



Informed Consent for Background Check
MN Teacher Alternative Preparation Programs
Educational Studies: K-12 and Secondary Programs
Post-Baccalaureate and Master of Arts in Teaching

The amended Minnesota Data Practices Act (1997) requires that we inform all graduate teacher licensure candidates that a background investigation will be conducted as part of the Minnesota Teacher Alternative Preparation Program (MN TAPP) internship placement process. The background investigation is currently used and required in many school districts throughout Minnesota.

The investigation will include an examination of information contained in public records including but not limited to criminal history records. The information is requested for determining your suitability and participation in the mentorship/student teaching program and is intended solely for screening purposes for school districts. It will not be used in a discriminatory manner.

Applicants are not legally required to provide the requested information or to consent to the background investigation. You may choose to refuse to supply the requested information. However, due to your refusal to either provide the requested information or consent to the background investigation, schools may not have the necessary information needed during the selection process of the mentor/student teacher and therefore choose not to include you.

Only individuals who have a legitimate need to access, conduct or place applicants will have access to applicant's information. The information will be made available to Minnesota State University, Mankato (MSU) and public school employees that are involved in the mentor/student teacher placement process at the school district level. Any data collected, used or maintained by the Department of Educational Studies K-12 and Secondary Programs and the Office of Clinical and Field Experience about a candidate, is accessible to that candidate, upon request, as provided by the Minnesota Governmental Data Practices Act.

**Informed Consent for Background Check
Minnesota State University, Mankato
Office of Clinical & Field Experience**

The following named individual has made application with Minnesota State University, Mankato for the graduate K-12 mentorship program/student teaching.

Candidate's Last Name: _____

First Name: _____ (please print legibly) Middle: _____ (please print legibly)

Maiden, Alias or Former name: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

Date of Birth: _____ (m/d/y) Social Security Number: _____ - _____ - _____

Circle One: Male or Female

Phone Number (_____) - _____ - _____ Email: _____

Note: Background checks will be conducted prior to the assigning a candidate a K-12 mentor as part of the application process to either the Post-Baccalaureate or Master of Arts in Teaching licensure program contain within the department of Educational Studies: K-12 and Secondary.

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information and to any public or private agency where the applicant has made application for the purpose of a mentor and/or student teaching. This releases the aforesaid parties from any liability and responsibility for collecting the above information. I understand that this report may contain negative information about background, character, and personal reputation and will be used solely for purposes of placement. I also understand that providing false and/or incorrect information will result in dismissal from the Post-Baccalaureate or Master of Arts in Teaching, the K-12 mentorship program, and student teaching. The expiration of this authorization shall be one year from the date of my signature.

Note: Background checks submitted during the fall semester will carry over to spring semester. Background checks during the spring will not carry over to the following Fall semester.

Signature of Applicant: _____ Date: _____

A \$15.00 charge for processing will be assessed.

Checks payable to: Accountability Plus. Include on the memo line: Background Check. **Cash is not accepted.**

Note: The background check is nontransferable and cannot be obtained or used for academic purposes other than the K-12 mentorship program or student teaching experience.

Mailing address: Educational Studies: K-12 and Secondary Programs, 313 Armstrong Hall, Mankato, MN 56001, (507)-389-6116 Karla Worden: Administrative Assistant or (507)-389-1965 Vicky Hudson: Administrative Assistant.