DUE: April 29, 2016

CLOSURE CONTACT FORM

In finalizing your placement you must complete closure with any agencies that you contacted for placement. In order to obtain a permission number to register for Field Instruction III (RSSW 752), you must complete and submit this form, along with your Field Verification form, to the Field Education Office by the due date above.

Student Name: ________________________________________________________

Selected Agency*: ______________________________________________________

Agency Contact Person: ____________________________________________________

(*The agency with whom you have completed a Field Verification form accepting placement)

Listed below are the agencies you have ruled out, the contact person you spoke with to convey this information and the date of contact. You are expected to speak directly to the same agency staff member with whom you previously discussed the site as a possibility, in order to decline this option.

Name of Agency: ________________________________________________________

Contact Person: __________________________ Date of Contact: _______________

Name of Agency: ________________________________________________________

Contact Person: __________________________ Date of Contact: _______________

Name of Agency: ________________________________________________________

Contact Person: __________________________ Date of Contact: _______________

Name of Agency: ________________________________________________________

Contact Person: __________________________ Date of Contact: _______________

(Continue on the back of this form if necessary)

Signature______________________________________ Date:______________