



WILLIAM JEWELL COLLEGE
RELEASE OF INFORMATION

I give the William Jewell College Department of Education permission to release any information requested and required by the schools/school districts in which I may have fieldwork assignments. This information may include but is not limited to my name, social security number, phone number and health record information.

Additional information may be released as requested by agencies but the WJC Department of Education will NOT disclose the results of the FBI fingerprint check as is consistent with Missouri laws and regulations. Instead, if a student has an irregularity on his/her FBI fingerprint check the WJC Department of Education reserves the right to pull that student from the fieldwork placement.

Also prior to student teaching, you (as a student teacher placed by Jewell in a K-12 school) MUST submit a copy of your clear FBI/MO fingerprint check to the school district office. If your FBI/MO fingerprint check does not come back clear you may consult the WJC Department of Education Chair and Placement Director regarding how to proceed.

Family Care Safety Registry (FCSR)

THIS PRELIMINARY BACKGROUND CHECK IS USED FOR EARLY EDUCATION FIELD EXPERIENCES and is administered by the Missouri Department of Health and Senior Services. This service reports open criminal history in MO based on a name, social security number and date of birth search. There is a \$10 registration fee. Early fieldwork students will register online at www.dhss.mo.gov/fcsr. Wait for instructions in your fieldwork class regarding this process before you register. You will be notified in writing of the results that will be recorded in the Family Care Safety Registry. Once you are registered other agencies can request information from the registry about you. You will be notified in writing each time someone requests information about you from the registry. The notification will contain the name and address of the business making the request and the background information released. Disclosure of background information on a person registered in the FCSR is limited. The registry will disclose whether the person’s name is in any of the background checks and, if so, which one. Specific information will only be disclosed by the registry upon receipt of a written request from the caller.

Background Checks

Fingerprints submitted to the Missouri Highway Patrol (MHP) and the Federal Bureau of Investigation (FBI) Results from this check are valid for 1 year. Jewell students admitted to student teaching must be fingerprinted by L-1 Enrollment Services Division, the state approved contractor. Fingerprints are scanned and recorded electronically. At present Jewell uses an outside vendor who works with MO to provide this service. **DO NOT GET YOUR FINGERPRINTS DONE UNTIL YOU RECEIVE EXPLICIT INSTRUCTIONS FROM THE WJC DEPARTMENT OF EDUCATION ABOUT THE VENDOR, COSTS AND HOW YOU SIGN UP TO GET FINGERPRINTS TAKEN. THIS INFORMATION WILL BE DELIVERED AT A STUDENT TEACHING MEETING HELD THE SEMESTER PRIOR TO THE ONE IN WHICH YOU WILL STUDENT TEACH.**

Print Name (Last, First, Middle)

Social Security Number

Signature

Date

Witness Signature

Date