

## **BEXLEY CITY SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume / Bio

Documents delivered to:

- Ohio State University to be gatekeeper of background checks
- Resume to be forwarded to Superintendent's Office, Natalie Endsley

Students report to:

- Assigned school

Other needs:

- None

## **CANAL WINCHESTER LOCAL SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:

- Ohio State University to be gatekeeper of background checks

Students report to:

- Assigned school

Other needs:

- None

## **COLUMBUS CITY SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:

- Ohio State University to be gatekeeper of background checks

Students report to:

- Assigned school

Other needs:

- Students are required to wear a displayed ID at all times, an OSU ID will suffice.

# **DIOCESE OF COLUMBUS:**

## Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

## Documents delivered to:

- Ohio State University to be gatekeeper of background checks

## Students report to:

- Assigned school

## Other needs:

- All students need to attend a session called “Protecting God’s Children”. Please contact Chuck Messerschmitt for registration process, (614) 221-5829.

# **DUBLIN CITY SCHOOLS:**

## Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Driver’s License

## Documents delivered to:

- HR Department, District Office located at 7030 Coffman Road, Dublin 43017

## Students report to:

- Assigned school, once approved through the HR process

## Other needs:

- Students will be issued an ID badge which is to be worn whenever the student is in the school building.
- Once a placement is approved, students are asked to contact mentors through district email to verify dates and times.

# **EASTLAND-FAIRFIELD CAREER & TECHNICAL SCHOOLS:**

## Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

## Documents delivered to:

- Ohio State University to be gatekeeper of background checks

## **EASTLAND-FAIRFIELD CAREER & TECHNICAL SCHOOLS (continued):**

Students report to:

- Assigned school

Other needs:

- None

## **GAHANNA-JEFFERSON LOCAL SCHOOLS:**

Documents required:

- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume and/or Application for Field Experience (must have contact information such as telephone, e-mail, address)

Documents delivered to:

- HR / Curriculum / Field Placement Coordinator, Rae Harriott-White  
Gahanna-Jefferson Central Office, 160 South Hamilton Road, Gahanna 43230

Students report to:

- Assigned school, once approved by Rae Harriott-White

Other needs:

- Students will receive a blue admittance slip when documents are presented at the Central Office to Rae Harriott-White. Students are to give this slip to the school secretary on the first day for the principal's signature. Half of the blue admittance slip is retained by the student for confirmation of the placement. Attire and conduct needs to be professional.

## **GRANDVIEW HEIGHTS CITY SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:

- Ohio State University to be gatekeeper of background checks

Students report to:

- Assigned school

Other needs:

- TB Test

# **GROVEPORT MADISON SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:

- Ohio State University to be gatekeeper of background checks

Students report to:

- Assigned school

Other needs:

- None

# **HAMILTON LOCAL SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience

Documents delivered to:

- Administrative Assistant, Chrysis Thompson  
775 Rathmell Road, Columbus 43207

Students report to:

- Assigned school

Other needs:

- Students will be issued an ID badge which is to be worn whenever the student is in the school building.

# **HILLIARD CITY SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:

- Ohio State University to be gatekeeper of background checks

Students report to:

- Assigned school

## **HILLIARD CITY SCHOOLS (continued):**

Other needs:

- None

## **NEW ALBANY-PLAIN LOCAL:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience
- TB test results (pending further changes)

Documents delivered to:

- Human Resource Office, Pam Stineman  
55 North High Street, New Albany 43054

Students report to:

- Assigned school to meet building principal / administrative assistant to get student badge.

Other needs:

- Students will be issued an ID badge which is to be worn whenever the student is in the school building.

## **REYNOLDSBURG CITY SCHOOLS:**

Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience

Documents delivered to:

- District Office, Human Resources, Sonia Postema  
7244 East Main Street, Reynoldsburg 43068

\* Student teaching only, need deliver documents to District Office

Students report to:

- Assigned school

Other needs:

- Students will be issued an ID badge by school secretary, which is to be worn whenever the student is in the school building. Students' badges may not be ready immediately.

# **SOUTH-WESTERN CITY SCHOOLS:**

## Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

## Documents delivered to:

- Ohio State University to be gatekeeper of background checks

## Students report to:

- Assigned school's front office for more directions

## Other needs:

- Students are required to wear a displayed ID at all times, an OSU ID will suffice. At this time each building has its own procedures. SWCS will alert us of any changes.

# **UPPER ARLINGTON CITY SCHOOLS:**

## Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience

## Documents delivered to:

- Ohio State University to be gatekeeper of background checks

## Students report to:

- Assigned school

## Other needs:

- Students need to sign in daily in the main office where they will be issued a badge.

# **WESTERVILLE CITY SCHOOLS:**

## Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience

## Documents delivered to:

- District Office, Tina Etheridge  
336 South Otterbein, Westerville 43081

## Students report to:

- Assigned school

## **WESTERVILLE CITY SCHOOLS (continued):**

### Other needs:

- Each student must turn in a completed Admittance Card which requires three signatures. The first signature should be from an OSU representative. The second signature will be obtained when the student delivers documents to the District Office. The final signature is that of the building principal.

## **WHITEHALL CITY SCHOOLS:**

### Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience

### Documents delivered to:

- Administrative Services, Juliet Peoples  
625 South Yearling Road, Whitehall 43213

### Students report to:

- Assigned school

### Other needs:

- Badges will be issued to students by the building principals.
- TB test

## **WORTHINGTON CITY SCHOOLS:**

### Documents required:

- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume with contact information

### Documents delivered to:

- Worthington Education Center  
200 E. Wilson Bridge Road, Worthington 43085

### Students report to:

- Assigned school

### Other needs:

- Badges will be issued to students at the WEC. Contact is Becky Smith (614) 883-3030, or [rsmith@worthington.k12.oh.us](mailto:rsmith@worthington.k12.oh.us).
- Students are asked to contact mentors through district email to verify dates and times.