

CHAPTER 15. PLACING AGENCY – HANDLING OF PLACEMENT REQUESTS

Once a Placement Request has been Accepted by the Receiving Agency, the request can now be Confirmed, even if the student has not yet been assigned.

15.1. ACCEPTING ON BEHALF OF DESTINATION

Accept for Destination

Follow these steps to accept on behalf of the Destination:

1. Select **INBOX / OUTBOX** from the left navigation.
2. Set the **Current View** to focus on which placements you wish to review depending on your role.
3. Click the checkboxes to select specific Placement Requests, or click **Select All** to select all requests for acceptance.
4. From the **Action** dropdown choose “Accept by Destination.” A new box appears, allowing you to enter an individual’s name if you are accepting on their behalf. You may also enter Comments related to the acceptance in this area.
5. Click **Submit** to change the status of the Placement Request to “AccD.”

15.2. ACCEPTING ON BEHALF OF RECEIVING AGENCY

Accept on Behalf of Receiving Agency

Follow these steps to accept on behalf of the Receiving Agency:

1. Select **INBOX / OUTBOX** from the left navigation.
2. Set the **Current View** to focus on which placements you wish to review depending on your role.
3. Click the checkboxes to select specific Placement Requests, or click **Select All** to select all requests for acceptance.
4. From the **Action** dropdown choose “Accept by Agency.” A new box appears, asking you for the date, the person you are accepting on behalf of (if any) and any comments regarding the placement.
5. Click **Submit** to change the status of the Placement Request to “AccA.”

15.3. DECLINING ON BEHALF OF RECEIVING AGENCY

Declining on Behalf of Agency

Follow these steps to decline on behalf of the Receiving Agency:

1. Select **INBOX / OUTBOX** from the left navigation.
2. Set the **Current View** to focus on which placements you wish to review depending on your role.
3. Click the checkboxes to select specific Placement Requests, or click **Select All** to select all to decline all requests.
4. From the **Action** dropdown choose “Decline by Agency.” A new box appears, with a drop-down box asking you for the reason, the date, the person you are delining on behalf of and any comments regarding the placement.
5. Click **Submit** to change the status of the Placement Request to “DecA.”

15.4. CONFIRMING ACCEPTED PLACEMENT REQUESTS

Confirming Accepted Placement Requests

Follow these steps to confirm accepted placement requests:

1. Select **INBOX / OUTBOX** from the left navigation.
2. Set the **Current View** to focus on which placements you wish to review depending on your role.
3. Click the checkboxes to select specific Placement Requests that have a status of AccA, or click **Select All** to select all requests for confirmation.
4. From the **Action** dropdown choose “Confirm.”
5. Click **Submit** to change the status of the Placement Request to “Conf.”