

# BACKGROUND CHECK DIRECTIONS

## UNDERGRADUATE EDUCATION STUDENTS

*Before you may 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 this instructions to expedite this process
  1. Complete the *Fingerprint Information Sheet*.
  2. Take the completed "*Fingerprint Information Sheet*", and payment in the amount of \$95.00 to the Bay District Schools Fingerprint Office, located at 1140 W. 17<sup>th</sup> Street, Panama City, FL 32405 (Building 2).
  3. The fingerprinting office in this building is open from 7:30 AM to 4:00 PM, 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 the 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 STEP IS COMPLETED.***