EARLY FIELD EXPERIENCE DISPOSITION FORM GUIDE

WHAT IS A DISPOSITION FORM?

The Disposition Form is a way for Mentor Teachers to attest to their volunteer’s skills and experience in the classroom as observed during their 45-hour placement. Disposition Forms are required as part of student application to Chico State’s credential program. As such, every student is required to obtain a Disposition Form at the conclusion of their 45-hour volunteer placement. The Disposition Request Form should be completed the month prior to the end of the semester (November for Fall Semesters and April for Spring Semesters). If you complete the Disposition Request Form earlier in the semester, please remind your Mentor Teacher to complete the form by the end of Final’s Week as your volunteer service comes to an end.

Previously a paper form, the Disposition Form has been moved to S4 so that it may be stored with the rest of the student’s volunteer documents. As such, please refer to the following guide for instructions on how to request a Disposition Form from your mentor teacher.

STUDENT INSTRUCTIONS

STEP ONE: LOG INTO S4: HTTPS://APP.CALSTATES4.COM/CSUCHICO

Your log-in credentials are the same as your Chico State Portal log-in information.

STEP TWO: ACCESS YOUR PLACEMENT PAGE

- Click on the red “View my placements” link at the bottom of the S4 homepage.

CONTINUED ON NEXT PAGE
• Under the semester header (Fall 2021 in the example below), click on the red placement number in the far-left column of your placement row (circled in yellow in the below screenshot).

You should be on a page that looks like this:

![My Placements screenshot]

**STEP THREE: FILL OUT & SUBMIT A DISPOSITION REQUEST FORM**

• Click on the “Complete Form” button next to the EFE Disposition Request Form (highlighted in yellow in the screenshot above).
• Please enter your name, ID number, your placement grade/subject, your Mentor Teacher’s name and email, then submit the form.
• Students with multiple volunteer placements must fill out an EFE Disposition Request Form for each of their placements by following the same steps above.
• Once you have submitted your EFE Disposition Request Form, your Mentor Teacher will receive an email from S4 with a link to fill out a Disposition Form for you. **No further action is required from students after submitting an EFE Disposition Request Form** for each of your volunteer placements, however, you may wish to remind your Mentor Teacher to complete this form as you come to the end of your volunteer placement.