



The Mary and Robert Pew Leadership Development Center
9482 MacArthur Boulevard
Palm Beach Gardens, Florida 33403

☐ Check if you are a Palm Beach County School District employee

- ☐ Field Experience Observation Checklist
☐ Practicum Experience Checklist
☐ Internship Checklist
☐ Administrative/Graduate Internship Checklist

Check above which form applies to you. The completion of this form will become part of your University/College records. This form must be completed prior to securing a pre-service placement in the School District of Palm Beach County and returned to your college or university by October 1 for the January term or April 1 for the August term. Field experience, practicum students, and interns must complete the fingerprinting process. Students completing their internships must also complete the controlled substance screening no more than 30 days prior to their placement. * Active employees are required to have their fingerprints and controlled substance screening verified by School Police.

NAME (last, first, middle)	DATE OF BIRTH / /	SOCIAL SECURITY No. (last 4 digits only) - -
COLLEGE/UNIVERSITY	PALM BEACH STATE COLLEGE Indicate Campus <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> W <input type="checkbox"/> C	TERM

- I hereby authorize the providers listed below to release fingerprint and substance abuse information to The School District of Palm Beach County.
- If you have ever been arrested for an offense (misdemeanor, felony, or criminal) other than a minor traffic violation (DUI and DWI are not minor), you must include copies of the police reports and final dispositions. You must bring the records with you for fingerprinting even if they have been sealed or expunged or arrests involved courts withholding judgment (the courthouse where offense occurred must be contacted to obtain copies. The process may take up to two weeks). Once the records have been turned in with the fingerprinting, they may be turned over for a hearing.
- If security clearance is denied because of local, state or FBI records, the student will not be allowed to complete observations, field experience, practicum experience or student teaching. NOTE: Reasons why security clearance may be denied or suspended are convictions of any of the following (especially repeat offenses): DUI, petty theft (shoplifting), breaking & entering, drug possession, aggravated violence, sex offenses or omitting information on your security background check form. The student, as well as the District Office and the college/university contacts, will be notified of denials.

FINGERPRINTS

(Fingerprint completion stamp here)

Fingerprints were taken by
The SDPBC School Police
Fulton-Holland Education Service Center, B-127

For Employees Only:

Fingerprints to be verified by:
School Police Fulton-Holland Educational Services Center, B-127

CONTROLLED SUBSTANCE SCREENING

(Controlled substance screening completion stamp here)

(Applies to Administrative/Graduate/Student Internship Only)

Controlled Substance Screening by an approved medical office is complete.

For Employees Only:

Controlled substance screening to be verified by:
Risk Management Fulton-Holland Educational Services Center, A-103

CLEARANCE (For Office Use Only)

Florida Department of Law Enforcement (FDLE) clearance date _____

Federal Bureau of Investigation (FBI) clearance date _____

I have read and understand the above information.

SIGNATURE OF STUDENT _____

DATE _____