THE UNIVERSITY OF TENNESSEE KNOXVILLE

Knox County Schools (KCS) Process for Clinical Placements:
Risk-Management Procedures for PRACTICUM students
Updated: January 20, 2026

BE THE CHANGE! BE A TEACHER!

All candidates placed in KCS will need to complete the onboarding process. This guide is for students who are completing a practicum in the schools. If you are completing an internship or Student Teaching, please refer to the intern and student teacher guide. Please note that KCS will run a background check on all students. This background check is in addition to the background check students had to complete in order to be admitted to UTK's teacher education program. There will not be a cost for students when KCS runs a background check.

****ONBOARDING INFORMATION****

To begin the process of securing a placement, all students are required to complete the following steps:

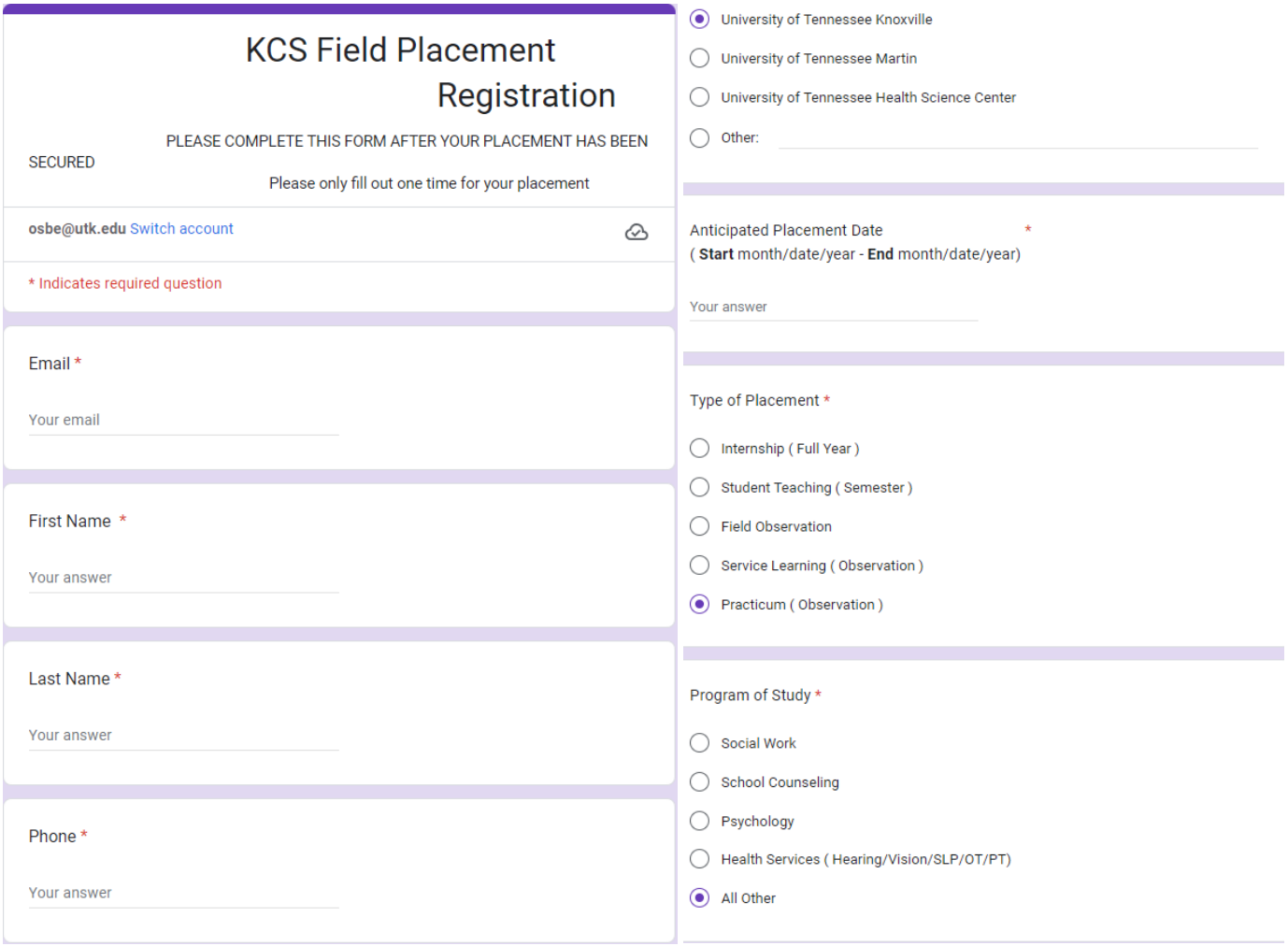
Step 1: Google Form

- Click: KCS Field Placement Registration Process

- Click **KCS FIELD PLACEMENT ONLINE REGISTRATION FORM** to complete the google form.

