

Randolph County - Field Experience

1. Complete and submit the following documents:
 - a. Criminal Background Check at a cost of \$18.00
 - i. Background Check payment should be sent to Lisa Ingle at lingle@randolph.k12.nc.us
 - b. Student Teacher / Intern Request form
 - c. Confidentiality Statement
2. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
3. Placement confirmations will be provided by the Office of Educator Engagement and Student Success and reflected in the Brave Educator Dashboard. Be sure to check the dashboard regularly for updates.

Questions? Please contact the Director of Educator Engagement and Student Success, Dr. Kamina Fitzgerald, kamina.fitzgerald@uncp.edu

Disclosure Regarding Background Investigation

The Randolph County School System may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your employment history conducted by Background Investigation Bureau, LLC, (“BIB”), 9710 Northcross Center Court, Huntersville, NC 28078, (877) 439-3900. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

The Randolph County School System may exclude you from employment due to past criminal conduct. RCSS will conduct an individualized assessment of any past criminal conduct to determine whether to exclude you from employment. If RCSS decides to exclude you from employment because of information obtained through the background check process, RCSS will notify you of the information and provide you with an opportunity to show that the exclusion of the past criminal conduct should not apply to you, including providing information to RCSS that you were not correctly identified in the criminal record, or that the record is otherwise inaccurate.

Employment Background Authorization and Release

AUTHORIZATION AND ACKNOWLEDGMENT REGARDING BACKGROUND INVESTIGATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION, "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", "ADDITIONAL STATE LAW NOTICES" and certify that I have read and understand those documents. I hereby authorize the Randolph County School System to obtain "consumer reports" and/or "investigative consumer reports" about me at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, past or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by BIB, additional third-party organizations acting on behalf of the Randolph County School System, and/or the Randolph County School System itself. I agree that a facsimile ("fax") or photographic copy or digital copy of this Authorization shall be as valid as the original.

Signature: _____ **Date:** _____

Print Name: _____ **Date of Birth:** _____

Personal Identifying Information Needed For Background Check – To facilitate a background check on you, please complete the information below and include all past or current names used (e.g., maiden, surname, alias).

CURRENT Last Name	First	Middle
PREVIOUS Last Name	First	Middle
PREVIOUS Last Name	First	Middle
Home Street Address		Apartment/Unit #
City	State	ZIP
Phone	E-mail Address	
Date of Birth	Social Security No.	Gender
		Race
Driver's License Number	State Issued	Expires

I state that my personal information provided is accurate to the best of my knowledge. I hereby authorize without reservation the procurement of a Report. Furthermore, I authorize any organization, person, or agency to furnish information about me and I release any organization, person, or agency and the Randolph County School System from any liability arising out of the request or release of information contained in the Report. A photo or fax copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature. I understand that any offer of employment is conditional upon the receipt by the Board of Education of an acceptable criminal history check pursuant to authorization above.

Signature: _____ **Date:** _____

Print Name: _____ **Date of Birth:** _____

- Please check this box if you are a **Minnesota or Oklahoma** applicant or employee and would like to receive a copy of a consumer report if one is obtained by the Randolph County School System.
- Please check this box if you are a **California** applicant or employee and you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Randolph County School System at no charge whenever you have a right to receive such a copy under California law. By signing above, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Please visit our website and click on the link for specific information regarding your state, if you live or work in Massachusetts, Minnesota, New Jersey, New York, Washington State, or California.

Please visit our website to access “A Summary of Your Rights Under the Fair Credit Reporting Act”

RANDOLPH COUNTY SCHOOL SYSTEM/Human Resources Division

2222-C South Fayetteville Street, Asheboro, NC 27205

Student Intern/Student Teacher Request Form

This form must be attached to a college/university letterhead or email from the supervising professor/university supervisor making the request.

I. University Info:

- Name of College/University: _
- Name of Supervising Professor or Person Making Request: _
- Contact Phone: __
- Contact Email: __
- Date Request Is Made: __

II. Student Intern/Student Teacher Info: (If several, please use the attached chart):

- Name of Student Intern/Teacher: _____
- School Placement Request in RCSS: _____
- Teacher Placement Request in RCSS: _____
- Dates of School Placement: _____
- Program of Study (Grade/Subject Area): _____
- Please Check One:** Student Teaching _____ Observation Hours (only) _____

III. Required Forms:

- Any expectations or requirements of supervising teacher and/or the RCSS: (please attach documents with detailed information pertaining to timelines, school district responsibilities, etc.)

- Background Check Completed: Yes No
- Clear Results: Yes No

If No, RCSS can complete one for a fee of \$18.00. Please contact Shannon Morris in Human Resources at 336-633-5110 or smorris@randolph.k12.nc.us.

IMPORTANT NOTE: RCSS policies that apply to interns (ex. Code of Ethics, Staff Dress Code, Internet Use, Confidentiality, etc.) must be reviewed before interns/student teachers begin their placement in RCSS. The RCSS Employee Handbook is located on the RCSS Homepage under "Teacher Links" – "Teacher Forms".

IV. Signature of Person Making Request:

Signature

Date

Please return all requests/forms to Shon Hildreth in the RCSS Human Resources Division. Thank you!

shildreth@randolph.k12.nc.us (email) 336-633-5104 (office #) 336-633-5155 (fax #)

Confidentiality Statement
Randolph County School System

As a student teacher/intern in the Randolph County School System, you have an absolute duty to maintain the confidentiality of student and staff records as required by law. In your role as a student teacher/intern, you may be exposed to confidential information and/or records which cannot be shared, repeated or discussed with anyone other than school officials.

Legal References: Family Educational Rights and Privacy Act, G.S. 115C-47(18), 115C-402.

I shall respect the privacy concerns of students and staff, and will hold in confidence any and all information learned in the course of my service as a student teacher/intern whether obtained from written records or daily interaction.

I will not disclose any confidential information to anyone except when mandated by law, or to prevent clear and immediate danger to a person or persons.

I understand that a violation of this confidentiality statement may be grounds for immediate termination of my services as a student teacher/intern from all schools in the Randolph County School System.

Signature _____

Date _____