form is completed and returned by the District after review of the WC placement request. It documents each student's placement status, assigned campus, grade level or subject area, host, approved start date, and any District-specific conditions or instructions.

Cooperating Teacher Eligibility Verification Form

This form is required for formal clinical teaching placements after approval of the WC Educator Preparation Program. It is completed by the District to verify that the proposed cooperating teacher meets applicable certification, experience, professional-standing, training, and assignment requirements.



WEATHERFORD COLLEGE EDUCATION PROGRAMS

Field Placement Partner Profile

Effective: 9/1/26 Until: 8/31/29

Contact Information

Aledo ISD

Partner Name

1008 Bailey Ranch Road

Address

Aledo

TX

76008

City

State

Zip

Mrs. Lesley Hurley

Primary Contact

Certification Specialist

Title

lhurley@aledoisd.org

Email

817-441-8327, x1004

Phone

Partner Type

Select the category that best describes the Partner organization. Select Other and provide a brief description when the organization does not fall within one of the listed categories.

☐ Early Learning Center

☐ Other: _____

☒ Independent School District

Approved Placement Categories

Select all programs, placement types, hour requirements, age or grade levels, and sites the Partner is approved and willing to host. Selections should reflect the Partner's available settings, staffing, capacity, regulatory requirements, and operational limitations. Approval of a program does not obligate the Partner to accept every student or placement request. Each placement remains subject to Partner review and written confirmation. Use the Other fields to identify additional courses, placement activities, hour requirements, age groups, grade levels, or site-specific conditions.

Programs	Placements	Required Hours	Level(s)	Site(s)
☒ Certificates	☒ Observations	☒ 16 hours	☒ Preschool	AISD Early Learning Academy; Annetta, COder, McCall, Lynn McKinney, Stuard, & Vandagriff Elementary Schools; Aledo & McAnally Middle Schools; Aledo High School
☒ AAS EC Education	☒ Field-Based Experiences	☒ 25 hours	☒ Elementary	
☒ AAT EC-6, EC-12 SPED	☒ Clinical Teaching	☒ 245 hours	☒ Secondary	
☒ AAT 7-12, Non-SPED	☐ Other	☐ Other	☐ Other	
☒ BAAS ECET	_____	_____	_____	

Certification

We certify that the information provided in this Partner Profile and Placement Scope is accurate to the best of our knowledge and has been completed in good faith. The selections identify the placement categories the Partner may consider under this MOU but do not guarantee acceptance of any individual student or placement request. Final placements remain subject to student eligibility, Partner capacity, required screening and clearance, site availability, and written confirmation by the Partner.

Weatherford College Representative

Printed Name

Title

Signature

Date

Partner Representative

Printed Name

Title

Signature

Date



WEATHERFORD COLLEGE EDUCATION PROGRAMS

Field Placement Request

Partner Name

Academic Term

Date Submitted

WC Liaison

Student Roster

Name	Grade Level	Hours	Placement	Start Date	End Date	Additional Information
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			

Name	Grade Level	Hours	Placement	Start Date	End Date	Additional Information
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☒ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			
	☐ PreK-2nd Grade ☐ 3rd-6th Grade ☐ 7-12th Grade ☐ Other: _____	☐ 16 hours ☐ 25 hours ☐ 245 hours ☐ Other: _____	☐ Observation ☐ Field-Based Experience ☐ Clinical Teaching ☐ Other: _____			

Enclosures

The following materials are included with this bundled placement request to support Partner review, clearance, and assignment. Enclosures may vary according to the student's program, course, placement type, and the Partner's established procedures. The Partner may request additional documentation or require students to complete Partner-specific forms, applications, screening, training, or clearance processes before approving or finalizing a placement.

- ☐ WC Clearance Letters
- ☐ Preliminary Criminal Background Check
- ☐ Partner application
- ☐ Other: _____

WC Certification

WC certifies that the students listed above are currently enrolled in the identified programs and courses and have been reviewed for eligibility to participate in the requested field placements. WC has provided the available placement information and supporting documentation necessary for Partner review. Final placement remains subject to Partner approval, completion of all applicable background-check, identification, application, training, and clearance requirements, and confirmation of an appropriate campus and host assignment.

Printed Name

Title

Signature

Date

SAMPLE



WEATHERFORD COLLEGE EDUCATION PROGRAMS

Field Placement Assignment Roster

Please complete and return this roster after reviewing Weatherford College's bundled placement request. For each student, identify the assigned host (i.e., mentor teacher, cooperating teacher, center director.), placement site (i.e., campus, early learning center), age or grade level, host contact information, approved start and end dates, as well as any additional conditions or instructions.

Partner Name

Academic Term

Date Submitted

Partner Liaison

Student Name	Site	Host	Level	Contact Information	Additional Conditions/Instructions
SAMPLE					

Partner Certification

The Partner certifies that the assignments listed above have been reviewed through the appropriate Partner process and are approved only to the extent indicated. Final placements remain subject to completion of all applicable Partner applications, background checks, identification, orientation, training, clearance, licensing, and site requirements.

Printed Name

Title

Signature

Date

SAMPLE



Verification of Cooperating Teacher Qualifications

Weatherford College BAAS ECET

225 College Park Drive Weatherford, TX 76086

In accordance with the Texas Administrative Code (TAC), cooperating teachers supporting field-based experiences and clinical teaching must meet established qualification requirements and may not self-identify eligibility. Cooperating teachers must hold appropriate certification, have sufficient teaching experience, and be accomplished educators as demonstrated by student learning [19 TAC §228.2(26) & §228.35(f)]. Weatherford College submits placement requests directly to district Human Resources offices pursuant to district Memoranda of Understanding. This form documents district verification of cooperating teacher qualifications and is retained as evidence of compliance with state law. Please complete for cooperating teachers who host field-based experiences (25 hours) and clinical teaching (245 hours) placements and return to Dr. Leslie Hancock, Education Department Chair (lhancock@wc.edu), along with the field placement Assignment Roster.

Cooperating Teacher Information

Last Name	First Name	Middle Initial	TEA ID #
District	Campus	Grade Level(s)	Content Area(s)

Verification of Qualifications

Academic Year: _____

Verification is valid for the academic year indicated above.

Affirmations

By checking each item below, the district Human Resources office verifies that the cooperating teacher listed above meets all requirements to serve as a cooperating teacher [19 TAC §228.2(26) & 19 TAC §228.35(f)].

- ☐ **Valid Certification:** The cooperating teacher holds a valid Texas teaching certificate appropriate for the grade level and content area of the assignment [(19 TAC §228.2(26)(E)].
- ☐ **Professional Experience:** The cooperating teacher meets district and state experience requirements, including a minimum of three years of successful teaching experience [19 TAC §228.2(26)(C)].
- ☐ **Demonstrated Effectiveness:** The cooperating teacher is an accomplished educator as shown by evidence of student learning [19 TAC §228.2(26)(D)]. Verification is based on district records, evaluations, and/or review of a professional resume.

HR Certification

I certify that the cooperating teacher listed above meets all applicable requirements under 19 TAC Chapter 228 and that the information provided has been verified through official district records.

Name of HR Director or Designee	Title
Signature	Date

Records Retention

Weatherford College retains this completed form and all supporting documentation as official evidence of cooperating teacher qualification verification in accordance with 19 TAC §228.35(f).

SAMPLE