



AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

I hereby authorize Miami Dade College and the Miami-Dade County Public School System to fax, mail or e-mail my social security number for the purpose of fingerprinting and any other activity relating to my internship with Miami-Dade County Public Schools.

A photocopy of this authorization will be accepted with the same authority as the original.

Signature MDC Student Number Last 4 digits of Social Security Number

Printed Name Date

Are you a current M-DCPS Employee? YES NO

If YES, what is your M-DCPS Employee Number: _____

If you are a current M-DCPS Employee, please provide your mailing address below so MDC can mail you your approval card (if you aren't a current employee, leave this blank):

Mailing Address: _____

**Fax To: MDC School of Education / Attention: Betty Johnson
Fax #: 305-237-6179**



MIAMI DADE COLLEGE
SCHOOL OF EDUCATION

TO: All students enrolled in education courses requiring field experiences

FROM: Betty G. Johnson
Director, Clinical Supervision & Intern Placement
Miami Dade College

DATE: August 21, 2006

RE: Field Placement & Fingerprinting

Miami-Dade County Public Schools recently implemented fingerprinting and FBI background check procedures for all school site placements.

This procedure affects all college students enrolled in education preparatory, methods, or internship courses. For Miami Dade College, this means, lower division courses such as EDF 1005 and EDG 2701 and most of the upper division education courses. The new procedure is as follows:

- All students must complete the **Authorization for Release of Confidential Information** form. Current M-DCPS employees must provide their employee numbers. This form is then filed at Miami Dade College.
- The students requiring fingerprinting must then take the **M-DCPS Service Provider Input Document** to 1500 Biscayne Blvd. to be processed. The fees for this process are explained in the attached memo.
- **Current M-DCPS employees** will not need to be re-printed as long as their clearance is active with M-DCPS. M-DCPS employees will need to return the **Authorization for Release of Confidential Information** with their employee number. You may e-mail Betty Johnson at **bjohnso2@mdc.edu** in order to find out if you must be re-printed by M-DCPS.
- Once the students have cleared or not, Miami Dade College will receive notice in order to inform the students.
- If the student clears, then the College provides him/her with clearance card to take to the school site. It takes an average of **ten days** from the day the student is fingerprinted for M-DCPS to notify Miami Dade College of a student's clearance. MDC will mail your 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, select "Current Students" select "Change My Info").
- If the student does not clear, then the student needs to know that it may take a few weeks-months for the matter to be cleared. The student must then provide M-DCPS with the necessary documentation to clear his/her record. At this time students may choose to drop the classes requiring placement due to lack of sufficient time to complete placement hours. A letter from

Ms. Sigilenda Miles has been provided to inform students on the procedures to clear their records with M-DCPS. A list of employment standards is also included.

- The fee for fingerprinting and the FBI background check is \$71. Instructions on how the payment must be provided are included in this packet.
- Students must have an actual social security card and picture identification in order to be fingerprinted. If the student is an international student, then he/she must contact a social security office in order to inquire about eligibility.

IMPORTANT MIAMI DADE COLLEGE CONTACT INFORMATION

Center for Community Involvement/Service-Learning

- **Joshua B. Young** – Wolfson Campus, College-wide Director
Office Number: (305) 237-7477 / Email: jyoung@mdc.edu
 - **Cathy Hyde** – Homestead Campus Coordinator
Office Number: (305) 237-5205 / Email: chyde@mdc.edu
 - **Rony Joseph** – InterAmerican Campus Project Coordinator
Office Number: (305) 237-6423 / Email: rjoseph1@mdc.edu
 - **Ossie Hanauer** – Kendall/Homestead Campus Director
Office Number: (305) 237-0631 / Email: ohanauer@mdc.edu
 - **Lauren Rose** - North/Hialeah Campus Director
Office Number: (305) 237-8358 / Email: Lauren.Rose@mdc.edu
 - **Tamica Ramos** – Wolfson/InterAmerican/Medical Campus Director
Office Number: (305) 237-7470 / Email: tramos@mdc.edu
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INFORMATION ON HOW TO OBTAIN A SOCIAL SECURITY CARD

