These are the requirements for placement in St. Cloud Area School District 742 as a field experience or student teacher candidate:

1. **Read and verify** with your electronic signature:
   - Go to [https://tinyurl.com/District742RequiredRead](https://tinyurl.com/District742RequiredRead) to read and review District 742 Policies & Procedures. **Be sure to complete the survey**

2. **Complete this Volunteer Application** [https://apps.raptortech.com/Apply/MTY5Mjplbi1VUw==](https://apps.raptortech.com/Apply/MTY5Mjplbi1VUw==)
   - Once submitted, you will receive an email with information to proceed with your background check. You may need to **check your spam/junk folder** for this notification.
   - You will receive an email notification that you are cleared as a volunteer to start in our schools once all requirements have been successfully completed.

3. **Complete the required Criminal Background Check Authorization** through McDowell Agency
   - **First Time in District 742**: You will also receive your link/directions for the required Criminal Background Check Authorization through McDowell Agency after you have submitted your information through Raptor.
   - **Re–Check (free) an expired District 742 Criminal Background Check**:
     - If you need to submit a re–check for an expired District 742 background check, you would have received an email alerting you about your background check’s expiration date.
     - Or you can click on this link to renew your Background Check: [https://secure.mcdowellagency.com/escreening/OApp_LoginEntrance.asp?mode=direct&code=506STV](https://secure.mcdowellagency.com/escreening/OApp_LoginEntrance.asp?mode=direct&code=506STV)

District 742 MUST have an electronic record of your Volunteer Application and your Criminal Background Check prior to you beginning your placement or the placement will be cancelled. By law you are not allowed to work in a school without this clearance.

Applicants whose criminal background check does not meet District 742 clearance standards will be contacted.

Thank you!

If you have any questions:
For general education placement, contact Jen Lecy at jennifer.lecy@isd742.org
For special education placement, contact Beth Watkins at beth.watkins@isd742.org

For questions regarding the volunteer application/background check process, please contact Nantha Viswanathan, Volunteer Specialist at nantha.viswanathan@isd742.org.