



**Leah Tunnell**

*Executive of Director of Human Resources*

To: Student Teacher Candidates:

If you are requesting placement as a **STUDENT TEACHER** for your alternative certification program or college/university degree, please read the following requirements and complete the **Student Teaching Packet**. Your request will be approved within five (5) business days.

Student Teacher Candidate Must:

1. Complete the Student Teaching Packet on FISD Human Resources webpage. Send the completed packet to Leah Tunnell by email: [ltunnell@fisd12.net](mailto:ltunnell@fisd12.net) or by regular mail/hand dropoff : 302 Laurel Drive, Friendswood, TX 77546.
2. Agree to a name based background check through Texas DPS.
3. Understand that Human Resources will arrange the student teaching assignment based on your packet information and availability on campus. If there is no compatible match, you will be notified.
4. Complete the complete fingerprinting required by TEA once approved and notified by HR. This is **required** before you can begin student teaching.
5. Utilize the contact information HR sends to you to contact school administrators and cooperating teachers **AFTER** you have been approved and assigned.
5. You should present a letter from your program outlining student teaching requirements to the HR department, campus administrator, and coordinating teacher.
6. You shoulder the responsibility for completing any paperwork, forms, or getting signatures for your university requirement.
7. You must follow district dress code and State Code of Educator Ethics at all times or you may be dismissed from student teaching in FISD.

Sincerely,

*Leah Tunnell*

Leah Tunnell  
Executive Director of Human Resources  
Friendswood ISD  
Friendswood, TX 77546

*Lead to Achieve Excellence in All Endeavors*

2017-2018 Student Teacher

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
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_____	_____	(____)_____	_____
Social Security Number	Date of Birth	State	Driver's License/State ID

<u>Gender:</u>	<u>Ethnicity:</u>	<u>Student Teaching Info:</u>
Male	African American	
Female	Anglo	Supervisor: _____
	Hispanic	University: _____
	American Indian	ACP: _____
	Asian	

Requested Campus: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

I understand the importance of confidentiality and agree to keep any names and/or student information strictly private and confidential.

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for participation, but will be used ***solely for the purpose*** of obtaining criminal history record information for involvement as an observer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Submit completed forms to: FISD Human Resources Department  
Attn: Leah Tunnell  
302 Laurel Lane  
Friendswood, TX 77546

# 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

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: <u>Student Teacher</u>	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

#### PROCEDURE FOR STUDENT TEACHERS:

1. Potential candidates should fill out the packet for student teaching in Friendswood ISD located on the HR page of the Fisd website.
2. Packet needs to be returned to Leah Tunnell, Executive Director of Human Resources by email at [ltunnell@fisd12.net](mailto:ltunnell@fisd12.net), or it can be delivered to 302 Laurel Drive, Friendswood, TX 77546.
3. HR will make contact with the student or university regarding personal data the district needs to collect before student teaching can be assigned in Friendswood ISD.
4. HR will run a criminal history background check. If clear, the student will proceed.
5. Candidates MUST get fingerprinted BEFORE they can begin student teaching in Fisd, so that Fisd can subscribe to their fingerprints via SBEC and DPS database. This is a personal cost the student teacher will incur. Fingerprinting runs approximately \$50.00.
6. HR will coordinate contact with the certifying entity and Asst. Superintendent.
7. Asst. Superintendent will coordinate placement in Fisd between certifying entity and campuses.
8. Asst. Superintendent will formally notify student teaching candidate, principal, supervising teacher, and HR of the assignment.
9. HR will notify candidate and university supervisor of assignment, including contact information of supervising teacher and/or principal.
10. All remaining communication regarding the student teacher and his/her assignment will be done via the university liaison and the Fisd campus. If there are issues that require district level assistance or communication, campus will alert HR or Asst. Superintendent.