

**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> to read and review District 742 Policies & Procedures. **Be sure to complete the survey** at the end of the document.
  
2. **Complete this Volunteer Application:** <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 (free when the District 742 Volunteer Application has been submitted 1<sup>st</sup>)
    - Go to [www.mcdowellagency.com](http://www.mcdowellagency.com) (click client login)
    - User ID: VOLUNT2
    - Password: VOLUNT222
    - Click request, type in full name for the electronic signature, complete the applicant information, then click Agree and click Submit Order
  
  - Re-Check (free) an expired District 742 Criminal Background Check
    - Go to [www.mcdowellagency.com](http://www.mcdowellagency.com) (click client login)
    - User ID: STCVOLRECHECK
    - Password: VOLUNTEER742
    - 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. Click Agree and Click Submit order.

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 Julie Barkley at [julie.barkley@isd742.org](mailto:julie.barkley@isd742.org)

For special education placement, contact Jen Lecy at [Jennifer.lecy@isd742.org](mailto:Jennifer.lecy@isd742.org)

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