



**OFFICE OF THE ASSISTANT SUPERINTENDENT**  
Curriculum, Instruction & Professional Development  
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## CONTACT

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## CSULB STUDENT OBSERVER VIPS CLEARANCE PROCEDURES

PLEASE COMPLETE THE FOLLOWING STEPS:

1. Please complete the attached application:  
Teacher Candidate Field Work/SERVE Application
2. Obtain a TB testing from your health care provider. TB verification must include the date given, the date read, and the results of the testing and the name of the medical facility. If your TB test will expire within 2 months from the day you submit your application you will need to acquire a new TB testing. TB tests are due every 4 years.
3. Make an appointment with our Fingerprint Department in Human Resource Services by going to <https://lbusdfingerprint.youcanbook.me>. You can also call 562.997.8216 - Identify yourself as a student observer from CSULB.
4. Bring to your Fingerprint Appointment your completed application, a copy of a photo ID, and a copy of the TB results. **Missing information will delay processing of your application.**
5. District staff will process application, clearing Student Observers for TB test results and Megan's Law.
6. Students will be contacted by OCIPD by email or phone and given their assignment.
7. All student observers should check in with the front office before going to the classroom,



**CSULB**  
**College of Education**  
**Teacher Candidate Field Work/SERVE Application**  
**Placement for Fall 2017/Spring 2018**

**Contact Information (PLEASE TYPE OR PRINT LEGIBLY IN INK)**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Last First M. I.

Address \_\_\_\_\_  
 Street Apt. City Zip Code

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Preferred E-mail \_\_\_\_\_

Are you currently, or have you been employed by LBUSD within the last 6 months? Yes  No   
 Please enter the date of the last time employed in LBUSD if there has been a break in service \_\_\_\_\_  
 Are you now, or have you ever, been a Volunteer or completed fieldwork with the LBUSD? Yes  No  Year  
 of Service \_\_\_\_\_ Semester \_\_\_\_\_

**Health Record**

Have you ever had Tuberculosis? (Not TB Test) Yes  No  If "yes", when? \_\_\_\_\_

**Attach a copy of negative TB test results taken within the last three years; copies will not be returned. Candidates may also complete a TB Risk Assessment Questionnaire.**

Can you perform your requested placement work with or without accommodation? Yes  No   
 If "no", what accommodations are needed? \_\_\_\_\_

In case of an emergency, please notify: \_\_\_\_\_ Phone # \_\_\_\_\_

**Current Clinical Field Work Status: check box and circle enrolled classes for current semester**

- SERVE** EDEL 200, EDEL 300
- Clinical I** EDEL 100, EDEL 380, EDEL 413, EDEL 431, EDSS 300, EDSP 303, EDSP 350, EDSP 355A, EDSP 355B, EDP 405, EDSP 454 and Subject Matter observations
- Clinical II** EDEL 442, EDEL 452, EDEL 462, EDEL 472, EDSE 435, EDSE 436, SCED 475, EDSE 457, L EDSS 450, EDSP 480, EDSP 534, EDSP 564, EDP 560, EDSP 577, EDSP 578
- Clinical III** - Student Teaching

Continued on Reverse

EXPLANATION OF CONVICTION(S)

Have you, as a juvenile or adult, ever been convicted, fined, imprisoned, placed on probation or sentenced in any civil, criminal, or military court, or have you ever forfeited bail? Yes  No

Do you have any pending arrests? Yes  No

Are you currently on probation? Yes  No

If yes, when will your probation end? \_\_\_\_\_

If you answered YES to any of the above questions, list all offenses below. Please indicate if an arrest is pending. You must include minor traffic violations (if they resulted in the issuance of a warrant), drunk driving convictions and convictions dismissed following probation. You are solely responsible for making the determination of whether a conviction must be disclosed. Failure to report a conviction otherwise reportable will not be excused by your misunderstanding of the law and may result in the denial of serving as a Volunteer for LBUSD.

Please use the area below to list the offense(s) for which you were convicted. Provide the Penal Code and type of offense; explain in detail the date the offense occurred, the incident itself and the outcome. You may attach supporting documentation as necessary.

Table with 5 columns: Penal Code #, Type of Offense, Date Occurred, Place Occurred, Sentence or Fine. The table contains three empty rows for data entry.

I understand the information contained on this document is subject to verification and a background investigation will be done in order to ensure that I am a suitable candidate to be a volunteer for the Long Beach Unified School District (LBUSD). Should any false or derogatory information be found, I could be disqualified from participation as a volunteer for the LBUSD.

Having completed an application for the position of volunteer for the LBUSD, and desiring them to be informed as to my previous record and character determining my qualifications and suitability, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privileged nature to a duly authorized agent of the LBUSD.

I understand that it is district policy for me to wear my identification/ badge at all times when I am on campus. The badge is the property of LBUSD, and it should be kept on site at all times. I agree to not take the badge home nor loan it to others. I agree to sign in and out each time I am on campus as a volunteer. I agree to keep confidential information about students' academic and behavioral performance in the classroom(s) where I volunteer my time.

Applicant Printed Legal Name \_\_\_\_\_

Applicant Legal Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR LBUSD OFFICE USE ONLY:

TB Date: \_\_\_\_\_ Fingerprint Clearance: \_\_\_\_\_ Reviewed by (District Office): \_\_\_\_\_

Date Placed: \_\_\_\_\_ Location: \_\_\_\_\_