MEMORANDUM

TO: COE Chairs
     COE Assistant to Chairs
     COE School-based experience coordinators
     COE Faculty and Staff
     COE Teacher Candidates

FROM: ____________________________________________
     A. Keith Dils, Dean of the College of Education

RE: Criminal Record Checks

DATE: January 31, 2018

As a reminder, Act 114 (24 PS 1-111 as amended) includes background check requirements for “student teacher candidates,” defined as an individual participating in a classroom teaching, internship, clinical or field experience who, as part of a program for the initial or advanced preparation of professional educators, performs classroom teaching or assists in the education program in a public or private school, Intermediate Unit (IU) or Career and Technology Center (CTC) under the supervision of educator preparation program faculty.

Prior to a student teacher candidate’s participation in any classroom teaching, internship, clinical or field experience, they must turn in to SRU:

- State Police Criminal History Record – Act 34 (for more information see https://epatch.state.pa.us/Home.jsp)
- Dept of Public Welfare Child Abuse Report – Act 151 (for more information see https://www.compass.state.pa.us/cwis/public/home)
- Federal Criminal History Record Information (CHRI) – Act 114 FBI Report (to obtain this report see https://uenroll.identogo.com/ use the service code 1KG6RT)

No SRU student teacher candidate is to enter a school to perform classroom teaching or assist in the education program or engage in any type of field/clinical/practicum/internship/student teaching experience in a public or private school, Intermediate Unit (IU) or Career and Technology Center (CTC), without providing the required Federal criminal history record and the PA State Police Criminal History Record to Slippery Rock University (e.g., specific program/course field experience coordinator, and for student teaching, the director of student teaching). SRU is responsible for maintaining a copy either on file physically on campus or in electronic format in Taskstream.

- All Secondary Students Currently Enrolled in SEFE 200 will turn their clearances in for Stage 1 and 2 field in SEFE 200
- Early Childhood and Special Education students turn in their clearances to the ECE faculty field coordinator during the “Diversity Block” or “Literacy Field Experience.”
- Physical and Health Education students turn in their clearances to the faculty field coordinator during PE 152 (PE 452, Fall 2015).
- Music Education majors turn their clearances in to Dr. Kathleen Melago
- All graduate level students conducting field will turn their clearances into the graduate coordinator of that program.
- All transfer students who transfer into SRU with Stage 1 or 2 field experiences must submit clearances to the chair of their department prior to Stage 3 field.