

## Weslaco ISD Criminal Background Check Packet

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Greetings,

Our records show you have selected Weslaco Independent School District (ISD) as your district of choice. Weslaco ISD requires that you complete a criminal background check (CBC). The CBC will be conducted by Weslaco ISD HR Department. To complete your CBC with Weslaco ISD, please submit the following to Ms. Priscilla Tamez at [pltamez@wisd.us](mailto:pltamez@wisd.us).

1. WISD Background Check letter -- attached
2. Employment Application\_(Intern) -- attached
3. Copy of Texas Driver's License or Texas I.D

***The failure to complete criminal background check with the district may result in a delay in your placement.***

If you have any additional questions pertaining to the CBC, please feel free to contact Priscilla Tamez at 956-969-6614.

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

We look forward to your participation.

Thank you,

Office of Field Experiences

Edinburg Campus  
Education Complex 2.510  
(956) 665-5910

Brownsville Campus  
BMAIN 2.200M  
(956) 882-4139

Support: [ofe@utrgv.edu](mailto:ofe@utrgv.edu)



WESLACO INDEPENDENT SCHOOL DISTRICT  
Human Resources Department  
319 West 4th Street | P.O. Box 266  
Weslaco, TX 78599

Telephone: (956) 969-6619 Fax: (956) 969-6940



*Dr. Dino Coronado*  
*Superintendent of Schools*

INTERN  
PERSONAL IDENTIFICATION DATA FORM

GENERAL INFORMATION:

Driver License / ID Number \_\_\_\_\_ State Issued \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Physical Address \_\_\_\_\_  
House Number & Street PO Box Apt. No.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

High School Attended: \_\_\_\_\_ Year of Graduation \_\_\_\_\_

College Attended: \_\_\_\_\_

ACP Enrolled In: \_\_\_\_\_  
Name of Alternative Certified Program

Email Address: \_\_\_\_\_  
(Please Print)

NOTE: Fingerprints are not required for Interns

FOR OFFICE USE ONLY:

Name of School / Department where assigned: \_\_\_\_\_

To be supervised by: \_\_\_\_\_

DPS Results  CLEAR  RECORD Date Completed \_\_\_\_\_ Completed by (Initials) \_\_\_\_\_

Revised 08/09/2021

Intern



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Dr. Dino Coionado  
Superintendent of Schools

CRIMINAL HISTORY RECORD INFORMATION REQUEST

CONFIDENTIAL\*

The WESLACO INDEPENDENT SCHOOL DISTRICT is authorized by state law (Texas Education Code Chapter 22, Subchapter C) to review the criminal history of student interns and independent contractors. To comply with this law, you are required to complete this form and return it with your Personal Identification Data Form to the Human Resources Office.

This information will be used for the purpose of complying with  
Texas Education Code Chapter 22, Subchapter C

PLEASE PRINT!

NAME (As it appears on Driver's License or ID --- NO NICKNAMES!)

\_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Driver License / ID Number State Issued Date of Birth

\_\_\_\_\_  
Mailing Street Address City State Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: This form will be filed separately in the Human Resources office.

FOR OFFICE USE ONLY:			
Requested by (Initials) _____		Completed by (Initials) _____	
DPS Results <input type="checkbox"/> CLEAR <input type="checkbox"/> RECORD	Date Completed _____		
Revised 08/09/2021			

**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 /Crime Records/Review of Personal Criminal History](http://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.

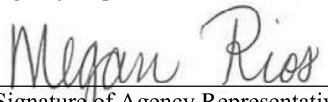
**(This copy must remain on file by this agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee (optional)

\_\_\_\_\_  
Date

Weslaco Independent School District  
\_\_\_\_\_  
Agency Name (Please print)

Megan Rios, HR Analyst/Compensation Specialist  
\_\_\_\_\_  
Agency Representative Name (Please print)

  
\_\_\_\_\_  
Signature of Agency Representative

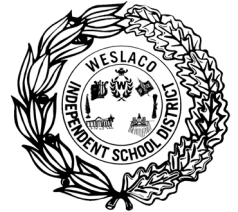
\_\_\_\_\_  
Date

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: <u>Name Based Inquiry</u>	
Empl _____ Vol/Contractor _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	



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Superintendent of  
Schools

## WISD Background Check

### I. Criminal Background Check

Via EMAIL: [pltamez@wisd.us](mailto:pltamez@wisd.us)

Contact: Priscilla Tamez

Address: Weslaco ISD Administration Office  
Human Resources Department  
319 W. 4<sup>th</sup> Street, Weslaco, TX

Phone: 956-969-6614

**Due Date: TBA**

\* The forms have textable fields so know need to print just type on the blue areas of the form, save, and submit via email along with the following documents listed below.

You will need to submit the following items at the time of submitting your background check forms.

1. Texas Driver's License or Texas I.D
2. Current T.B. Test

### II. Clearance Letter & I.D. Badge-

Upon Clearance from the Human Resources Dept. you will be called to pick up your clearance memos and an I.D. badge. You will be required to show the memos to the Campus Secretary and must wear I.D. badge at all times on campus.