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:        August 24, 2015

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 (for more information see Act 34 Background Checks webpage)
- Dept of Public Welfare Child Abuse Report (for more information see Act 151 [Child Abuse] Background Checks webpage)
- Federal Criminal History Record Information (CHRI) – FBI Report

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 230 will turn their clearances in for Stage 1 and 2 field in SEFE 230
- All Secondary Students who have already taken SEFE 230 will be required to submit to the COE Dean’s office Graduate Assistant clearances prior to your entering the schools for Stage 1 and 2 field experiences
- 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.