

College Station ISD Guidelines for Field Experiences

Students that wish to observe public school classes as a part of a field experience are subject to these district procedures.

1. The candidate for field experience must obtain an Application for Field Experience/ Observation and Access to Records Form from the CSISD Human Resources website <http://www.csisd.org/pages/hr.html> or the CSISD Human Resources office located at Entrance C, 1812 Welsh Avenue in College Station.
2. The student/professor/supervisor is responsible for contacting the campus principal and seeking approval for observation at the requested CSISD campus/location.
3. The campus principal and supervising professor must sign the approved request.
Note: Students in an Alternative Certification Program (ACP) must also submit a letter confirming enrollment in the ACP and permission to seek field experience opportunities.
4. All completed forms are due in the CSISD Human Resources office before the end of the third week of the Texas A&M University semester schedule.
5. Candidates must clear the CSISD criminal history check before they may enter campus to observe. This is required by state law and local board policy.
6. The Director for Human Resources must approve the request.
7. The candidate is eligible for CSISD Field Experiences unless contacted by the CSISD HR staff. The district will notify any candidate that is disqualified.

APPLICATION FOR FIELD EXPERIENCE/OBSERVATION College Station Independent School District

Date of Application: _____ Applicant's Name: _____

Email Address: _____ Phone: _____

Name of University or Alternative Certification Program _____

Course (No. & Title): _____

Dept: _____

Supervisor (Professor): _____

Description of Request: _____

Campus Requested _____

Subjects (Fields) you want to observe _____

Date(s) of Observation (Please give first & last day) _____

Number of days per week _____

How many hours per week needed _____

APPROVED: Yes _____ No _____

Professor's signature or submit a letter of acceptance from an alternative education program)

APPROVED: Yes _____ No _____

Principal Date

APPROVED: Yes _____ No _____

Director, Human Resources Date

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

**ADDENDUM TO EMPLOYMENT APPLICATION
ADDENDUM TO APPLICATION FOR FIELD EXPERIENCE/OBSERVATION**

**ACCESS TO RECORDS
Confidential**

The College Station Independent School district is required by state law to obtain criminal history record information on applicants being considered for employment/observation with the district (Texas Education Code Section 22.083 and 22.084). The information requested below is necessary to obtain criminal history record information.

Employment Applicants Only

This document serves as written notice that:

1. An employment candidate is required to submit fingerprints through the district approved process, and
2. The employee may be disqualified from continued employment due to criminal history results obtained from this fingerprint submission.

PLEASE PRINT CLEARLY

Full Name: _____
Last First Middle

Social Security Number _____

Driver's License or State ID number _____
State Number

Permanent Address: _____
P.O. Box, Street, Apartment number, etc...

City State Zip Code

Date of Birth: _____
Month Day Year

Phone Number (either cell or home) _____

Sex: Male ___ Female ___ Ethnicity: Black ___ White/Other ___

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.

Signature Date

Position for which you are applying _____

This form will be removed from the application and filed separately in the Human Resources Office.