



UNITED INDEPENDENT SCHOOL DISTRICT

Observation Screening Requirements

The United Independent School District welcomes partnerships with local and nearby institutes of higher learning. In order to provide the safest environment for the Districts' students and staff, any student intern requesting an opportunity to conduct classroom observations as part of a coursework requirement will need to meet the screening requirements listed below:

Category A

Education interns who are enrolled in Block I, II or III at Texas A&M International University

- Provide evidence of current enrollment at TAMIU (N/A if Observation Request is submitted by College of Education)
- Submit Criminal History Waiver and meet the conditions of a criminal background check
- Present a Tuberculosis clearance card (TB test must be administered within 120 days of request)

Category B

Alternative Certification Program (ACP) Candidates

- Provide evidence of current acceptance to an ACP program
- Submit Criminal History Waiver and meet the conditions of a criminal background check
- Present a Tuberculosis clearance card (TB test must be administered within 120 days of request)

Category C

Student interns who are required to conduct classroom observations as part of their University or College coursework

- Provide evidence of current enrollment at a College or University (*Ex: Copy of school ID*)
- Provide evidence from College or University Professor noting requirement/permission to conduct observation hours in a classroom setting (must be signed and on official letterhead)
- Submit Criminal History Waiver and meet the conditions of a criminal background check
- Present a Tuberculosis clearance card (TB test must be administered within 120 days of request)

The release of a clearance form is in no way an offer of employment. While the District may allow you to observe in the classroom, the District does not hereby admit that you are entitled or qualified for an employment position. Program Administrators and/or interns are responsible for finding a campus/department that can accommodate the needs of the internship requirements. Clearance to observe does not guarantee an internship can be accommodated. Interns are required to abide by the District's Standards of Dress as outlined by Policy DH (Local.)

Name: _____ Date of Request: _____
(Allow up to 7 working days for observation requests to be processed. **Virtual access up to two weeks**)

Home Phone: _____ Mobile Phone: _____ Email: _____

Are you a **current** or **former** employee of UISD: _____ Emp. ID # _____

Number of Observation Hours Requested: _____

Current Student

Name of College / University: _____
(Attach copy of current school ID)

Alternative Certification Candidate

Name of ACP program: _____
(Attach copy of Program Acceptance Letter)



UNITED INDEPENDENT SCHOOL DISTRICT
Human Resources Department
201 Lindenwood Dr., Laredo, Texas 78045 (956) 473-6273; (956) 473-6303 Fax

**CRIMINAL HISTORY RECORD
INFORMATION AUTHORIZATION FOR
STUDENT TEACHERS AND VOLUNTEERS**

The United Independent School District is required by the Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers and volunteers. The information requested below is necessary to obtain criminal history.

I authorize the United Independent School District to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for volunteering.

In order to obtain a criminal check you must be 18 years or older

PERSONAL INFORMATION

Legal Name: _____	Date of Birth: ____/____/____
First Name Middle Last	Month/Day/Year
Address: _____ City: _____ State: _____ Zip Code: _____	
Sex: _____	Driver's License Number/State Issued: _____
Male/Female	

Moral turpitude is an act of baseness, vileness or depravity in the private or social duties outside the accepted standards of decency and that shocks the conscience of an ordinary person, including, but not limited to theft, murder, rape, swindling and indecency with a minor.

- Yes No Have you ever been arrested?
 *An arrest is not an automatic bar to volunteering. The district will consider the nature and date of the offense, and the relationship between the offense and the volunteer position for which you are applying.
 If yes, please attach a statement of the nature of the offense.
- Yes No Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)?
 If yes, please attach a statement of the nature of the offense.
- Yes No Have you ever been charged with, been convicted of, received deferred adjudication (probation), pled guilty or nolo contendere for an offense or capital murder, attempted murder, murder, voluntary manslaughter, involuntary manslaughter, indecency with a child, injury to a child or elderly or disabled individual, kidnapping, deadly weapon was used or exhibited or for any felony related to the manufacture, delivery or possession of marijuana, a controlled substance, or dangerous drug? "Conviction" shall include probation or deferred adjudication (probation), a finding of guilt or acceptance by the court of a plea of guilty, or nolo contendere review each application according to the criteria set forth in the district's DC (Local) policy.

Volunteer/Student Teacher Signature: _____ **Date:** _____
Parent's Signature: _____ **Date:** _____
 (Required if intern is under 18 yrs. of age or a current U.I.S.D. student)

Sec. 22.0835. Access to Criminal History Records of Student Teachers and Volunteers by Local and Regional Education Authorities.

(a) A School district, open-enrollment charter school, or shared services arrangement shall obtain from the department and may obtain from any other law enforcement or criminal justice agency or a private entity that is a consumer reporting agency governed by the Fair Credit Reporting Act (15 U.S.C. Section 1681 et seq.), all criminal history record information that relates to: (1) a person participating in an internship consisting of student teaching to receive a teaching certificate; or (2) a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with the district, school, or shared services arrangement. (c) A person to whom Subsection (a) or (b) applies must provide to the school district, open-enrollment charter school, private school, regional education service center, or shared services arrangement a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government.

DPS Computerized Criminal History (CCH) Verification

(UNITED ISD-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.dps.texas.gov/Crime Records Information/Review of Personal Criminal History](http://www.dps.texas.gov/Crime_Records_Information/Review_of_Personal_Criminal_History) 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

UNITED ISD

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: _____	
Empl ____	Vol/Contractor ____ ____ initial
Date Printed: _____	____ initial
Destroyed Date: _____	____ initial
Retain in your files	

Pre-Employment Affidavit for Applicant

For purposes of this affidavit:

Adjudication and conviction refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)

Date of Birth

Address (Street, City, State, Zip Code)

County

Executed in _____ County, State of Texas, on the ____ day of _____, _____.
County Date Month Year

(Signature of Declarant)

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this pre-employment affidavit.**

*This form will be removed from the application and filed separately in the HR office.

Approved by the Texas Commissioner of Education, October 2017.