

BACKGROUND CHECK DIRECTIONS

Undergraduate Education Students

Before you can observe in a K-12 classroom, you must obtain a cleared Level 2 background check. Please follow these directions:

- a) If you are currently **employed in Bay District**, you should already have a badge documenting your cleared status.
- b) If you are **not employed in a Florida school district**, you will need to be fingerprinted. Please follow these instructions to expedite this process:
 1. Complete the "Fingerprint Information Sheet."
 2. Take the completed "Fingerprint Information Sheet," and a personal check or money order (no credit cards) in the amount of \$95.00 to the Bay District Schools Fingerprint Office located at 1140 W. 17th Street, Panama City, FL 32405. (Building 2)
 3. The fingerprinting office in this building is open from 7:30 – 4:00 Monday through Friday. You will need to see Doris Hill to have your fingerprints processed.
 4. After a week has elapsed, please call Doris Hill at Bay District (850-767-4347) to see if your Identification badge is ready. If so, pick it up from her. **You will need to show this badge to gain entry to K-12 classrooms.**
 5. You will also need to bring this badge to class as soon as you receive it. The instructor will make a copy of the badge. **You are not cleared to visit or observe in K-12 classrooms until this is completed.**