

How to Update a Professional Placement File

"How do I update my placement file?"

Visit the ECLS web-site and download the materials needed to update a file (www.lclark.edu/dept/ecls follow the link to "Placement Files"). Complete with updated information and turn in to the ECLS the *Personal Data* form. The *Personal Data* form is the cover sheet to your placement file. It is the first page that a prospective employer will see when they open your file. This form should be typed or filled out on computer to appear as professional as possible.

"My *Personal Data* form is updated, but how do I update my letters of recommendation and transcripts?"

To find out what is currently included in your "active" placement file, contact Sharon Chinn, Placement File Manager, at ecls@lclark.edu or at 503-768-6008. She'll pull your file from archives and let you know the date you last updated your *Personal Data* form, your account status, and what letters and transcripts are currently considered "active" or send-able.

To remove letters, *et cetera*, from "active" status, just let Sharon know. She can pull any letters, transcripts, and/or student teaching evaluations to an "inactive" status at your request. These items will remain part of your record here at the college, but won't be sent again with your placement file (unless you request that they be added back in and changed to "active" status). *An important note about updating...*the general rule-of-thumb is to include no more than 5 up-to-date professional references in your placement file.

In order to be considered "complete," your placement file must contain a minimum of 3 and a maximum of 5 letters of recommendation.

To add letters of recommendation to your placement file, you can go one of two ways. Letters can be written EITHER on school district letterhead OR on the college reference forms--a combination of both types of letters is fine, too. To use the "Professional Reference" forms from the ECLS website, type your name and indicate whether your file is "open" or "confidential." Next, give the form to your reference writer with the request that they complete the form and return it to the address listed on the form. Folks writing letters on school district letterhead can send their letters to the address listed above.

Transcripts and student teaching evaluations are an optional part of your placement file. A benefit to including transcripts is that they can be copied and sent as part of your placement file--one less item for you to have to copy and send with your application packet!

To add transcripts to your placement file, request one official set of transcripts from all colleges and universities that you've attended (or transcripts that are new since you last updated your file). Send these to the ECLS. The transcripts will be copied as part of your placement file. *An important note about transcripts...*once you are hired, you will need to provide your new employer (the school district) with one official set of transcripts from all colleges and universities that you've attended. The reason for this? The copies in your placement file are *copies* of official transcripts and therefore considered "unofficial" by the school districts. They work just fine for applying, but must be formally verified upon hiring.

"How many placement files do I have left to send?"

Call/e-mail Sharon Chinn, Placement File Manager, to learn your placement file account balance. (The cost to send placement files is \$5.00 per file in the United States; \$10.00 per file sent internationally.)