**Field Experience (FE) Stage 1 and 2 Action Chart**

*Did you complete and turn in to the OFS the following:*  
- Act 33, Act 34, and the FBI clearances  
- Physical Exam – Keeling Health Center  
- TB/Mantoux Test – Keeling Health Center  
- Field Services Student Clearance Document  
- Proof of $1,000,000 in liability insurance  
- Signed confidentiality statement  
- Proof of health insurance coverage (optional)

**IF YES**

- Log into your D2L account  
- Click on the DARK blue ORGANIZATIONS tab at the top of the screen  
- On this page, under the first section, MY ORGANIZATIONS, click Field Experience Web  
- On this page, click on the LIGHT blue button on the left side, COURSE DOCUMENTS  

**IF NO, YOU ARE NOT PERMITTED TO DO FIELD WORK IN THE SCHOOLS!**

**In the Course Document page,** you can review basic info about the School Districts available for Stage 1 and 2 Field Experiences.

**FINALLY**

Click on one of the districts and follow the directions there to register.  
(1) How to contact them  
(2) How and when to meet  
(3) How to schedule your experiences