

# BACKGROUND CHECK INFORMATION UPDATES

EFFECTIVE JANUARY 9<sup>TH</sup> 2012 ALL STUDENTS ENROLLED IN COURSES THAT REQUIRE PRE-CLINICAL FIELD OBSERVATION HOURS WILL BE REQUIRED TO:

- COMPLETE MANDATORY CPS (CHICAGO PUBLIC SCHOOL) ONLINE REGISTRATION. WITHIN 3-5 BUSINESS DAYS STUDENTS WILL RECEIVE NOTICE FROM CPS INFORMING THEM OF THEIR STATUS. **FAILURE TO COMPLETE ONLINE REGISTRATION PROCESS WILL RESULT IN STUDENTS BEING PROHIBITED FROM COMPLETING FIELD HOURS WITHIN CPS.**
- UPON ARRIVAL AT SCHOOL LOCATION, STUDENT WILL PRESENT NOTICE TO SCHOOL PRINCIPAL OR SCHOOL CONTACT PERSON.
- STATE AND FEDERAL BACKGROUND CHECK REPORTS WILL BE SENT TO:  
CHICAGO PUBLIC SCHOOLS 125 SOUTH CLARK STREET, CHICAGO IL 60603  
OFFICE OF HUMAN CAPITAL
- **BACKGROUND CHECK INFORMATIONAL SESSIONS** FOR THE SPRING 2012 SEMESTER WILL BE CONDUCTED JANUARY 23<sup>R.D</sup>-27<sup>TH</sup> (TIME AND LOCATION TBA).
- **IT IS MANDATORY** THAT ALL STUDENTS PARTICIPATING IN COURSES THAT REQUIRE PRE-CLINICAL FIELD OBSERVATION HOURS ATTEND ONE OF THE FIVE SESSIONS.
- ACCURATE BIOMETRICS WILL BE ON CAMPUS TO FINGERPRINT OUR STUDENTS TUESDAY, FEBRUARY 7<sup>TH</sup> FROM 12PM-3PM AND WEDNESDAY, FEBRUARY 8<sup>TH</sup> FROM 3PM-5PM.

## PLEASE NOTE:

CPS EMPLOYEES WILL NOT HAVE THEIR BACKGROUND CHECK REPORTS SENT TO CPS; HOWEVER, ALL CPS EMPLOYEES MUST REGISTER THROUGH THE CPS PROVIDED LINK.

NON-CPS EMPLOYEES WHO ARE EMPLOYED IN OTHER SCHOOL DISTRICTS THAT PLAN ON COMPLETING PRE-CLINICAL OBSERVATION HOURS WITHIN CPS WILL BE REQUIRED TO COMPLETE A BACKGROUND CHECK AND REGISTER THROUGH THE CPS PROVIDED LINK.

LINK- [CPS Pre-Clinical Field Registration](#)

FOR MORE INFORMATION PLEASE CONTACT:

MS. COLLEGE WARNER AT EXT. 2114 OR [CWARNE21@CSU.EDU](mailto:CWARNE21@CSU.EDU)

MR. DAVID HANNSBERRY EXT. 2215 OR [DHANNSBE@CSU.EDU](mailto:DHANNSBE@CSU.EDU)