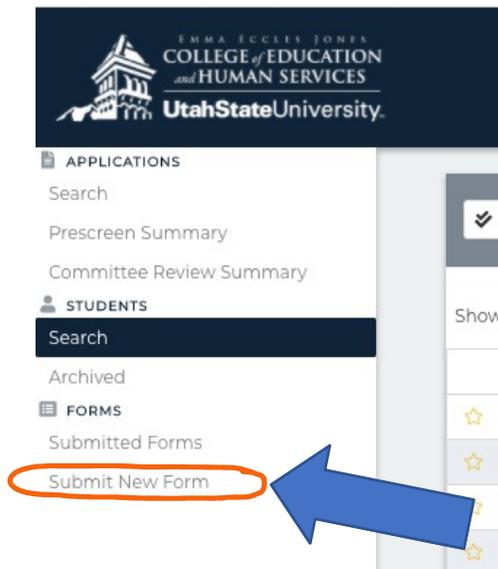


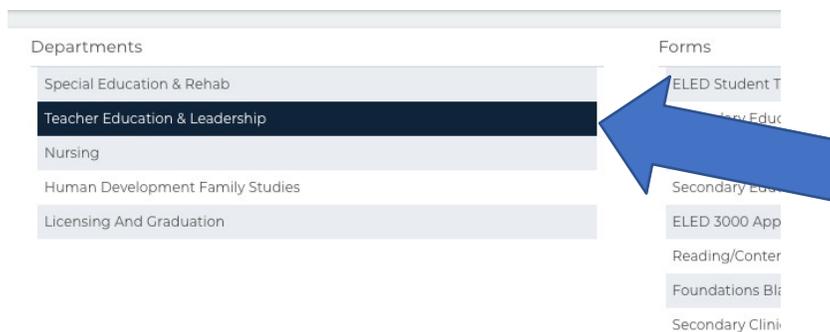
## How to Apply for a Secondary Education Clinical Placement

All students requiring a clinical placement must use the eGrad application to submit a placement request. **Applications for Spring 2025 must be completed before January 11, 2025.** Late applications will not be accommodated.

1. Log in to <https://egrad.ed.usu.edu/>
2. On the left side of the screen, choose Submit New Form.



3. Click on Teacher Education and Leadership and a selection of forms will appear on the right side of the screen.



4. Choose Secondary Clinical Placement Application and select a term from the dropdown menu, then Start Form.

The screenshot shows a web application interface. On the left, under the heading 'Departments', there is a list of departments: 'Special Education & Related', 'Teacher Education & Leadership', 'Nursing', 'Human Development Family Studies', and 'Licensing And Graduation'. The 'Teacher Education & Leadership' department is highlighted with a blue arrow and an orange circle. On the right, under the heading 'Forms', there is a list of forms: 'ELED Student Teaching Application', 'Secondary Education Student Teaching Application', 'Program Application', 'Program Application', 'ELED Student Teaching Application', 'Reading/Content Block Application', 'Foundations Blank App', and 'Secondary Clinical Placement Application'. The 'Secondary Clinical Placement Application' form is highlighted with a blue arrow and an orange circle. Below the 'Departments' list, there is a dropdown menu for 'Secondary Clinical Placement Application' with 'SCED Clinical Placement' selected, and another dropdown menu for 'Term'. Below these, the 'Start Form' button is highlighted with a blue arrow and an orange circle.

5. Provide necessary information on the application.

The screenshot shows the 'Secondary Clinical Placement Application' form. The title 'Secondary Clinical Placement Application' is displayed at the top. The form contains several input fields with asterisks indicating required information:

- \* Provide the date of background check:
- \* In which clinical course and section are you currently registered?
- \* Who is your clinical instructor?
- \* Requested class content area:
- Requested school, if any:
- Requested teacher, if any:
- Provide the days and times you will be available to complete clinical hours:
- Are there any special circumstances we should be aware of when making your placement?

When placement requests have been finalized, you will receive information from your instructor with the name of your mentor teacher and his/her email address. Please email them as soon as possible to arrange classroom visits.