

Anne Arundel County Public Schools  
Pre-service Intern Placement Protocol

The Office of College/University Partnerships is accountable for the record-keeping for all pre-service interns in Anne Arundel County Public Schools. All placements for course observation, field experience, and student teaching must go through our office so that we will know where each intern is placed, when, and with whom. **Every** intern, no matter what type of placement, is now required to complete the *Background Form* used for chaperones, volunteers, and student teachers two weeks prior to any placement. In addition, any intern who will have direct contact or interaction with students must view the required videos (Recognizing and Reporting Child Abuse; Preventing Sexual Harassment; Bloodborne Pathogens; and Cyber Safety). The goal is to “clear” students early in their education career so they are ready to student teach when the time arrives. AACPS does not require interns to be fingerprinted at this time.

Following is a brief outline of placement procedures:

1. The school is not the first point of contact; colleges/universities and individual students should not contact any school, principal, or teacher directly about placement requests.
2. The background form is logged in and forwarded to the Security Office for processing. The college supervisor will be notified if any student is not cleared.
3. For Professional Development Schools (PDS) placements, the college may work directly with the Site Coordinator and/or Principal to assign mentor teachers, however, notification must still be sent to our office prior to the student beginning the placement rotation. The teacher’s name, grade or content area, and type and dates of rotation must be provided. This enables us to award the appropriate stipend and APC renewal credits.
4. For all non-PDS placements (non-partner colleges and special content areas), the college must send a placement request to the Office of College/University Partnerships several weeks prior to the starting date of the rotation. This is necessary to allow ample time to assign an appropriate mentor and to ensure that the proper administrative requirements (such as videos and background form) are completed before the rotation begins. The request/application must include the student’s name, address, phone number, type of placement, geographical preference, dates and duration of placement, and stipend paid to the mentor by the college (if any).
  - The Office of College/University Partnerships will contact principals in the area of preference and make arrangements for the intern to be placed. For placements in special content areas such as fine arts, special education, ESOL, etc., mentor recommendations will be obtained from the Coordinator of Instruction for that area.
  - Once the mentor has been assigned, the completed placement form is sent to the principal, mentor teacher, and college supervisor.
5. The database created from the placement information is not only important to the security in our schools, but also is an invaluable recruitment tool for Human Resources.

Note: It is recommended that the intern contact the mentor teacher prior to arrival to arrange a mutually agreeable schedule for performing the required hours.

## CHAPERONES, STUDENT TEACHERS AND DESIGNATED VOLUNTEERS

### AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

I, the undersigned consumer, do hereby authorize ANNE ARUNDEL COUNTY PUBLIC SCHOOLS, by and through its independent contractor, **INQUIRIES, INC.**, to procure an investigative report on me.

These above-mentioned reports may include, a social security number verification, address verification and criminal history records.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to **INQUIRIES, INC.**, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681et. seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to ANNE ARUNDEL COUNTY PUBLIC SCHOOLS, by and through **INQUIRIES, INC.**, including, but not limited to, any and all courts, public agencies, and law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release ANNE ARUNDEL COUNTY PUBLIC SCHOOLS, **INQUIRIES, INC.**, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, for the release of information for the preparation of the report. I understand that this Authorization/Release form shall remain in effect for the duration of my volunteer service. Further, I certify that the information contained on this Authorization/Release form is true and correct and that my application for volunteer service will be terminated based on any false, omitted or fraudulent information.

**Please circle:** Overnight chaperone   Volunteer   Student Teacher   Drown Proofing   Other \_\_\_\_\_

**Signature:** \_\_\_\_\_ Other Names Used (past 7 yrs) \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Middle Last

Current Address: \_\_\_\_\_  
Street /P. O. Box  
City State Zip Code County Dates

Address for the past 7 years: (List additional addresses on the back of this page)

Former Address: \_\_\_\_\_  
Street /P. O. Box  
City State Zip Code/County Dates

Social Security Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Applicant's Date of Birth \_\_\_\_\_ Sex\*   M   F

School Representing \_\_\_\_\_ School Contact Person \_\_\_\_\_

- Have you ever been convicted of a crime or convicted in a military court martial? Yes\_\_\_\_ No\_\_\_\_
- Have you ever been sanctioned or had your licenses suspended or revoked? Yes\_\_\_\_ No\_\_\_\_
- Are you currently under any investigation or pending charge? Yes\_\_\_\_ No\_\_\_\_

**If you will be a chaperone for any school trip, please fill out the following:**

Student's Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Date(s) of Field Trip \_\_\_\_\_ Location of Field Trip \_\_\_\_\_

**APPLICANTS:** Please be sure the printed name is legible and return this form immediately to the school.

**SCHOOL:** Please be sure all required information is provided and return this form to the Office of School Security, Riva Road or fax at 410-222-5634/5635. Incomplete forms will not be processed and will be returned.

## Application for Course Observation (Field Experience)

College Name: Rio Salado College  
 Address: 2323 West 14<sup>th</sup> Street  
Tempe, AZ 85281  
 Telephone: 480-517-8121

Date: \_\_\_\_\_

**Instructions:** Applicant completes Part I. College Completes Part II and submits to School System. School System completes Part III and returns copy to College.

Part I: STUDENT INFORMATION: _____ Undergraduate _____ Graduate _____ Certification Only			
Mr. Mrs. Ms.	Birth Date:	Email Address:	
Current Address:		Home Phone:	
Course title or Purpose of Visit		Total Hours Required	
Name of Instructor/Advisor Telephone Number		College Major	Subject/Grade to Observe
Day(s) and Times for Observation	Beginning Date	Ending Date	Number of weeks or visits
School System Preferences 1. _____ 2. _____ 3. _____	Geographic Area Preferences 1. _____ 2. _____ 3. _____		Transportation Available (be specific)  If carpooling, with whom:
Children or other relatives in the school system to which you are applying?		Additional information you may want to add:	

### Part II TO BE COMPLETED BY COLLEGE/UNIVERSITY (if appropriate)

Recommendations for placement:

### Part III TO BE COMPLETED BY LOCAL SCHOOL SYSTEM

School Assignment		Observation/Participation Teacher
Grade/Subject	Principal/Director	Coordinator Signature
School Address/Phone Number		Date

**Note:** Call the supervising teacher prior to your arrival to confirm arrangements.  
 If late or absent, call the school office.