



Leah Tunnell

Executive Director of Human Resources

To: Undergraduate & Post-Baccalaureate 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.

PROCEDURE FOR FIELD EXPERIENCE AND OBSERVATION CANDIDATES:

1. Potential candidates requesting to observe classrooms should complete the Field Experience/Observation Packet on the Human Resources page of the FISD website at myfisd.com.
2. The packet needs to be returned to Chrissy Houting in Human Resources by email at chouting@fisd12.net or may be delivered to 302 Laurel Drive, Friendswood, TX 77546.
3. Human Resources will run a criminal history background check. If clear, the candidate will proceed.
4. Human Resources will coordinate placement with campus principal/designee.
5. Human Resources will notify candidate and principal via email of placement and provide contact information for the principal or designee with their email or a general phone number for the campus.
6. After the candidate has been cleared and receives the principal/designee's contact information, the candidate has the responsibility to make the initial contact and schedule hours with the principal/designee.
7. The observer MUST sign in via RAPTOR each time he/she visits the campus and must follow district professional dress code.
8. The observer bears the responsibility of getting any paperwork completed, signed and approved.

Any questions regarding Field Experience and Observation should be directed to Chrissy Houting at chouting@fisd12.net or 281-996-6604.

Observations must be conducted between **September 17, 2018 – April 12, 2019.**

Sincerely,

Leah Tunnell

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Executive Director-Human Resources

Lead to Achieve Excellence in All Endeavors

Field Experience and Observation Candidate

2018-2019

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.

Name (Please print):

<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Maiden</i>
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<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip code</i>
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_____ (____) _____
Social Security Number **Date of Birth** **State Driver's License/State ID**

<u>Gender:</u>	<u>Ethnicity:</u>	<u>Purpose:</u>
Male	African American	# of observation hours needed: _____
Female	Anglo	University: _____
	Hispanic	Professor: _____
	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: _____

Submit completed forms to: FISD Human Resources Department
Attn: Chrissy Houting
302 Laurel Lane
Friendswood, TX 77546
chouting@fisdk12.net

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

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

Signature of Applicant or Employee (optional)

Date

Friendswood ISD
Agency Name (Please print)

Christian Houting
Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Empl ___	Vol/Contractor ___ initial
Date Printed: _____	initial
Destroyed Date: _____	initial
Retain in your files	

Friendswood ISD Confidentiality Agreement
For Student Teachers/Student Observers

As a student guest of the Friendswood Independent School District, I understand the following:

1. I may have access to information related to student data, testing, demographics, and other sensitive data.
2. The work performed by the teacher I am observing/working under is vital to the success of the organization, and while most data I may see is subject to open records requests, I must take steps to assure that any confidential information is handled with care and fidelity.
3. All student information is considered confidential. Any person who has access privileges to any type of student records, including but not limited to addresses, phone numbers, emergency contacts, or any type of personally identifiable information, must keep that knowledge and information private. An employee/guest student of the District should take all precautions to refrain from disclosing confidential student information without the prior written approval of the student's parent and/or guardian.
4. Information that can be accessed should not be viewed or used for personal reasons or for mere curiosity.

I have read the above statements and I agree to keep any and all information related to the work performed by me confidential. I will only discuss this information with my supervising teacher and/or campus administration, as appropriate. I will not add, change or delete information without proper authorization nor will I view or use information that I can access for personal reasons or curiosity. I further understand that a violation of this agreement could result in disciplinary action, up to and including exclusion from observing and/or student teaching.

Name

Date

Signature