

FAKULTI PENGAJIAN PENDIDIKAN
FACULTY OF EDUCATIONAL STUDIES

Reference : UPM.FPP.600-4/30/2 (FCE3804)
Date : 12 January 2026

Principal of the School Concerned

Dear Sir/Madam,

APPLICATION FOR PLACEMENT IN SCHOOLS TO MEET THE REQUIREMENTS OF FCE3804 COURSE - EARLY SCHOOL EXPERIENCE

The abovementioned subject is referred.

2. Please be informed that students at the Faculty of Educational Studies, University Putra Malaysia should meet the requirements of the FCE3804 Course - Early School Experience for two (2) weeks. This course aims to provide opportunities for students as prospective trainee teachers to understand the real learning environment in the school before undergoing the Teaching Training in the final semester of study.

3. For your information, students are required to take the course to enable them to understand the career of teachers and school culture. The course will foster a culture of creative and critical thinking skills as well as reflective prospective trainee teachers on the school climate. At the end of the course, students will be assessed based on the reflection quality report for two weeks.


4. Enclosed is the School's Approval Form (Appendix 1) to be completed by the school and returned to us for further procedure. Please do not hesitate to contact us at 03-97698188 / 019-2274924 or email to halimah.jamil@upm.edu.my or wanzawiah@upm.edu.my.

5. Thanking you in advance for your kind support and cooperation. Your kind consideration in this matter is highly appreciated.

Thank you.

"MALAYSIA MADANI"
"WITH KNOWLEDGE WE SERVE"

Sincerely,



DR. NOR AZNI ABDUL AZIZ
Deputy Dean (Academic, Students, and Alumni)

SCHOOL APPROVAL FORM

(Please complete and return to FCE3804 Secretariat)

Deputy Dean (Academic, Students, and Alumni)
 Faculty of Educational Studies
 Universiti Putra Malaysia
 43400 Serdang, Selangor
 Telefon: 03-97698188
 Emel: wanzawiah@upm.edu.my

Dear Sir/Madam,

**PLACEMENT FOR FCE3804 EARLY SCHOOL EXPERIENCE COURSE STUDENTS FROM
 UNIVERSITI PUTRA MALAYSIA**

● **SCHOOL APPROVAL FORM**

We refer to the above matter.

Please be informed that the school * **agrees / does not agree** to accept student to be placed in the school for two (2) weeks to meet the requirements of the FCE3804 course. The student is as follows:

Student's Name	:	
Matric No.	:	
Program of Study	:	
Placement Date (2 Weeks)	:	

(Please specify the student placement date for 2 consecutive weeks in the period below)

* 2nd August – 20th August 2026 (Terengganu, Kelantan & Kedah)
 3th August – 21st August 2026 (Other States)

Thank you,

Sincerely,

 (Principal Signature)

Principal's Name : _____

Telephone No. : _____

Email : _____

Official Stamp of the Principal : _____

Date : _____

School's Stamp : _____