

STEP 1
Fill-out and Sign Pre-service Program Packet

GO to the [SDPBC FINGERPRINTING AND BADGE RENEWAL INFORMATION](#) webpage and complete one copy of the Pre-service Program Packet by writing in and/or typing in the required information. Make sure to include a social security number and that you check the box "Field Observation Checklist." This form can be downloaded from http://www.palmbeachschools.org/schoolpolice/documents/field_experience_checklist.pdf Be sure to sign and date the form.

STEP 2
Fill-out and Sign Background Information Check Form

GO to the [SDPBC FINGERPRINTING AND BADGE RENEWAL INFORMATION](#) webpage and complete one copy of Background Information Check Form by writing in and/or typing in the required information. The information contained in this form will be used, along with your fingerprints, for a comprehensive background check through local, state and national law enforcement agencies. **No entry on the form may be left blank.** If you have never had any legal names, other than the ones you are currently using, please indicate "Not Applicable" (N/A) in the blank areas provided. False information or information not disclosed may be grounds for security clearance failure. This form can be downloaded at <http://www.palmbeachschools.org/schoolpolice/documents/BackgroundInformationCheckForm.pdf> Be sure to sign and date the form.

STEP 3
Fill-out and Sign Applicant Security Check Form

GO to the [SDPBC FINGERPRINTING AND BADGE RENEWAL INFORMATION](#) webpage and complete one copy of Applicant Security Check Form by writing in and/or typing in the required information. Pages 1 and 2 of this form **MUST** be completed and signed before you may be considered for field observation placement. Read ALL instructions very carefully- failure to fully disclose information will result in problems processing the form or denial of placement. Make sure to include your social security number or the School Police Office will not proceed with the clearance. This form can be downloaded from http://www.PBSC.edu/documents/academic_services/security_check_form.pdf . Be sure to sign and date the form.

STEP 4
File Paperwork with Palm Beach County School District

The School District of Palm Beach County is in the Fulton Holland Educational Center at 3300 Forest Hill Blvd., West Palm Beach. **Bring the following items to the School District Administrative Center:**

- ✓ Completed and signed Pre-service Program Packet, Background Information Check form and Applicant Security Check form
- ✓ Valid government-issued picture ID (such as a driver's license, Florida Identification card or passport)*
- ✓ Social Security Card Number – (you MUST have a social security number)
- ✓ Money order in the amount of \$99.00. **Checks, cash or credit cards are NOT accepted.** (Students who are current employees of SDPBC bring a money order for \$6 renewal fee only.)

**Foreign students should bring a copy of their passport and valid visa for identification.*

STEP 5
Fingerprinting at School District

Upon arrival at the School District offices, enter through the front doors and sign-in with the receptionist where you will receive a visitor's pass. The receptionist will give you directions to the School Police Office. **The School Police Office will obtain fingerprints from you and stamp your money order receipt as proof that you submitted the appropriate documents required for fingerprinting and background check. You will fill out a self addressed envelop in which the security badge and the results of your background screening will be mailed to you.** (Process takes about a week to 10 days). Keep the stamped receipt for your records. Once clearance is done, the School Police will inform the SDPBC Department of Professional Development (Placement Office) of the results and placement process will proceed.

STEP 6
Police Clearance and Badge Distribution

The School Police Office will notify the student and the SDPBC Field Placement Office of the fingerprinting results. If the results of the fingerprints analysis do not discover any problems with your background, you will be sent a SDPBC Student Security badge that is good for one academic year. If problems are found, a letter from Employee Relations Office at the School District of Palm Beach County will be sent to the student outlining the appeal process. Placement will not take place until issues have been cleared.

STEP 7
Register with PBSC Faculty for Placement

Once you have obtained a security badge, you must register your placement request for a public school setting with your instructor. The placement form may be downloaded at: <http://www.palmbeachstate.edu/academic/services/Documents/PlacementApplication.doc> You can access this form on your home computer or a PBSC computer for this process. *If you selected Palm Beach County Charter School, Palm Beach County Private School, or Other location, please go to [Other Placement Opportunities](#) and follow the directions there for your choice.

Placement Information Emailed to Student from PBSC Academic Services

Once placement has been made, students may contact school and arrange placement anytime within the semester.

1. Attendance and Punctuality

- Schools, administrators, and teachers run on tight daily schedules, so be mindful of their time.
- Arrive at the school 10-15 minutes early to check in at the main office.
- Follow the cooperating teacher's directions at all times and do not become a distraction in the classroom.
- Notify the cooperating teacher if a personal emergency arises. Leave a message if necessary.

2. Appearance

- Follow the school dress code and dress professionally. Avoid revealing and provocative clothing and jewelry; leave, sandals, sneakers, shorts, jeans, sleeveless shirts and flashy and facial jewelry at home.
- Maintain a clean and neat appearance all times. Make a good impression.

3. Conduct

- Demonstrate professional behavior at all times.
- Avoid negative comments about the college, school staff, students, and/ or the cooperating teacher.
- Ask the cooperating teacher what to do to help out; however, some teachers prefer that you quietly observe.