

**Academy District 20**  
**University Student Request for Classroom Observation Hours**

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**Please Print All Information**

Full Legal Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Full SSN: \_\_\_\_\_

\*Required for Background Check

DOB (mm/dd/yyyy): \_\_\_\_\_ Are you a current District 20 Staff Member? \_\_\_\_\_

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**University Information**

University Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor's Phone: \_\_\_\_\_

Advisor's E-mail: \_\_\_\_\_

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**Observation Request:**

Schools (please list 3 options) \_\_\_\_\_ Subject / Grade Level: \_\_\_\_\_

1. \_\_\_\_\_ Requested Dates: \_\_\_\_\_

2. \_\_\_\_\_ \_\_\_\_\_

3. \_\_\_\_\_ Requested # of Hours: \_\_\_\_\_

Name of District 20 Staff Member already contacted: \_\_\_\_\_

I understand that this request is specifically for student observations in Academy District 20 schools. As a condition for observing in an Academy District 20 school, a Colorado Bureau of Investigation (CBI) review is required. I also understand Academy District 20 may deem it necessary to complete an FBI background check and I may be required to be fingerprinted.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Use Only:**

**Screening:**  Clear  Not Clear **CBI:**  Clear  Not Clear **Date Cleared:** \_\_\_\_\_ **Fingerprints:**  Yes  No

**Fingerprint Information Sent:** \_\_\_\_\_ **Fingerprint Received:** \_\_\_\_\_

**PLACEMENT LOCATION:** \_\_\_\_\_

**PLACEMENT STAFF MEMBER:** \_\_\_\_\_

**PLACEMENT DATE:** \_\_\_\_\_

Student Notification of Approval: \_\_\_\_\_ (Date)

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**APPLICANT TESTIMONY – BACKGROUND REPORT**

Academy District 20 requires all applicants to submit a BACKGROUND REPORT FORM and APPLICANT TESTIMONY certifying that the applicant HAS or HAS NEVER BEEN convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Individuals must report any convictions\* that occur subsequent to the time they initially completed this form. **Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.** Conviction of a crime is not an automatic bar to working. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying to work.

\_\_\_\_\_  
**LEGAL LAST NAME**

\_\_\_\_\_  
**LEGAL FIRST NAME**

\_\_\_\_\_  
**M.I.**

- |                                                                                                                                                                                       |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1. Have you ever been convicted** of a felony?                                                                                                                                        | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Have you ever been convicted of a misdemeanor other than minor traffic violations?                                                                                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Have you ever been convicted of a DUI?                                                                                                                                             | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Have you ever been convicted of a sex or drug-related offense?                                                                                                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense or has any court entered a deferred sentence or deferred judgement against you? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Have you ever been placed on probation?                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior, involving a child, including unlawful sexual behavior?       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. Have you ever had any professional licenses ( <i>including teaching certificates/licenses</i> ) suspended, annulled or revoked <i>in any state or country</i> ?                    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. Have you ever been dishonorably discharged from the military?                                                                                                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 11. Have you ever been involuntarily terminated from any employment or asked to resign from employment?                                                                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 12. Have you ever been non-renewed or refused a continuing contract?                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 13. Have you ever resigned to avoid termination of employment or to avoid non-renewal of a contract?                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |

\* CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

\*\* CONVICTED means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.