



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

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

APPLICANT or EMPLOYEE NAME (Please print)

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 any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB 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, L1 Enrollment Services.

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

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: <u>Student Observation</u>	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
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 student has 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.