KCS Field Placement Registration Google Form Example

When completing the Google Form, please (a) include your @vols.utk.edu email address, and (b) list Dr. Jalea Adams; email - jalea.adams@utk.edu for the University Placement Coordinator.



KCS Field Placement Registration

PLEASE COMPLETE THIS FORM AFTER YOUR PLACEMENT HAS BEEN SECURED

Please only fill out one time for your placement

osbe@utk.edu Switch account

* Indicates required question

Email *

Your email

First Name *

Your answer

Last Name *

Your answer

Phone *

Your answer

- (•) University of Tennessee Knoxville
- ( ) University of Tennessee Martin
- ( ) University of Tennessee Health Science Center
- ( ) Other:

Anticipated Placement Date *
(**Start** month/date/year - **End** month/date/year)

Your answer

Type of Placement *

- ( ) Internship (Full Year)
- ( ) Student Teaching (Semester)
- ( ) Field Observation
- ( ) Service Learning (Observation)
- (•) Practicum (Observation)

Program of Study *

- ( ) Social Work
- ( ) School Counseling
- ( ) Psychology
- ( ) Health Services (Hearing/Vision/SLP/OT/PT)
- (•) All Other

University Placement Coordinator Name and Email *

Dr. Jalea Adams; jalea.adams@utk.edu

KCS School and mentor name where you are being placed *

If your school has not been confirmed, please type "not confirmed"

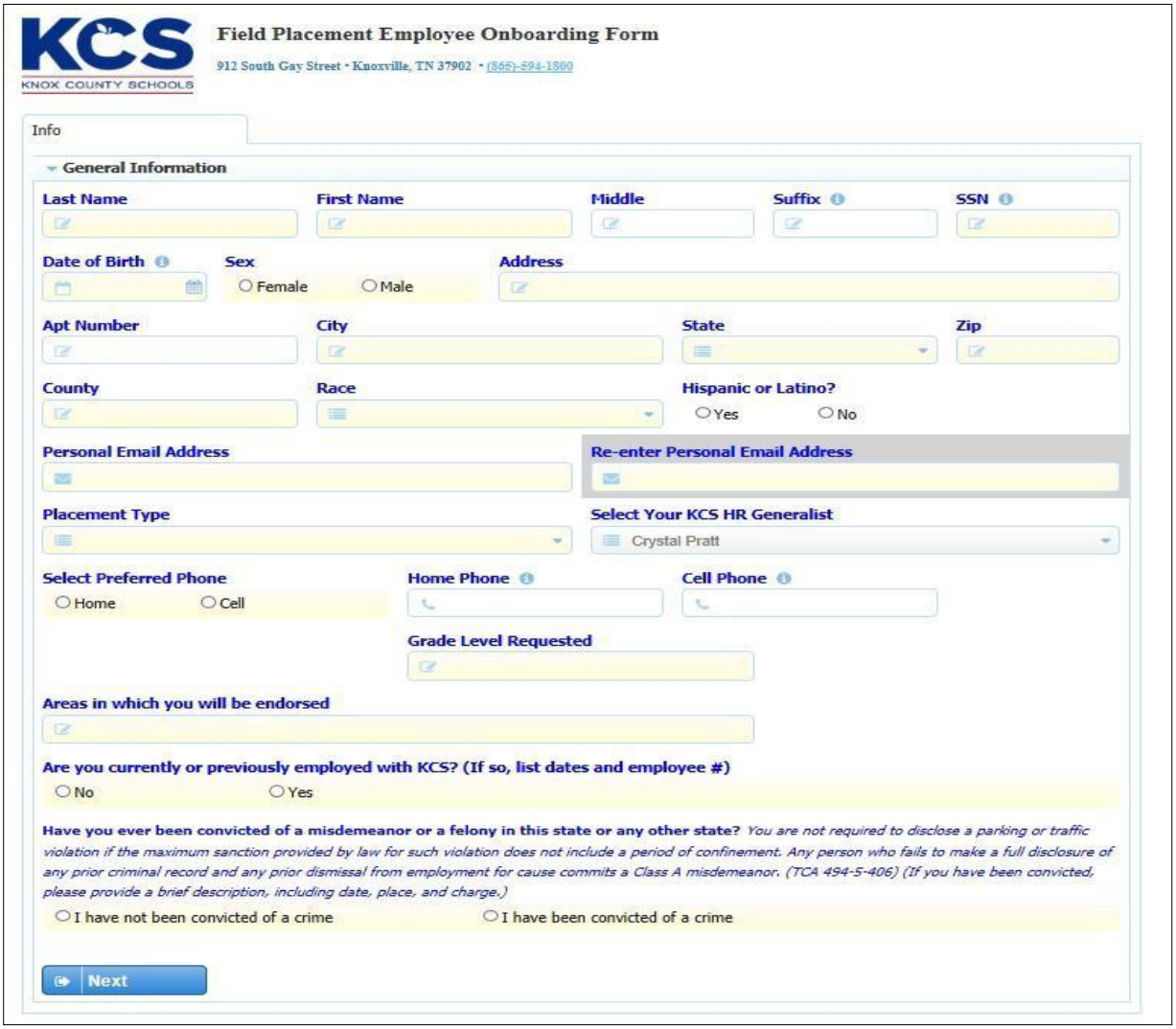
Anticipated Graduation Date (Semester/year) *

