CHICAGO PUBLIC SCHOOLS | CPS

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CPS STUDENT TEACHING REGISTRATION FORMS

Dear Prospective CPS Student Teacher:

Thank you for your interest in the CPS Student Teaching Program! We are excited you chose CPS as your potential school district for your student teaching experience. The Program **requires** prospective student teachers to complete the registration process to be granted final placement approval. **CPS schools cannot authorize final approval. CPS requires all student teachers complete this registration process to meet state and district requirements.** Please note that your university must have a formal partnership with CPS before you are eligible to begin the registration process and student teach with our district.

Please Read Over This Entire Packet Carefully!

Spring 2014 Semester Registration Opens October 1, 2013 and Closes December 31, 2013.

Below are the required 3-registration items that you must complete for placement approval:

- **CPS TB Test Result Form:** A medical professional must complete this form or in lieu of the form, please provide documentation from a medical professional indicating negative TB test results. **TB Tests must be completed within our spring semester registration window: October 1 – December 31.** You will be required to mail results to the Student Teacher Program. (Address found on final checklist – Page 6).
- **CPS Fingerprint Instructions & Background Authorization Forms:** Please read the fingerprint instructions **(PAGE 3)** very carefully and follow the directions to ensure your fingerprints are completed accurately. Please retain a copy of your Accurate Biometrics receipt as you will be required to enter receipt information into your CPS Student Teacher On-line Registration Profile. **Fingerprints must be completed during the spring registration window: October 1 – December 31**. Fingerprints completed outside this window will not be accepted.
- **Complete CPS Student Teacher On-line Registration Profile**: www.cpsstudentteachprogram.com
  Please note a current resume must be uploaded as part of the registration process. You must complete your TB Test and Background Check prior to registering on-line with CPS.
  Registration dates: **OPENS: October 1, 2013 CLOSES: December 31, 2013**

Current CPS Employees - Employees must complete the on-line registration profile for CPS. Active CPS employees do NOT need to complete the TB test form or criminal background check as that information is already on file. Please note Charter School employees are NOT exempt.
Employees should visit hr4u.cps.edu to learn more about taking a student teaching leave of absence.

Special Note: Please follow the submission timelines set by your university, in addition to the CPS requirements. Many universities set deadlines earlier than January 17 – Please comply with your university's due dates.

For more information e-mail the program at:
studentteach@cps.edu

Thank you for your interest in the Chicago Public Schools Student Teaching Program!

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CERTIFICATION OF FREEDOM FROM TUBERCULOSIS

Form must be completed by a medical professional --- Results must be within our registration window.
The CPS Student Teacher Program will accept legible results on medical professional's form in lieu of ours.

This is to certify that _____ of
(Full Name)

_____ is free of tuberculosis based on the following:
(Address)

1. TUBERCULIN TEST given on

_____ at _____
(Date) (Name of Facility)

_____ RESULTS OF TEST:
(Address of Facility)

Negative _____

Positive _____

2. CHEST X-RAY **(Only if Positive Results Above)** taken on:

_____ at _____
(Date) (Name of Facility)

_____ Film Number: _____
(Address of Facility)

Negative _____

Positive _____

_____
(Signature of Radiologist)

PLEASE PRINT:

Practitioner Name (print) _____

Practitioner Address _____

Practitioner Signature _____

Date Test Read _____

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The Chicago Public Schools requires prospective student teachers to undergo a fingerprint-based criminal background check during our registration window.
Spring 2014 Semester Registration window: October 1 – December 31

- Student teachers must submit to a fingerprint-based criminal background check that provides our program with both **Illinois State Police (ISP) and Federal Bureau of Investigation (FBI) Fingerprint Reports.**
- Fingerprinting can be done through Accurate Biometrics (AB) using the CPS Background Authorization Form in this packet unless otherwise directed by your university.
- Results will be sent directly to the CPS from Accurate Biometrics.
- Fingerprinting must be completed during our registration window as set by the CPS Student Teaching Program. Results outside of our spring registration window will not be accepted.
- **Students should retain a copy of the Accurate Biometrics receipt for their records. Information from receipt will be required during the CPS On-line Registration process.**

Fingerprinting can be completed at any Accurate Biometrics location. For a list of locations and hours, please visit www.accuratebiometrics.com or call 1-866-361-9944. You will need to present the **Talent Office Fingerprinting Background Authorization & Release Form** with a current state photo identification card. There will be a $55 charge which is paid by Cash, Company Check, Money Order, Cashier's Check or MasterCard/Visa. No personal checks accepted. **Please note individuals printed after December 31, 2013 may be charged a higher fee.**

WHAT IF I HAVE ALREADY BEEN FINGERPRINTED?
The CPS Student Teaching Program can accept copies of background check results from you if you've been fingerprinted recently. **These results must still be within our spring registration window and contain both FBI and Illinois State Police results. Please note that if you were NOT fingerprinted utilizing the CPS background form at Accurate Biometrics, we cannot track or access your results.** Tracking information must still be entered into your on-line profile, but again, we cannot access results if you were not fingerprinted using our form. You will be required to send us a copy of your background results. **If fingerprinted for university or a self-report, please send results to our office:**
Chicago Public Schools, Student Teaching Program, 125 S. Clark Street, 2nd floor, Chicago, IL 60603.

