



OFFICE OF  
HUMAN RESOURCES

# North East Independent School District

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8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Phone (210) 407-0478, Fax (210) 804-7056

[www.neisd.net](http://www.neisd.net)

## North East ISD Program Profile Information Sheet

*Please complete this form and return to the North East ISD Human Resources office, attention: Jeremi Niehoff HR Director, New Talent & Evaluations. This form should be updated every school year and/or as needed.*

University / Program Name: \_\_\_\_\_

Program Director: \_\_\_\_\_

- Title: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Fax: \_\_\_\_\_

Program Contact Person (if different from above):

- Title: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Fax: \_\_\_\_\_

Program Coordinators/Supervisors *(Please list all staff affiliated with your program that will be working with NEISD. Use additional sheets if necessary):*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

Estimated average number of requests for field experience placements in NEISD?

Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_

Estimated average number of request for student teacher placements in NEISD?

Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_

Please describe any unique features of your program that you feel would assist us in accommodating requests for placement (Field Experience/Student Teaching).

**Please provide a program description with this profile. Thank you!**

*To submit profile form, you may:*

1) *Print completed form and mail to:*

*Jeremi Niehoff  
HR Director, New Talent & Evaluations  
North East ISD  
8961 Tesoro Drive  
San Antonio, TX 78217*

*OR*

2) *Submit electronically. (a) save document to your computer (b) Attach to an email along with your program description (c) Send via email to [studentplacements@neisd.net](mailto:studentplacements@neisd.net)*

*Thank you!*

*New Talent Team*