



## Office of Student Teaching and Field Placement

### FINGERPRINTING & SECURITY CLEARANCE INFORMATION

TO: All students enrolled in education courses requiring SOE service-learning/field experience hours

FROM: Dr. Susan Neimand, Director, School of Education

DATE: August 18, 2009

RE: Fingerprinting and Background Clearance

Miami-Dade County Public Schools (M-DCPS) and Miami Dade College (MDC) Police Department require fingerprinting and FBI background check procedures for pre-service teachers completing service-learning or field experience hours in all school site placements.

This procedure affects all college students enrolled in education preparatory courses, EDF 1005 and EDF 2085 and most upper division education courses, methods, practicum or internship. Please make sure that you follow them properly to be able to meet your program requirements.

Best regards!

#### **I-Appointment:**

- Students have two options when applying for fingerprinting:
  - a) Make an appointment with MDC North Campus Police Department by applying online at: <http://myappt.mymdc.net>. An application form will be provided at this office.
  - b) Go personally to the **M-DCPS Fingerprinting Office** at 1500 Biscayne Blvd. You must complete and bring the M-DCPS Service Provider Input Document provided in this packet and/or through LiveText. This office does not require a previous appointment.

#### **II-Fees:**

- **The fee for fingerprinting at MDC North Campus Police Department is \$57.00.** You may pay the fee with a credit card online when you make the on-line appointment. You may also pay in person at the at the Bursar's office in cash or money order payable to Bursar's Office. In order to be fingerprinted, students must bring the payment receipt to their appointment, their original social security card and a picture ID. International students must bring proof of payment and a government issued picture ID or a passport with a valid visa.
- **The fee at the M-DCPS Fingerprint Office is \$71.00 in a money order payable to "School Board Miami Dade Fingerprinting."** Cash or credit card payments are not accepted in this office. You must bring the M-DCPS Service Provider Input Document, the original social security card, and picture ID. International students must bring a government issued picture ID, or a passport with a valid visa.



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### FINGERPRINTING AND SECURITY CLEARANCE PACKET

#### III. Clearance Card Process:

- Once the background check is completed and you are cleared, the Office of Student Teaching and Field Placement will prepare and mail your clearance card to the address in your official MDC student records. To verify and/or update this address, go to your myMDC account, (accessed via [www.mdc.edu](http://www.mdc.edu), select "Current Students" select "Change My Info"). It is essential that your current address on file is correct to ensure that you receive your clearance card.
- Once the fingerprinting is done, the clearance card preparation process may take approximately 15 to 20 days.
- The clearance card is valid for two years after issuance and must be renewed before expiration. The expired card must be returned to the Office of Student Teaching and Field Placement to obtain a new one.
- If a card expires and the student was not enrolled at the school for two consecutive semesters, the fingerprinting process needs to be repeated for the issuance of a new card.
- If the student does not clear, it may take a few weeks or months for the matter to be resolved. The student must provide M-DCPS with the necessary documentation to clear his/her record. In these cases, students should drop the classes requiring field hours due to lack of sufficient time to complete this requirement.
- Clearance will not be granted in cases such as those listed in the list of M-DCPS employment standards. (page 9)

#### NOTE:

- **Current M-DCPS employees** will not need to be re-fingerprinted to receive a clearance card from the Office of Student Teaching and Field Placement as long as their clearance is active with M-DCPS. M-DCPS employees will need to fill out the **Authorization for Release of Confidential Information** and provide their employee numbers to request the clearance date from the M-DCPS Fingerprinting Office. This form should be faxed to the Office of Student Teaching and Field Placement, fax# 305-237-6708. Once the clearance date is obtained, the Office of Student Teaching and Field Placement will prepare and mail the card to the student. For special requests or questions, students may e-mail the Office of Student Teaching and Field Placement at [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu).
- **Fingerprinting in other school districts other than M-DCPS or MDC is not acceptable.** Enclosed is a letter from Sigilenda Miles, from the M-DCPS Fingerprinting Office, indicating the procedures to clear records, (See p. 8).
- **The Center for Community Involvement or your professor do NOT have any information** regarding the status of your fingerprinting or your clearance card. For questions, students should e-mail the Office of Student Teaching and Field Placement at [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu).