



**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 Maegan Massicott by email: [mmassicott@fisd12.net](mailto:mmassicott@fisd12.net) or by regular mail/hand dropoff : 203 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 Maegan Massicott.
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 dress code.

Observations must be conducted between **September 19, 2016 - December 2, 2016 and January 9, 2017 – March 3, 2017**.

Sincerely,

*Leah Tunnell*

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

*Lead to Achieve Excellence in All Endeavors*

2016-2017 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
<u>Gender:</u>	<u>Ethnicity:</u>	<u>Purpose:</u>	
Male	African American	Observation Hours	
Female	Anglo	Supervisor: _____	
	Hispanic	University: _____	
	American Indian	College: _____	
	Asian	ACP: _____	
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: Maegan Massicott  
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: Check and Initial each Applicable Space</b>	
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
<b>Retain in your files</b>	

#### 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 Maegan Massicott, HR Specialist, in the HR office.
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.