



STUDENT TEACHER/OBSERVATIONS
SY 2023-2024

❖ Information

PRINT NAME (as shown on license) _____

Date of Birth: _____ Gender: _____

Cooperating Teacher(s) Name: _____

Observation Building(s) _____

Date(s) of Observation: _____ Agency/University _____

Phone # to reach you: _____ Contact Email _____

All of the above items **must** be filled out, and any changes made to this form will nullify this form. The form replaces and supersedes any previous form signed by me for this purpose.

❖ Student Teacher/Associate Teacher/Intern

All student teachers who are placed in the Livonia Public Schools are required to be fingerprinted before the assignment begins.

If you sign up to sub with EDUStaff, or perhaps work for another district, you will be required to be printed under a different reason code.

The Livonia Police Department does not require an appointment for fingerprinting. Their hours are M-F from 8 am to 3:00 pm. The fee is \$58.25, and they accept cash or check only. Please take the LIVE SCAN form to the police station to be fingerprinted. The original form needs to be returned to us. If you have already been fingerprinted in another Michigan district, you will only need to complete the ICHAT form. This will allow us to share your prints between districts.

❖ Short Term Student Teacher/Student Observer

Livonia Public Schools, in an effort to ensure the safety and security of all children, is continuing our safety procedure for interns/observations, etc. for our district.

It is necessary for all people doing observations/volunteering/interning to provide information for a criminal background check. This form is to be completed and returned to the Human Resource office. All of the names will be entered into the ICHAT database. It is only the Office of the Administrator of Public Safety that is authorized to access the ICHAT database on behalf of the School District. The district will be allowed to access a list of observers/interns who are eligible to observe/intern. Except where disclosure is required by law, the results of the ICHAT database check will be shared on a 'need to know' basis only and will be kept on file in the Employment Services office for the **current school year**.

If you have any questions, please contact Mr. Mike Reilly, Administrator of Public Safety, at 734-744-2501. Thank you for your continued support of our children and school community.

I agree that the School District may conduct or have conducted by an individual or entity of its choice, a conviction only criminal check on me. I hereby consent to this search being conducted, and to the disclosure of the results of the search to the individual or entity conducting the search to the School District. I understand and acknowledge that criminal convictions may result in disqualification from serving as an observer/volunteer.

Signature _____