

These are the requirements for placement in St. Cloud School District 742 as a student teacher.

1. Required reading: Go to: tinyurl.com/742teachercandidate (no www) and read the entire document.

*Verification and electronic signature: Complete the Verification and Electronic Signature (link at the bottom of the required reading, above). This signature is your verification to the District that you have read the entire document.

THEN

2. Required Criminal Background Check Authorization (McDowell Agency)

*First time criminal background check for District 742 (this will be valid for 12 months)

*Go to: www.mcdowellagency.com (click client login)

*User ID: STCLOUDST2

*Password: STUDTEACH8

*Click request, type in full name for the electronic signature, complete Applicant Information, enter payment information (\$20), Agree and Submit Order.

Re-Check (free) an expired District 742 Criminal Background Check (original CBC is older than 12 months).

*Go to www.mcdowellagency.com (click client login)

*User ID: STUDENTTEACH

*Password: SAINTCLOUD1

*Click on request, type in full name for electronic signature. On the Applicant Information page fill in the required information AND expand the rapid order tab and check "statewide" box. Agree and Submit order.

*The District MUST have an electronic record of 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.

*The School District will contact those applicants whose criminal background check does not meet District clearance standards.

If you have any question please contact Dr. Karen Bengtson, ISD742 Liaison for Teacher placement at Karen.Bengtson@isd742.org or [320-370-8052](tel:320-370-8052).