

Leah Tunnell Executive of Director of Human Resources

To: Undergraduate & Post-Bacc Students

If you need observation hours for your alternative teaching program or college/university course work please read the following requirements and complete the **Field Experience/Observation Packet.** Your request will be approved within five (5) business days.

Observer Must:

- 1. Complete the Field Experience/Observation Packet on FISD Human Resources webpage. Send the completed packet to Leah Tunnell by email: ltunnell@fisdk12.net or by regular mail/hand dropoff: 302 Laurel Drive, Friendswood, TX 77546.
- 2. Human Resources will conduct a name based background check through Texas DPS.
- 3. Human Resources will arrange the observation based on your packet information and availability on campus.
- 4. Once observation has been approved by campus administrators, you will be notified via email by HR.
- 5. Once you have received your approval email, you may contact the campus administrator to schedule your observations.
- 6. You should present a letter from your program outlining observation requirements to the campus administrator and/or teacher.
- 7. You shoulder the responsibility for completing any paperwork, forms, or getting signatures for observation hours.
- 8. You must sign in to RAPTOR each time you visit the campus.
- 9. You must follow district professional dress code.

Observations must be conducted between September 18, 2017 - December 8, 2017 and January 29, 2018 - April 13, 2018.

Sincerely,

Leah Tunnell

Leah Tunnell Executive Director-Human Resources Friendswood ISD 281-996-6621

Lead to Achieve Excellence in All Endeavors

2017-2018 Student Observers

Friendswood ISD is authorized by state law to obtain criminal history record information on individuals who intend to serve as observers/volunteers for the District (Texas Education Code 22.08). The information below is necessary to obtain criminal history record information.

This information will be reviewed only by the Director of Human Resources and HR Staff. You will be contacted immediately if there is a question that might compromise the safety of our students.

The following information is required for the protection of our children and is confidential.

Please Print:	
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Name: Last	First	Middle	Maiden
		()	
Social Security Number	Date of Birth	State	Driver's License/State ID
Gender:	Ethnicity:	<u>Purpose</u>	<u>::</u>
Male	African American	Observa	ation Hours # Needed:
Female	Anglo	Univers	ity:
	Hispanic	Univ.	Instructor:
	American Indian	ACP:	
	Asian		
Requested Campus:		Grade/S	Subject:
information strictly prival understand that the info	te and confidential. ormation I am providing participation, but will be	g about age, sex, a e used solely for th	any names and/or student and ethnicity will not be used to be purpose of obtaining criminal
Signature:		Date: _	
Cell phone:	Ema	ail address:	
Submit completed forms	to: FISD Human Resou	rces Department	

Attn: Leah Tunnell 302 Laurel Lane

Friendswood, TX 77546

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

(MGENCT COLT)
I,, have been notified that a Computerized Criminal APPLICANT or EMPLOYEE NAME (Please print) History (CCH) verification check will be performed by accessing the Texas Department of Public Safety
Secure Website and will be based on <u>name and DOB</u> identifiers I supply.
Because the name-based information is not an exact search and only fingerprint record searches
represent true identification to criminal history, the organization conducting the criminal history check
for background screening is not allowed to discuss \underline{any} criminal history record information obtained
using the <u>name and DOB</u> method. Therefore, the agency may request that I have a fingerprint search
performed to clear any misidentification based on the result of the <u>name and DOB</u> search.
For the fingerprinting process I will be required to submit a full and complete set of my
fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint
Identification System). I have been made aware that in order to complete this process I must make an
appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a
copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee	
Date	
Agency Name (Please print)	
Agency Representative Name (Please print)	
Signature of Agency Representative	
 Date	

L1 Enrollment Services.

Please: Check and Initial each Applicable Space					
CCH Report Printed:					
YES NO initia	1				
Purpose of CCH: Student Observation					
Hire Not Hired initia	1				
Date Printed: initia	1				
Destroyed Date: initia	1				
Retain in your files					

PROCEDURE FOR UNIVERSITY STUDENTS NEEDING FIELD EXPERIENCE:

- 1. Potential Candidates who want to observe classrooms should complete the Student Observation Packet (located on the Human Resources webpage) and send it to Leah Tunnell, Executive Director of Human Resources.
- 2. HR will run a criminal history background check. If clear, the student will be allowed to proceed.
- 3. HR will coordinate placement with campus principal/designee.
- 4. HR will notify student and principal via email of placement and contact information the student needs to begin his/her observation hours.
- 5. Student MUST sign in via RAPTOR each time he/she visits the campus.
- 6. Student will be given principal or designee's email address and a general phone number for the campus.
- 7. After the student has been cleared and receives the contact info for the school, the <u>student has</u> the responsibility to make the initial contact and schedule hours with the principal/designee.
- 8. Student bears the responsibility of getting any paperwork completed, signed and approved.