To request a duplicate, a copy of your card, request a new card, or request a “not for work” social security card, and to find a social security office near you,

1. Visit www.socialsecurity.gov or
2. Call 1-800-772-1213



MIAMI-DADE COUNTY PUBLIC SCHOOLS
SERVICE PROVIDER INPUT DOCUMENT

Social Security #: _____

Last Name _____ First _____ Mid. _____

AKA _____

Sex _____ Birth Date _____

Permanent Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Date _____

To the Office of Fingerprinting:

I request that the abovementioned person be fingerprinted to provide services to students as a

Field Experience Student

(Coach, Outreach Support, Intern/Field Experience Student, Agency Employee)

Betty G. Johnson
Name Typed of University/College Representative

Miami Dade College
Name of University/College

Betty A Johnson
Signature of University/College Representative

New Fingerprinting Payment and Procedures

The new fingerprint payments and procedures listed below apply to all full and part-time instructional and non-instructional Miami-Dade County Public Schools (M-DCPS) applicants and employees, contracted and charter school employees, specified university and college interns, private bus drivers, students hired under the Work-Student Component of the Carl D. Perkins Act of 1990 Vocational Education and Applied Technology Grant, vendors, all insurance agents referred by the Florida Department of Insurance, and specified private school employees.

\$61 Fingerprinting Processing Fee

- \$61 money order payable to "FINGERPRINTING SERVICES, LLC"

OR

- Prepay by credit card (your credit card will be charged \$61) prior to visiting M-DCPS Fingerprint Office by:
 - Visiting the Florida Department of Education Fingerprinting Application Website and <http://www.flprints.com>; **OR**
 - Calling the toll-free number 1-877-357-7456.

\$10 Local Processing Fee

- a cash payment, or
- All non-instructional M-DCPS applicants may opt for a one time \$10 payroll deduction from their paycheck, upon completing and signing a payroll deduction form available in the M-DCPS Fingerprint Office.

Required Forms of Identification

- A current official picture identification such as a driver's license, passport or State of Florida identification card, **AND**
- Your social security card must be presented at the time of printing!

M-DCPS Fingerprint Office

1500 Biscayne Boulevard, Suite 141-R, Miami, FL 33132

Phone: 305-995-7472

Hours of Operation:

Monday through Thursday 7 a.m. - 6 p.m.; Friday 7 a.m. - 3 p.m.

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Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Rudolph F. Crew, Ed.D.

Mrs. Ava Byrne
Deputy Superintendent, Professional Development.
Deborah V. Mink, Ed. D.
Executive Director, Teacher Education Center
Pura Labrada
Teacher Director, Teacher Education Center

Miami-Dade County School Board
Agustin J. Barrera, Chair
Perla Tabares Hantman, Vice Chair
Frank J. Bolaños
Dr. Robert B. Ingram
Evelyn Langlieb Greer
Dr. Martin Karp
Ana Rivas Logan
Dr. Marta Pérez
Dr. Solomon C. Stinson

INSTRUCTIONS IF YOU DON'T CLEAR THE BACKGROUND CHECK (OR IF YOU WERE RECENTLY INVOLVED IN AN INCIDENT THAT REQUIRED COURT ACTION)

Dear Internship Applicant:

Thank you for applying to complete your student teaching in Miami-Dade County Public Schools. We look forward to serving you. Prior to securing a placement, Employment Standards/Office of Fingerprinting will conduct a background check as part of the internship placement process. The results of the background check are normally returned to the district office within three (3) working days. You will be notified of your placement by your university liaison. However, if you have been involved in an incident that led to court action, please be advised that before the placement process can continue, you must provide the following documents:

- Incident Report (initial police investigative report) or Arrest Report/Affidavit (criminal report affidavit)
- Information or Indictment (formal charges filed by the prosecutor with the court)
- Court Adjudication (the court's disposition of your case)
- Documentation of successful completion of probation or pre-trial intervention (if applicable)
- A sworn written statement signed by you, explaining the circumstances of each arrest

All photocopies of court documents or certification from the Clerk of the Court must be original, certified copies. You should contact the Clerk of the Court in the city or county where the case was disposed. You may bring or send all of the documents to:

Miami-Dade County Public Schools
Employment Standards/Office of Fingerprinting
Attention: Ms. Sigilenda Miles
1500 Biscayne Blvd., Suite 141R, Miami, FL 33132

Once the fingerprint results and documents are received, they will be reviewed by the Office of Employment Standards and the Office of Professional Standards. You will be informed of your status regarding internship placement by letter to your home address by the Office of Professional Standards. Failure to respond to this request will automatically disqualify you from student teaching in this District. If you have questions or concerns, please contact this office at (305) 995-7472.

Sincerely,

Sigilenda Miles, Executive Director, Employment Standards

SM:oj

cc: Deborah V. Mink, Ed.D.

(interns/applicant)

Employment Standards

School Board of Miami-Dade County, Florida Hiring Guidelines

Criminal Records Including Guilty Pleas (Regardless of Adjudication)

No Contest Pleas, Pre-trial Intervention/Diversion

This is not intended to be a complete list of all qualifying criminal offenses.

A. Miami-Dade County Public Schools (M-DCPS) will not consider hiring:

- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Aggravated Assault
- Aggravated Battery
- Arson
- Child Abuse or Child Neglect
- Contributing to the Delinquency or Dependency of a Child
- Currently on probation or has a Criminal or DUI Case Pending
- Domestic Violence (felony)
- Exhibiting a Firearm or Weapon within 1,000 feet of a school
- Extortion
- Felony Battery/Assault
- Felony Drug Possession, Sale or Distribution
- Incest
- Indecent Exposure
- Kidnapping/False Imprisonment
- Killing of an unborn child by injury to the mother
- Lewd and Lascivious Behavior
- Manslaughter
- Murder
- Pornography (Distribute or possess to sell obscene material)
- Prostitution/Solicitation of Prostitution
- Removing Children from the State or Concealing Children contrary to Court Order
- Robbery
- Sexual Assault/Sexual Battery
- Sexual Performance by a Child
- Vehicular Homicide

B. M-DCPS will not consider hiring if offenses are less than 10 years old. Will consider and carefully review if older than 10 years:

- Burglary
- Counterfeiting
- Forgery
- Fraud
- Grand Larceny
- Grand Theft
- Possession of a Concealed Weapon (felony)
- Sale of Alcohol to a Minor
- Welfare/Unemployment/Workers' Compensation Fraud

C. M-DCPS will not consider hiring if offenses are less than 5 years old. Will consider and carefully review if over 5 years:

- Battery/Assault
- Drug and/or Paraphernalia (misdemeanor)
- Possession of a Concealed Weapon (misdemeanor)
- Resisting Arrest with Violence

D. M-DCPS will conduct a case-by-case review of specific circumstances:

- Disorderly Conduct
- Domestic Violence (misdemeanor)
- Driving Under the Influence/Driving while Intoxicated-one incident only (More than one incident must show proof of rehabilitation.)
- Loitering
- Multiple Arrests
- Other Criminal Traffic Offenses
- Petty Theft/Larceny/Theft to Deprive/Retail Theft/Shoplifting
- Resisting Arrest without Violence
- Trespassing
- Worthless Checks

In addition to the above, Miami-Dade County Public Schools **will not consider** applicants seeking employment with the Miami-Dade Schools Police Department who have received a dishonorable discharge from any of the Armed Forces of the United States, or with a conviction, or its equivalent, of a misdemeanor involving perjury, or a false statement.