Example: Spring 2027

Step 2: Onboarding Form

After completing the Google KCS Field Placement Online Registration Form, candidates will be emailed to complete the KCS Onboarding Registration Form. This email will come from Crystal Pratt. She is the Teacher Pathway specialist for KCS and can help with all of your onboarding needs. The email will outline the next steps in securing a placement in KCS schools. Once you receive your email, please complete the form promptly. If you leave the form for more than 1 hour without submitting, it will time out. Please keep this in mind as you complete the onboarding form. Please contact Mrs. Crystal Pratt at crystal.pratt@knoxschools.org if you have any questions regarding this process.

KCS Onboarding Form - Once you start the form, you will have 1-hour to complete it. If your 1-hour lapses without completing, you will have to restart the completion of the form.



KCS
KNOX COUNTY SCHOOLS

Field Placement Employee Onboarding Form

912 South Gay Street • Knoxville, TN 37902 • (865)-594-1800

Info

General Information

Last Name | First Name | Middle | Suffix | SSN

Date of Birth | Sex: ○ Female ○ Male | Address

Apt Number | City | State | Zip

County | Race | Hispanic or Latino? ○ Yes ○ No

Personal Email Address | Re-enter Personal Email Address

Placement Type | Select Your KCS HR Generalist: Crystal Pratt

Select Preferred Phone: ○ Home ○ Cell | Home Phone | Cell Phone

Grade Level Requested

Areas in which you will be endorsed

Are you currently or previously employed with KCS? (If so, list dates and employee #)
○ No ○ Yes

Have you ever been convicted of a misdemeanor or a felony in this state or any other state? *You are not required to disclose a parking or traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement. Any person who fails to make a full disclosure of any prior criminal record and any prior dismissal from employment for cause commits a Class A misdemeanor. (TCA 494-5-406) (If you have been convicted, please provide a brief description, including date, place, and charge.)*
○ I have not been convicted of a crime ○ I have been convicted of a crime

Next

You will be asked to confirm that you have read and agree to these policies while completing the electronic onboarding form. The online version of these policies and documents are official.

- Visit the KCS Webpage, KCS Board of Education Policies
- Essential Board Policies for New Hires (Please read all policies before starting your employee onboarding form.)
    1. Employee Handbook
    2. Civility Code (Board Policy B-230)
    3. Harassment (Board Policy G-220)
    4. Child Abuse and Neglect (J-400)
    5. Drug-Free Workplace (G-210)
    6. Social Media (Board Policy G-161)
    7. Staff-Student Relations (Board Policy G-140)

Step 4: Verification

Once KCS has received your background check information, Crystal Pratt will notify you via email that you have been cleared to start your placement. The email will say something like you are officially cleared to begin your field experience with KCS. **You should not report to the school until you receive an email from KCS (Mrs. Crystal Pratt) letting you know you have been cleared to begin.**