SPECIAL INSTRUCTIONS FOR OUT-OF-STATE STUDENT TEACHERS ONLY:
All out-of-state student teachers **("physically out-of-state")** are advised to take the following steps to ensure that their fingerprints are submitted properly:

- ✓ Go to your local Police Station and request a **FBI Fingerprint Card-Form 258.** The Police Station will take your fingerprints and affix them to the card.
- ✓ Take the Fingerprint Card (Form 258), a money order in the amount of $55 dollars (please make the money order out to "Accurate Biometrics") along with the **CPS Talent Office Fingerprinting Background Authorization & Release Form** in this packet and mail these 3 items to the following address:

Accurate Biometrics
4849 N. Milwaukee, Suite 101
Chicago, IL 60630
ATTN: CPS Student Teacher

Once mailed, students should contact Accurate Biometrics to obtain tracking information including TCN (Tracking Control Number) and date fingerprints were processed. Please be sure to leave them your email address, so they can send this information.

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Fingerprinting Background Investigation Authorization & Release Form

This form gives the Chicago Public Schools (CPS) authorization to conduct a criminal background investigation. All candidates must have a valid, unexpired government issued or school issued photo ID at the time of fingerprinting.

□ Vendor (list company name)	□Teacher _____	□ Local School Council	☐Field Experience (Pre-Student Teaching)
	□ Substitute Teacher/ESP_____	□ Charter School	☒ Student Teaching
	□ Miscellaneous Employee_____	□ Volunteer	☐ Clinical Intern
	□ Educational Support Personnel _____	□ Program (if any): _____	☐Counseling Intern
ILL13998S	ILL13690S	IL016299S	☐ Alternative Certification ILL14490S

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ Day Phone: (_____) _____
Number Street City State Zip

Race Key: C = Caucasian H= Hispanic B = Black/ African American A= Asian/Pacific Islander I = Native American/Alaskan U = Unknown

Date of Birth: _____ Sex: ☐ Male ☐ Female Race: _____
MM/DD/YY

Height: _____ Weight: _____lbs Eye Color: _____ Hair Color: _____
Ft.In.

Social Security Number: _____ - _____ - _____ Birth Place: _____
City State

School/Department: _____ Special Program or Company Name: ___**STUDENT TEACHING**_
(If Applicable)

REQUIRED CRIMINAL RECORDS DISCLOSURE: The existence of a criminal record does not automatically disqualify you for employment consideration, unless it is a conviction for an enumerated crime. (Please see the back of this form for a listing of enumerated crimes.) However, it is important that the Board know your complete criminal history to properly evaluate your application. You must disclose it in full. Failure to disclose each conviction may result in disqualification of your application or termination of employment.

Convictions include *all* felony or misdemeanor convictions, whether by pleas of guilty, *nolo contendere* or no contest or after bench or jury trial. Convictions that result in sentences of probation, conditional discharge or imprisonment must be reported. Convictions of driving while intoxicated or under the influence (DUI), and driving on a revoked or suspended license must be reported. But, convictions that resulted in sentences of supervision in Illinois or traffic offences other than DUI or driving on a revoked or suspended license should not be reported (i.e. speeding tickets, running a red light or stop sign, driving without insurance, etc.). Finally, you are not obligated to disclose sealed or expunged records of conviction or arrest.

Have you ever been convicted of any type of crime? □ Yes □ No

If yes, describe each conviction below (attach separate sheets if necessary):

Date	State	Conviction

I, the undersigned,

1. acknowledge and verify that all information provided above is true and accurate and that I am the person named above.
2. supply this information to authorize and enable the CPS to perform a background investigation, which may include, but not limited to, a Criminal Conviction Information check and fingerprinting.
3. understand and agree that the information obtained through the background investigation will be used to determine whether employment by the CPS will be offered or continued or whether volunteer or compensated service will be approved.

Signature: **Date:**

Fingerprinting Provider Use Only	Talent Office Use Only
Date Printed: _____	Date Printed: _____
Verified By: _____	Date Results Returned: _____
TCN # _____	Fingerprints Clear □ Yes □ No
	Verified By: _____

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Enumerated Offenses in Illinois School Code, 105 ILCS 5/34-18.5 referencing 105 ILCS 5/21-23a

(1) **Any offense defined in Sections 11-6 inclusive** (720 ILCS 5/11-6 = indecent solicitation of a child);

(2) **Any offense defined in Section 11-9 through 11-9.5, inclusive** (720 ILCS 5/11-9 = public indecency, sexual misconduct, etc.);

