District Placement Requirements

In accordance with Ohio State's contractual obligations with district and school partners, The Office of Accreditation, Placement and Licensure (APL) ensures students have met detailed compliance requirements prior to placement. The institutions below require the corresponding additional requirements prior to beginning placements. For all other districts, follow the standard compliance requirements.

Note: APL and programs do not maintain physical copies of background checks. To obtain a physical copy of a background check, students must go to the background check agency that processed their background check.

Institution	Additional Requirement(s) (for all students, unless specifically noted)
Amanda-Clearcreek	Submit a **copy of their background check** to the building.
Bexley	Send a **resume** to edprep@osu.edu to be sent to the district by APL.
Bloom-Carroll	Submit a **copy of your background check** to the building principal or district office.
Dublin	Bring your **driver's license** or appropriate photo identification and **copy of your background check** to Human Resources Office: Emerald Campus, 5175 Emerald Parkway, Dublin, OH.43017, 4th Floor or email to montijo_jasmine@dublinschools.net . Students should **wear their OSU BuckID** while in the building.
ESC of Central Ohio	Email a **copy of their background check** to Sheila Damren (Sheila.Damren@escco.org).
Hilliard	Follow the school's procedure for **signing in and out** of the building. **Student teachers** (5 days a week, full time placements only) **must send a head/shoulder photo to** Greg_hennes@hboe.org to receive a photo ID.
Kettering City	Contact Sheryl Chaffin at sheryl.chaffin@ketteringschools.org to provide **proof of background checks** and **setup a time to successfully pass drug testing**.
Ohio State School for the Blind	**Student teachers** (5 days a week, full time placements only) must complete the OSSBIntern Volunteer Acknowledgement .Send the acknowledgement to Cecelia Peirano at cpeirano@ossb.oh.gov.
Olentangy	Complete the Olentangy Schools **Admittance Slip** (see page 2) and send a **copy of your FBI/BCI background check**. **Internship and Practicum students** must also provide a **resume**. Send to: Mary Reid, Olentangy Academics Office 7840 Graphics Way, Lewis Center, OH 43035 Mary_Reid@olsd.us, 740.657.4024. All documentation must be on file with Olentangy at least 1 week prior to the start of placement.
Westerville	Bring your **driver's license** or appropriate photo identification to your assigned building.
Worthington	Bring your **driver's license** or appropriate photo identification and **copy of your background check** to Worthington Education Center, 200 E. Wilson Bridge Road, Worthington 43085 2nd Floor Human Resources to be issued a badge prior to arriving at their school building.

THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

Welcome to the Olentangy Local School District! Visit Olentangy's website at http://www.olentangy.k12.oh.us to learn more about our schools. Familiarize yourself with the curriculum maps and Ohio Learning Standards for your area of study. We expect our student teachers to adhere to district policies, the Licensure Code of Professional Conduct for Ohio Educators, and conduct themselves in a professional, respectful, and confidential manner.

Required Documents

BCI (Ohio) and FBI (National) reports and an **Admittance Slip** must be on file with Olentangy at least <u>one week prior</u> to the start of your placement.

Important: Your BCI and FBI reports must be dated within 365 days of your placement start date.

Send the BCI and FBI reports and the completed Admittance Slip to:
Mary Reid – Olentangy Administrative Offices
7840 Graphics Way, Lewis Center, OH 43035
mary_reid@olsd.us   740.657.4024

Student Information

Student name _____   Start date _____

University _____   Supervisor _____

Olentangy school _____   Cooperating teacher _____

Student phone number _____   Student email _____

Local address _____

Please note other information/concerns/medical issues about which the school should be aware.

_____

Emergency Contact Information

Emergency contact name _____   Phone number(s) _____

Yes   No   In an emergency, Olentangy has my permission to call the emergency contact listed above.

Identification Badge

After we receive your BCI and FBI (ICN) reports and we approve you to start your placement, we will issue a university student identification badge. You will receive your ID badge when you check in at the school office on your first day. Upon completion of your placement, please return the ID badge to the school office.

I have read the information in the Admittance Slip and Student Welcome Letter.

Student Signature _____   Date _____