

Background Check Directions Undergraduate Education Students

Before you can observe in a K-12 classroom, you must obtain a cleared Level 2 background check. Please follow these directions:

- a) If you are **employed by a Florida public school outside Bay District**, you will need to contact Doris Hill at Bay District Schools (850-872-4347). She will look to ensure that you are in the shared school district background check system and can then tell you the next steps to take.
- b) If you are currently **employed in Bay District**, you should already have a badge documenting your cleared status.
- c) If you are **not employed in a Florida school district**, you will need to be fingerprinted. Please follow these instructions to expedite this process:
 - 1) Complete the "Fingerprint Information Sheet."
 - 2) Go online to <http://www.flprints.com> or call 877-357-7456 and authorize the \$57.25 payment for the background check, using your **CREDIT CARD**. **Print out your receipt.**
 - 3) Take the printed receipt and the completed "Fingerprint Information Sheet," and a personal check or money order (no credit cards) in the amount of \$6.00 to the Bay District Schools district office building located at 1311 Balboa Avenue, Panama City, FL.
 - 4) The fingerprinting office in this building is open from 7:30 – 4:30 Monday through Friday. You will need to sign in at the front desk and tell the receptionist that you need to see Doris Hill in Room 119 to have your fingerprints processed.
 - 5) After a week has elapsed, please call Doris Hill at Bay District (850-872-4347) to see if your Identification badge is ready. If so, pick it up from her. **You will need to show this badge to gain entry to K-12 classrooms.**
 - 6) You will also need to bring this badge to class as soon as you receive it. The instructor will make a copy of the badge. **You are not cleared to visit or observe in K-12 classrooms until this is done.**