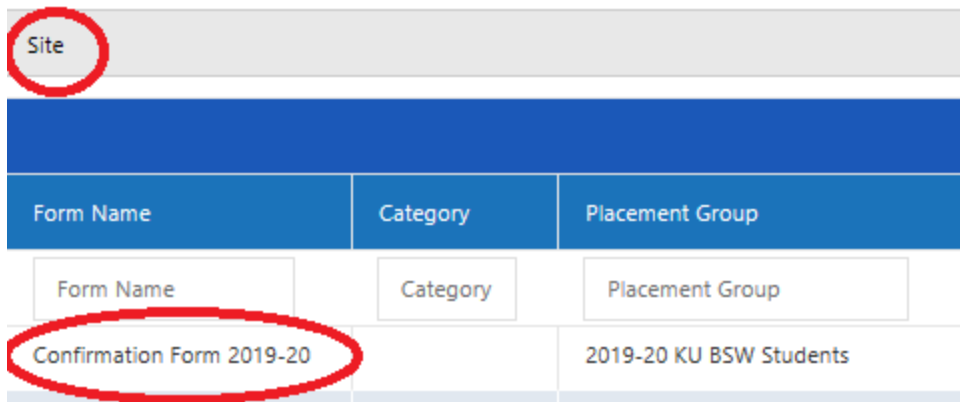


## Confirming a Placement after Interviewing- Agency Tip Sheet



1. After logging in to Sonia, click on the “Forms” tab:



2. You may have up to three categories of forms listed: Mine, Students, and Site. Scroll down to “Site” forms and locate the Confirmation form for the student you wish to confirm:



3. If you have more than one student referred to you, make sure you are selecting the correct student form by finding their name as circled below. Once you’ve located the correct form, click on the “View” icon:

Form Name	Category	Placement Group	Agency	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
Confirmation Form 2019-20		2019-20 KU BSW Students	A Test Agency #1	Jennifer	A. Marsh	1/31/2019 4:12 PM		0 of 1	0 of 2	
MSW Clinical Combined		2018-19 KU MSW Foundation	A Test Agency #1	Jennifer	A. Marsh	11/16/2018 11:44 AM		1 of 3	3 of 9	

4. Enter your name as the contact completing the form:

Student Name

A. Marsh, Jennifer

Student Level

2019-20 KU BSW Students

Agency Contact Completing the Form

5. Select one of two options on the “Agency Confirmation of Practicum” dropdown box:

Agency Confirmation of Practicum

\*\*\*If you have any questions or concerns or need more information before confirming, please contact Kelly Jones, Assoc

We have interviewed the student and would like to confirm the student's practicum for 2019-20. You can confi  
 We have interviewed the student and will not be able to offer the student a practicum for 2019-20. nd at least two

6. If possible, enter the field instructor information as indicated:

If possible, please list the name of the field instructor for 2019-20. If you don't have this information yet, you can confirm the practicum without it.

\*\*\*As a reminder, the field instructor for a BSW student should have a BSW or MSW degree from a CSWE-accredited program and at least two years post-BSW social work experi  
accredited program and at least two years post-MSW social work experience.

Email address of the Field Instructor

Phone number for the Field Instructor

7. At the bottom of the page, click on the "Agency Submit" button:

Save Draft

Agency Submit