(3) **Any offense defined in Sections 11-14 through 11-21, inclusive** (720 ILCS 5/11-14 = prostitution; 11-15 = solicitation for a prostitute; 11-16 = pander (prostitution); 11-17 = keeping a place of prostitution; 11-18 = patronizing a prostitute; 11- 19 = pimping; 11-20 = obscenity; 11-20.1 = child pornography; 11-21 = harmful material (prurient interests);

(4) **Any offense defined in Sections 11-23 (if punished as a Class 3 felony)** (720 ILCS 5/11-23 =Posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material);

(5) **Any offense defined in Section 11-24** (720 ILCS 5/11-24 = child photography by a sex offender);

(6) **Any offense defined in Section 11-25** (720 ILCS 5/11-25 = grooming);

(7) **Any offense defined in Section 11-26** (720 ILCS 5/11-26 = traveling to meet a minor);

(8) **Any offense defined in Section 12-4.9** (720 ILCS 5/12-4.9 = Drug induced infliction of aggravated battery to a child athlete);

(9) **Any offense defined in Section 12-13** (720 ILCS 5/12-13 = criminal sexual assault);

(10) **Any offense defined in Section 12-14** (720 ILCS 5/12-14 = aggravated criminal sexual assault);

(11) **Any offense defined in 12-14.1** (720 ILCS 5/12-14.1 = predatory criminal sexual assault of a child);

(12) **Any offense defined in 12-15** (720 ILCS 5/12-15 = criminal sexual abuse);

(13) **Any offense defined in 12-16** (720 ILCS 5/12-16 = aggravated criminal sexual abuse);

(14) **Any offense defined in 12-32** (720 ILCS 5/12-32 = ritual mutilation);

(15) **Any offense defined in 12-33** (720 ILCS 5/12-33 = ritualized abuse of a child);

(16) **Any offense defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b) and 5(a) of that Act** (720 ILCS 550/1 *et seq.,* except those defined in 720 ILCS 550/4(a) and (b), and 720 ILCS 550/5(a) (see attached)). Individuals placed on 1410 probation pursuant to this Act that do **not** successfully complete probation are **not** eligible for this exception;

(17) **Any offense defined in the Illinois Controlled Substances Act** (720 ILCS 570/100 et seq). Individuals placed on 1410 probation pursuant to this Act that do **not** successfully complete probation are **not** eligible for this exception;

(18) **Any offense defined in the Methamphetamine Control and Community Protection Act** (720 ILCS 646/1 et seq.]. Individuals placed on probation under the provision of Section 70 of that Act, provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is **not** eligible for this exception;

(19) **Perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987** (705 ILCS 405/2-1, *et seq.;*

(20) **First degree murder**;

(21) **Attempted first degree murder**;

(22) **Conspiracy to commit first degree murder**;

(23) **Attempted conspiracy to commit first degree murder**;

(24) **Class X felony**;

(25) Any **attempt to commit** any of the foregoing offenses; and

Any offense committed or attempted in **any other state** or against the laws of the United States which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

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STUDENT TEACHER REGISTRATION CHECKLIST

Please utilize the checklist below to ensure you have successfully completed the registration process.

_____ TB Test Results – *Chest X-Ray if needed* (Results must be mailed to CPS – address below).

_____ Background Check (Receipt/tracking information entered into on-line profile).

_____ CPS On-line Registration Profile (Resume upload required – Registration closes December 31).

PLEASE RETAIN A COPY OF THE TB TEST RESULTS AND FINGERPRINTING RECEIPT FOR YOUR RECORDS.

All of the above must be completed between October 1 – December 31 for Spring 2014 Semester Student Teaching in CPS. Please note CPS utilizes our semester-based calendar for registration windows. Spring semester encompasses students planning to student teach anytime between January – June 2014 in CPS.

REMINDER: Current/active CPS Employees need to complete on-line registration ONLY.

WHEN IS EACH ITEM DUE?

All three items must be completed during our registration window (October 1 – December 31). Results outside of this window will not be accepted. **TB Test and Criminal Background Check should be completed first!** Once completed, you will go on-line and complete the CPS Student Teacher Registration process. Remember, you will be required to mail TB results to the program (address below), and upload your resume and enter information from your Accurate Biometrics fingerprinting receipt into your on-line registration profile.

REMINDER: Please note that if you were NOT fingerprinted utilizing the CPS background form at Accurate Biometrics, we cannot track or access your results. You will still enter your background tracking information from the receipt into the on-line profile, but you must mail a copy of your results to CPS before approval is granted (address below).

HOW DO I SUBMIT MY TB Test Results?

TB Test results should be mailed to the program at:
Chicago Public Schools
Attn: Student Teacher Program
125 S. Clark Street – 2nd Floor
Chicago, IL 60603

HOW WILL I KNOW IF I AM APPROVED?

Upon successful completion of the on-line registration profile, TB test and criminal background check, you will receive a ***Report to Service*** email from the CPS Student Teaching Program. You should receive this within two weeks of completing all items. Please print the email and be prepared to present it on the day you report to your student teaching assignment within CPS.

Questions? Email us at: studentteach@cps.edu

Thank you for your interest in the Chicago Public Schools Student Teaching Program!

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