

**Arlington Independent School District  
Procedures For University  
Student Residents, Interns, Observers And University Personnel**

These procedures are to be followed by any individual who wishes to be a classroom resident, intern or observer in an Arlington Independent School District classroom. University personnel who will be in the classroom also will be required to follow these procedures.

- All university students/personnel who will be on school grounds in contact with students should complete the **Arlington Independent School District University Student Residents, Interns or Observers Application** and return it to Susan Caldwell, Community Programs Coordinator for Arlington ISD.
- It is preferable for individuals to complete the application below. The application may be mailed, faxed or scanned/emailed to the Community Programs department. Processing time is normally less than two weeks for the application below.
- An online volunteer application is available for university students to utilize at the AISD web site. However, during the first semester, applications submitted online might take up to eight weeks for processing. It is preferable for the application below to be completed.
- **All applicants must have a Social Security Number and a Texas Driver License.** The District utilizes a private agency to process a criminal history record background check for individuals with an out-of-state driver license. There is a \$25.00 processing fee for applicants with an out-of-state driver license. We accept cash or checks made payable to AISD for this processing. It is necessary for the individual to provide our department with a copy of the driver license and on the application list all counties and states where they have resided. If the county is not known, the individual cities may be listed. The online application is not accepted from individuals with an out-of-state driver license.
- The criminal history information is sent to the Texas Department of Public Safety at least twice a week.
- Upon receipt of a clear criminal history, the applicant will be placed on the list of “Approved” University Student Residents, Interns or Observers. All AISD schools may access this list through the Intranet. The list is available upon request by university personnel.
- If the Texas Department of Public Safety returns an apparent criminal history for anything other than a minor traffic offense, individuals will not be placed on the “Approved” list until they are able to provide official proof that the record is clear or until an appeal is successfully processed.
- If there is a problem with an application due to criminal history information, the individual may contact the Community Programs department requesting appeal information.
- Applicants may contact the Community Programs department at 682-867-7826 or email [scaldwel@aisd.net](mailto:scaldwel@aisd.net) to verify their approved status or with any questions or concerns regarding processing.
- Once approved, applicants must then contact the AISD Personnel department at 682-867-7210 regarding secondary placement or 682-867-7208 regarding elementary placement.

Arlington Independent School District  
**University Student Residents, Interns or Observers**

Semester: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Other \_\_\_\_\_

• **PRINT** (legibly) or type all of the following information. • Please only complete **ONE** application per person.

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*If you have Arlington ISD school-age children and plan on volunteering, please list all of the schools where you will be volunteering:*

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

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**All information on the front and back of the application must be provided.  
Incomplete applications will be destroyed.**

Student residents, interns and observers will be placed on the "Approved" list when a clear criminal history has been received from the Texas Department of Public Safety. This process may take up to eight weeks.

**APPLICANT'S NAME:** \_\_\_\_\_  
*Last* *First*

**MAILING ADDRESS:** \_\_\_\_\_  
*Street*  
\_\_\_\_\_  
*City/State* *Zip Code*

**HOME TELEPHONE NUMBER:** \_\_\_\_\_

**Are You An Arlington ISD Employee Or Substitute?**  Yes  No

**Arlington ISD Location:** \_\_\_\_\_

**If not Employed by Arlington ISD, Employer:** \_\_\_\_\_

**Work Telephone Number:** \_\_\_\_\_

**PERSONAL REFERENCE:**

\_\_\_\_\_  
*Name* *Telephone Number*

\_\_\_\_\_  
*Address* *City/State* *Zip Code*

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**CODE OF ETHICS**

- I realize that being a student resident, intern or observer for Arlington ISD can help a student to attain his/her maximum educational potential as well as help and encourage all aspects of student growth.
- I will be responsible for arriving on time and be regular and consistent in attendance.
- I will encourage positive attitudes through sincere praise.
- I will be sensitive to procedures and student needs.
- I will be flexible in working with new ideas and materials.
- I agree to keep student information confidential. I will have respect for the confidential nature of school records, assignments and relationships between staff members and students.

