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@fisdk12.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 should be responsible 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.


Sincerely,

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

<table>
<thead>
<tr>
<th>Name: Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Date of Birth</th>
<th>State</th>
<th>Driver’s License/State ID</th>
</tr>
</thead>
</table>

Gender: Male

Ethnicity: African American

Purpose: Observation Hours

Female

Anglo

Hispanic

American Indian

Asian

Supervisor: ______________________

University: ______________________

College: ______________________

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.

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 ☐ NO ☐ ______ initial

Purpose of CCH: Student Observation

Hire ☐ Not Hired ☐ ______ initial

Date Printed: ________________ ______ initial

Destroyed Date: ________________ ______ initial

Retain in your files

Rev. 02/2011
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.