

SIMPSON UNIVERSITY SCHOOL OF EDUCATION

ELECTRONIC PLACEMENT FILES - GENERAL INFORMATION

What is in a placement file?

A placement file consists of a copy of the **CBEST** card, 2-5 letters of recommendation, and transcripts, a copy of your credential, and a cover sheet.

Why do I need a placement file?

Most school districts require a placement file as part of the application process. A professional placement file is emailed, at your request, to school districts where you have applied for teaching or administrative positions. School districts prefer applicants for professional positions to have a placement file sent by their college or university.

Why do you recommend including transcripts in my placement file?

School districts will want to see them at some point in the application process. Simpson University has on file all of your transcripts from other colleges and universities which were collected at the time you applied for the Teacher Credentialing Program. Including transcripts in your file saves you time and money, since you will not have to contact the colleges you have attended to have original transcripts as official, although some may ask you for an official set at the time you are hired.

What kinds of letters would be appropriate for my placement file?

Letters of recommendation would be from members of the education community (principal, master teacher, supervisor, faculty members and/or former employers) who can attest to your academic and professional competence. They should reflect your abilities as an educator. For example, a new placement file for a student teacher just beginning in the profession might typically consist of letters of recommendation from two master teachers and a Simpson University supervisor who has observed the student teacher in the classroom. For a teacher with more experience, references from principals and other administrators should be included. Character references (letters from clergymen, family doctors, friends, etc.) are not appropriate for placement files and should not be included in the file

Am I responsible for keeping my placement file current?

Yes. You should "retire" old, out-of-date references and resumes. Even if you have been hired by a school district directly from completing the program and feel you may never need your placement file again, it is best to send new reference letters to the Education Office for inclusion in your file. You may need them some day.

How much does it cost to open and maintain a placement file?

The set-up fee for a placement file is \$15.

How do I send my placement file to a district?

The Education Office emails your file to a district upon your request. You may make your request by phone (530-226-4942), email (gmacmillan@simpsonu.edu), or by mail (Georgia MacMillan, Simpson University, 2211 College View Drive, Redding, CA 96003). Please allow three working days to process your request.

What is the difference between an open or closed (confidential) placement file?

To clarify definitions, an open placement file is one that is open for your review at any time. A closed file means that you have waived the right to inspect the file and you may not see the contents.

If you choose to have a closed file, letters of recommendation to be placed in your file must be sent directly to the Education Office and not hand-delivered by you. You may not view your letters or have them read to you. If you choose to change back to an "open" file, you will need to start over with new letters since those letters in your file were placed there with the understanding that you would not read them.

It is strongly recommended that you choose an "open" file for your protection. A "closed" file is no longer considered with any higher regard than an "open" file. Some districts will refer to a placement file as a "confidential file" but do not require that they be "closed".