

Wake County Public School System Student Teaching Program Procedures for Pre-Service Students, Student Teachers and Student Interns

Date of Implementation: June 2010

Beginning June 2010, all students who wish to complete pre-service and/or student teaching experiences within the Wake County Public School System will be required to clear a comprehensive Criminal Records Check (CRC) prior to their first visit to any WCPSS campus. The CRC will be performed at the student's expense and is a prerequisite to the start of any work at a WCPSS school site. **This is a change - CRCs are now required for both pre-service field experience students as well as student teachers.**

PRE-SERVICE SEMESTER(S):

- At the start of each semester per the schedule on the following page, the University Contact submits the following documents to WCPSS Human Resources:
 - Comprehensive roster of all prospective field experience students, alphabetized by last name
 - WCPSS General Waiver and Release Form for each student
 - Consent for Release of Information Form for each student
- The university should provide each pre-service student with a copy of the Summary of Rights Notice. This document **SHOULD NOT** be returned to WCPSS HR.
- Student submits the online Criminal Records Check (CRC) request through www.usinfogroup.com.
- WCPSS receives an electronic copy of the student's CRC through the usinfogroup.com database.
- WCPSS Human Resources reviews the student's General Waiver and Release Form, Consent for Release of Information, and electronic CRC to determine his/her eligibility to observe in WCPSS classrooms.
- WCPSS HR notifies principals of all students cleared for pre-service experiences each semester according to the schedule on the following page.
- WCPSS HR communicates student clearances to university contacts who may then contact schools directly to request placements.
- WCPSS HR maintains a database of all CRC clearances but will **not** track the school assignments for pre-service students.

- Students with clear CRCs are obligated to self-report any subsequent criminal charges or convictions, with the exception of minor traffic tickets, to WCPSS Human Resources within 24-hours.
- Students who fail to self-report or disclose criminal charges and/or convictions within 24-hours will be subject to the immediate termination of their assignments. This expectation applies to both pre-service students and student teachers.
- Deadlines for the submission of paperwork and online CRCs for **pre-service students** are as follows:

Pre-Service Semester	Paperwork and Online CRC Due to WCPSS HR
Fall	September 1
Spring	February 1
Summer	May 1

- **Please submit all WCPSS General Waiver and Release Forms and Consent for Release of Information Forms for pre-service students at the same time.** Students will be cleared as their individual online CRCs are received. A comprehensive list will be distributed to principals in accordance with the timeline above.

THE STUDENT TEACHING SEMESTER:

- University contacts may contact schools directly to request student teaching assignments. Principals may agree to host student teachers, pending students' successful Health and CRC clearances.
- Prior to the student teaching semester each university contact should submit the following to WCPSS Human Resources, per the schedule on the following page:
 - Comprehensive roster of all prospective student teachers, alphabetized by last name
 - Triangle Alliance Form (TAF) for each student
 - Health Form for each student – all sections completed
 - WCPSS General Waiver and Release Form, Fair Credit Reporting Act Consent for the Release of information, **and** online CRC for each student - **OR-**
 - WCPSS Criminal Activity Disclosure Form (**CADF**)
 - In lieu of a second CRC, any student who submitted and cleared the comprehensive WCPSS CRC during his/her pre-service semesters, will submit a signed written **Criminal Activity Disclosure Form** prior to the student teaching semester.
 - The CADF confirms that the student has incurred no additional criminal charges or convictions since the original CRC was completed.

- Please note that clearance through the WCPSS Volunteer Registry **does not** satisfy the comprehensive CRC Requirement.
- Please submit all **student teacher paperwork** and placement requests according to the following timelines:

Student Teaching Semester	Paperwork and Placement Request Due to WCPSS HR
Fall	June 1
Spring	December 1
Summer	April 15

- Students should submit online CRCs or CADFs **no later than 30 days prior** to the start of student teaching and **no earlier than**:

Student Teaching Semester	Paperwork and Placement Request Due to WCPSS HR
Fall	July 1
Spring	January 1
Summer	April 1

- The university should provide each prospective student teacher with a copy of the Summary of Rights Notification. This document **SHOULD NOT** be returned to WCPSS HR.
- Hard copies of each student teacher's paperwork will be filed in the WCPSS Human Resources office.
- WCPSS HR maintains a database of all student teachers and will notify principals on a school-by-school basis of the approved student teachers who are assigned to their schools each semester.
- Students are approved as WCPSS Student Teachers only after all completed paperwork is received and the health form and CRC are determined to be clear.
- During the student teaching semester, students are obligated self-report any subsequent criminal charges or convictions, with the exception of minor traffic tickets, to WCPSS Human Resources within 24-hours.
- Students who fail to self-report or disclose criminal charges and/or convictions within 24 hours will be subject to the immediate termination of their WCPSS assignments. This expectation applies to pre-service students and student teachers.