

POLICY: CRIMINAL BACKGROUND CHECK *Revised October 2005*

A **Criminal History Search** (Wisconsin Statute 165.82) will be required of anyone participating in any undergraduate Teacher Education course or for applying for admission to the Teacher Education Programs.

Procedure for Disclosure/Criminal Background Check and Appeal Process

1. Many school systems are not accepting observation students unless they have had and passed a criminal background check. In TED 200, the course which introduces the students to the field of education as well as TED 352 for early childhood minors, there are required observation hours. These courses can be taken without full admission into the Teacher Education Programs.

Starting in spring semester 2006, all students taking TED 200 (or TED 352 if not already admitted to the TED Program) must initiate a request for a criminal background check to be provided to the TED office. Once a report is received, the instructor will provide a note to the student indicating that s/he has been cleared and that note will be taken by the student on his/her observations to show, if requested. Criminal background checks take about two weeks to arrive after a request is made; the reports will be maintained in the TED office and utilized also for admission to the TED Programs. Instructions for initiating background checks are provided in the Teacher Education student handbooks, are available at the Teacher Education office and on the Teacher Education Department website www.uwsuper.edu/acaddept/ted

2. Any person seeking admission to any undergraduate Teacher Education program must submit a criminal background check report with the TED application materials if not already provided within the previous year for participation in TED 200 or TED 352
3. The Director of Field Experiences will review and evaluate any criminal background check showing a conviction. Guidelines provided by the Wisconsin Department of Public Instruction for educational licensures will be followed in determining whether a criminal conviction would prohibit field placement. If a determination is made that a criminal conviction would *not* prohibit educational licensure, the student will be accepted for admission.
4. For those cases where a determination has been made that a criminal conviction may be of concern to the Teacher Education program, each case will be reviewed by a committee of Teacher Education faculty (3 faculty members and the Director of Field Experiences) appointed by the Chair of the Teacher Education Department. For those students seeking licensure, the Department of Public Instruction may be consulted for their recommendations. Students may be requested to provide further documentation to supplement the written explanation that accompanied their disclosure statement and/or the description forwarded by the State Department of Justice.
5. The cases in which admission to the Teacher Education Programs may be denied by the above committees are responses relating to anyone who has been arrested or convicted for (i) a drug offense, especially if it involves sales, (ii) a sexual offense, or (iii) a violent offense. Within ten (10) working days, a hearing will be convened by the Director of Field Experiences with the applicant and the committee members. Within five (5) academic working days after the hearing, each student will be informed in writing of the committee's decision.

follows:

- Provide your name, race, sex, date of birth, social security number, as the person requesting a search. A maiden name, or previous name is also helpful.
- Submit \$10.00 per search processing fee in the form of a money order or check made payable to the State of Michigan.
- Provide a return address to mail back the responses.
- Mail the above information to:
- Michigan State Police, CJIC, Identification Section
- 7150 Harris Drive, Lansing, MI 48913.
- Allow 3 to 5 weeks for processing and mail delivery.
- For further questions: Phone (517) 322-1956; FAX (517) 322-0635
E-Mail CJIC_applhelp@michigan.gov

D. **Residents of any other states:** call Wisconsin's Department of Justice at (608) 266-5764 for contact numbers for obtaining criminal background reports from other states.

Wisconsin Criminal Background Check

Download the submission form on-line from the link at Publications from the Teacher Education Department homepage at

<http://www.uwsuper.edu/acaddept/ted>

or download the

Single Subject Requests: Form DJ-LE-250

from Wisconsin Department of Justice at

http://www.doj.state.wi.us/dles/cib/forms/record_check_forms.asp

NOTE: Fingerprinting is not required for submission of background check for the purpose of Teacher Education Program Admission.



TEACHER EDUCATION DEPARTMENT
PO Box 2000, McCaskill 113-A * Superior, WI 54880
(715) 394-8309

Date: _____

TO: Minnesota Bureau of Criminal Apprehension
Attention: CJIS-Criminal History Access
1430 Maryland Avenue East, St. Paul, Minnesota 55106

The following named individual has made application with the Teacher Education Department for the purpose of admission into the Teacher Education Programs and/or Student Teaching Field Experience.

Last Name of Applicant (please print) _____

First Name (please print) _____

Full Middle Name (please print) _____

Maiden, Alias or Former (please print) _____

Date of Birth: _____ Sex: (M or F): _____
Month / Day / Year

Social Security Number: _____

The undersigned authorizes the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the Department of Teacher Education (TED) at the University of Wisconsin – Superior for the purpose of admission into the Teacher Education Programs and/or Student Teaching Field Experience. The expiration of this authorization shall be one year from the date of signature below.

A \$15.00 check payable to “**Bureau of Criminal Apprehension**” is enclosed to cover processing fees, on which notation is made for “**For UW-Superior TED Admission**” on check’s memo line. A **postage paid envelope** is enclosed for return to the UW-S Teacher Education Department.

Signature of Applicant
*(Must be signed in the presence of a Notary Public,
who will verify below via Notary Seal)*

Date

Notary: