

McAllen ISD Criminal Background Check Packet

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Greeting,

Our records show you have selected McAllen Independent School District (ISD) as your district of choice. McAllen ISD requires that you complete a criminal background check (CBC). To complete your CBC with Donna ISD, please complete the three (3) requirements below and submit them via-email to Ms. Debra Chelf at debra.chelf@mcallenisd.net :

1. Criminal History Record Information (attached)
2. Emergency Contact Information (attached)
3. District letter (attached)
4. Submit a copy Texas Driver's License or Texas I.D.

Failure to complete this process by the deadline could result in delayed placement.

If you have any additional questions regarding the CBC, please contact Ms. Debra Chelf at 956-618-6005.

Should you have any questions, please feel free to contact our office at 956-665-5910 or 882-4139. We look forward to your participation.

Thank you

Office of Field Experiences

Edinburg Campus
Education Complex 2.202
(956) 665-5910

Brownsville Campus
BMAIN 2.200M
(956) 882-4139

Support: ofe@utrgv.edu



CHECK ONE

STUDENT TEACHING

STUDENT OBSERVATION

SUBSTITUTE OBSERVATION

Date: _____

Student's name: _____

Telephone #: _____

Email Address: _____

University/College: _____

Course # / Program: _____

Professor's name: _____

Number of observation hours requesting: _____

Grade Level/Subject area: _____

Preferred campus(es): _____

Once approved, make contact with preferred campus(es) and report to the Principal's office with this form prior to the anticipated observations. Mentor teachers will need to be identified by the campus administrator prior to observations.

Human Resources Department Use Only

Approved by: _____
Director for Human Resources

- DPS Clearance, Paid \$1.00, Program /University Letter, Affidavit (Student Intern only), Confidentiality Notice, Badge Issued (Student Intern only)

Date HR cleared: _____

Assigned Campus: _____

WAIVER FOR CRIMINAL HISTORY RECORD INFORMATION

McAllen Independent School District

State law allows a school district to obtain a criminal history record on all applicants that are to be considered. School districts may obtain this information from any law enforcement agency. **(Texas Education Code, 22.083 Subsection C).**

I hereby authorize the McAllen Independent School District to conduct investigation inquiries into police records, the state prison system, the Department of Public Safety, and/or any other criminal records to determine my acceptability.

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

I understand that if I am approved to volunteer by the McAllen Independent School District, I may be discharged if the district obtains information of my conviction for a felony, or any offense involving moral turpitude, that I did not disclose to the District.

PLEASE COMPLETE INFORMATION BELOW

FULL NAME _____		
LAST	FIRST	MIDDLE
DATE OF BIRTH _____	TEXAS DRIVER'S LICENSE _____	
MM/DD/YY	NUMBER	
SOCIAL SECURITY NUMBER _____		
SEX (CHECK ONE)	MALE	FEMALE
RACE (CHECK ONE)	WHITE/OTHER	BLACK
Criminal record history is privileged information and is for the use of the District and the Texas Education Agency.		
_____	_____	_____
Signature	Date	

HR Use Only	
Date Cleared: _____	Program: _____
# Hours: _____	Assigned Campus: _____
Receipt #	

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.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

McAllen Independent School District
Agency Name (Please print)

Debra Chelf
Agency Representative Name (Please print)

Signature of Agency Representative

Date

HR Use Only	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES ___ NO ___	_____ initial
Purpose of CCH:	_____ initial
Student Observation & Student Teaching Clearance	
Employee ___ Vol/Contr ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial



CONFIDENTIALITY NOTICE

I, _____ (print name) understand that I may have access to confidential information about students, students' families, and staff that is not to be shared or discussed with anyone other than designated personnel.

I understand that in the course of my time with McAllen ISD the behaviors and abilities of students, teachers and staff are never appropriate topics for discussions outside of school. This information may relate to general items such as address and telephone number or specific student information including academic performance, behavior, disabilities, and related matters.

I understand that academic and personal information about a student should be shared only with the appropriate teachers and school staff and should not be shared with community member, family, friends, or parents of other students. All communication with parents should be handled by school staff.

I also understand I am prohibited from sharing or communicating information about a student or identifying a student on social media.

I understand that if there is a violation of these guidelines, it may result in termination of my services.

CONFIDENTIALITY STATEMENT

By signing below, I indicate I have read and agree to comply with the conditions stated above.

Signature

Date

Step	Procedure
1.	Student completes all required fields on 4-page form. Signatures will be done at the time of appointment.
2.	Student emails completed 4-page form, and a copy of the program letter, to debra.chelf@mcallenisd.net .
3.	Once packet is received, Mrs. Chelf will print and review.
4.	If all required information is correct, Mrs. Chelf will email student with date/time of appointment. If student has a conflict with the scheduled date/time of appointment, they are highly encouraged to contact Mrs. Chelf, either via email or at 956-618-6005, to reschedule.
5.	Upon student's arrival to appointment (2200 Tamarack, McAllen, TX 78501), Mrs. Chelf will ask for pending signatures and student driver's license. Copy of driver's license is needed to run the criminal background check.
6.	Mrs. Chelf will collect the \$1 (cash only) fee for the criminal background check and issue out a receipt via the email provided by student. If the student shows up to the appointment without the \$1 (cash) fee, student will be asked to reschedule another appointment. The sign-up process will not continue until the \$1 is paid.
7.	The criminal background check will be run and If everything is OK, the finalizing of the paperwork will take place.
8.	Mrs. Chelf will prepare the Affidavit and get required signatures on form and notary book.
9.	Student will take a "selfie" in front of the white background and email it to Mrs. Chelf who will format and upload onto the badge system.
10.	Student is finished with appointment and may leave.
11.	Student's information will be entered onto Skyward and a profile created (it takes at least 1 -2 days for the profile to appear on Skyward).
12.	Once the profile appears on Skyward, a badge can be printed. An email will be sent to student to come in to pick up.
13.	When the student comes in to pick up badge, final instructions on how to access the District's email, etc. will be given, along with the clearance letter allowing student to enter onto District property.