



## DUNLAP COMMUNITY UNIT SCHOOL DISTRICT #323

400 S Fourth Street • Dunlap, IL 61525

Dr. Scott Dearman, Superintendent  
Mr. Matt Andrews, Director of Curriculum & Instruction

Ms. Alyssa Hart, Director of Student Services  
Mr. Michael McKenzie, Chief Financial Officer

Dear Novice Teacher, Student Teacher, or Classroom Observer,

Thank you for your interest in being a Student Teacher, Novice Teacher or Observer for Dunlap Community Unit School District #323. Our students are our most important asset to our community and school district, and because of this we do require all of our Novice Teachers, Student Teachers, and Observers to complete the below process BEFORE you are able to be in the classroom.

All student teachers, novice teachers, and observers must FIRST be approved by our Director of Curriculum, Matt Andrews. You can contact Matt at [mandrews@dunlapcusd.net](mailto:mandrews@dunlapcusd.net).

**Required Information (ALL this information must be turned in to the District Office, Human Resources or emailed to [jschuck@dunlapcusd.net](mailto:jschuck@dunlapcusd.net), PRIOR to your first day)**

- \_\_\_\_\_ DCFS Signed Form
- \_\_\_\_\_ Internet & Electronic Use Procedure Signed Form
- \_\_\_\_\_ Driver's License or other government issued document that verifies identity
- \_\_\_\_\_ Fingerprinting Results from Accurate Biometrics (can be one in your town)  
(We MUST have the results of this **BEFORE** you can start. We do not accept results from any other fingerprinting companies.)

We want to thank you for your interest in helping out Dunlap Community Unit School District #323 and for your understanding that our children's safety is our top priority.

If you have any questions, please feel free to contact:

Dunlap CUSD#323 District Office  
Attn: Jenni Schuck  
400 S. Fourth Street  
Dunlap, IL 61525  
(309) 243-8700.  
[jschuck@dunlapcusd.net](mailto:jschuck@dunlapcusd.net)

