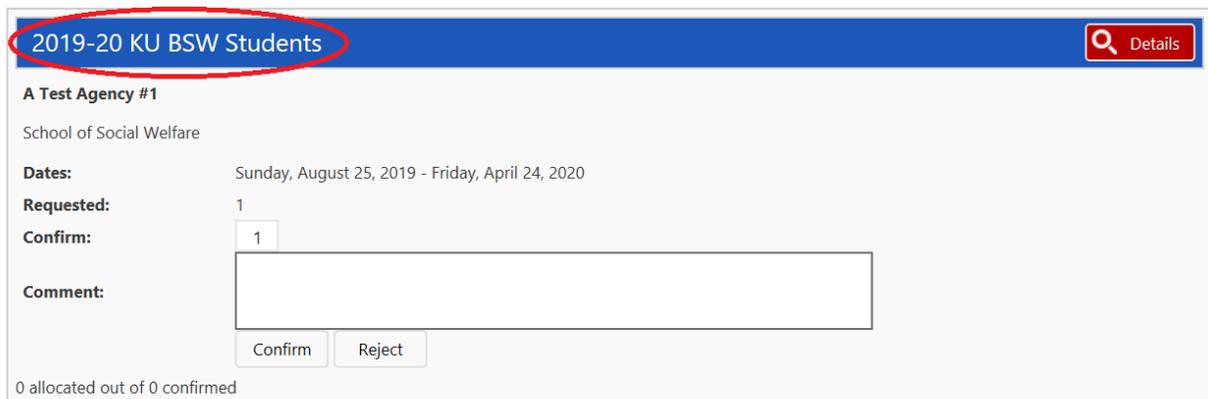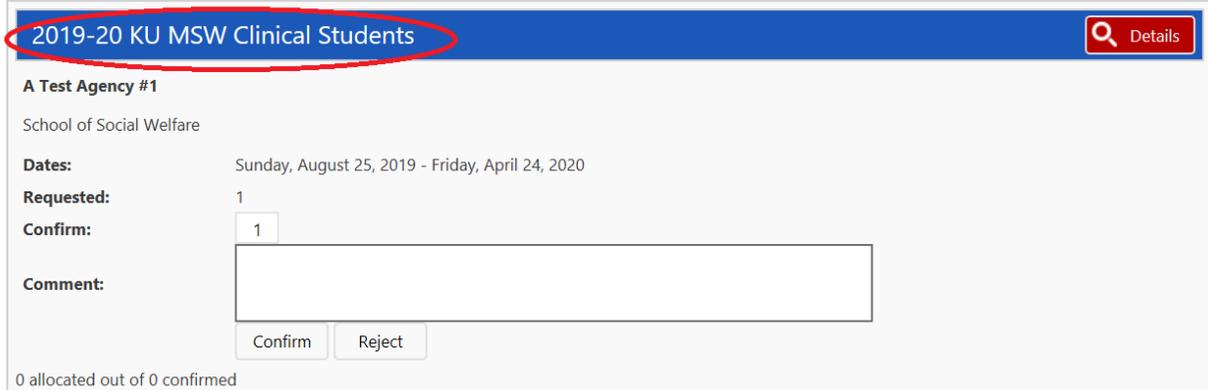# Completing 2019-20 Placement Requests Tip Sheet

The placement request will place your agency and the number of placements you have available on a list that students will review and chose from when planning for practicum next year.

1. Click the Placements tab to view the placement request:

2. If you have any students at your agency now, the first placement(s) on the list will be from 2018-19. **You can ignore 2018-19 at this time and focus on 2019-20 placements.** These placement requests are usually based off of the placements you have available for the 2018-19 academic year. The placement requests are sorted by level of student (BSW/MSW Foundation/MSW Clinical/MSW Macro). This example is for one BSW placement and one MSW Clinical placement:

3. You are able to update the number of confirmed placements, so you can increase or decrease the number if you would like. *If you do not want students at that level, please see #4 below.* To

confirm that you have a placement available for the number/level of students for 2019-20, please click "Confirm" below the specific placement request:

2019-20 KU BSW Students   Details

A Test Agency #1

School of Social Welfare

Dates:	Sunday, August 25, 2019 - Friday, April 24, 2020
Requested:	1
Confirm:	1
Comment:	

Confirm   Reject

0 allocated out of 0 confirmed

***If you confirm students at multiple levels but have a max number of students that is less than the total number of placements you have confirmed, please see #6 below.**

4. If you are not able to take students at that level, please click the "Reject" button instead:

2019-20 KU BSW Students   Details

A Test Agency #1

School of Social Welfare

Dates:	Sunday, August 25, 2019 - Friday, April 24, 2020
Requested:	1
Confirm:	1
Comment:	

Confirm   Reject

0 allocated out of 0 confirmed

5. After you've clicked the Confirm button, the Confirm/Reject buttons will disappear:

2019-20 KU MSW Clinical Students   Details

A Test Agency #1

School of Social Welfare

Dates:	Sunday, August 25, 2019 - Friday, April 24, 2020
Requested:	1

0 allocated out of 1 confirmed

If you have more than one level of student listed (BSW/MSW Foundation/MSW Clinical/MSW Macro), then you will need to confirm/reject each level individually.

6. If you want to change the number of placements for any particular level of student, whether you want to increase or decrease the number, you can change it in the "Confirmed" box. Once you are finished, please hit the "Confirmed" button.

***Very important:** if you have confirmed students at multiple levels but have a max number of students that is less than the total number of placements you have confirmed, please note in the "Comment" section under each placement the total number of students across levels. For example, if you have indicated you will take up to 3 MSW Foundation students and 3 BSW students, but you can only take a total of 3 students in any combination of MSW Foundation or BSW, please note that in the Comments box.

7. If you are interested in students from a different level than those listed on your placement request(s), please email Associate Director Laurie Hart at laurie.hart@ku.edu.