



Duncanville Independent School District

"Champions for Children"

Duncanville Independent
School District
"Champions for Children"

AUTHORIZATION FOR RELEASE OF RECORDS

STUDENT TEACHERS/CLASSROOM OBSERVATIONS

The information on this form is required of all non-district employees who will participate as Student Teachers or for Student/Classroom observations.

(Your authorization for us to conduct this check is requested below.)

IMPORTANT: MUST attach a copy of your Driver License or Texas Identification Card—must have picture.

BIOGRAPHICAL INFORMATION:

(First Name) (Middle Name) (Last Name)

(Home Address)

(Home Phone #)

DATE OF BIRTH: _____

WEIGHT: _____

DRIVER LICENSE #: _____

HEIGHT: _____

SOCIAL SECURITY #: _____

SEX: _____ ETHNICITY: _____

List other cities and states where you have lived: _____

(The above information shall be used only for the purpose of establishing identity.)

AUTHORIZATION FOR CRIMINAL CHECK:

I affirm that I have not been convicted of any felony or misdemeanor involving moral turpitude. I am not currently under indictment for any such offense.

I hereby give my voluntary consent to a criminal history check. By my signature below, I designate DISD to be my representative for the purpose of obtaining my criminal history record information maintained by law enforcement agencies. I understand that certain information obtained as a result of this criminal check may preclude my participation in this program. I further understand that this information will be used *solely* for the purpose of obtaining criminal history record information.

(Signature of Student Intern)

(Date)

(Campus)

Recommended by:

Approved by:

(College/University Representative)

(Date)

Human Resource Representative

(Date)

Forms should be forwarded to: Human Resources Department, 802 S. Main, Duncanville, TX 75137 for requesting the background check and final approval. **A PICTURE ID MUST BE ATTACHED (DRIVER LICENSE OR TX ID CARD.)**

DUNCANVILLE ISD
OBSERVATION AND STUDENT TEACHING VERIFICATION/APPROVAL FORM

This form is to be completed by college students who wish to observe or student teach in the Duncanville ISD. Submit it in accordance with the guidelines provided in the course syllabus.

STUDENT INFORMATION:

Student Name: _____

Home Phone # _____ Cell Phone # _____

Student Address: _____

College: _____

Instructor's Name: _____ Contact # _____

Course and Section #: _____

Explain observation or student teaching timelines and requirements below: _____

Grade Level(s) Requested: _____

Certification Sought: _____

BACKGROUND CHECK :

Form turned in by student: _____ Date: _____

Background check completed by Duncanville ISD: _____ Date: _____

Approval by Human Resources: _____ Date: _____

CONFIDENTIALITY REQUIREMENTS:

The Texas Administrative Code, Code of Ethics and Standard Practices for Texas Educators states that, "The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law."

I understand that I cannot discuss anything observed in the observation setting, unless it directly pertains to my Education College Course.

STUDENT SIGNATURE: _____

APPROVED TO CONTACT THE CAMPUS TO SET UP OBSERVATION HOURS.

SIGNED: _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Duncanville ISD

Agency Name (Please print)

Jo Strong

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: _____ Observation _____	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

Duncanville High School
900 W. Camp Wisdom Rd.
Duncanville, TX 75116
972-708-3700
972-708-3737 fax
Grades 9 - 12

PACE Learning Center
815 Fairlawn
Duncanville, TX 75116
972-708-2470
972-708-2474 fax
Grades 9 - 12

Summit Center
900 S. Cedar Ridge Dr.
#300A
Duncanville, TX 75137
972-708-2570
972-708-2585 fax
Grades 1 - 12

Byrd Middle School
1040 W. Wheatland Rd.
Duncanville, TX 75116
972-708-3400
972-708-3434 fax
Grades 7 - 8

Kennemer Middle School
7101 W. Wheatland Rd.
Dallas, TX 75249
972-708-3600
972-708-3636 fax
Grades 7 - 8

Reed Middle School
530 E. Freeman St.
Duncanville, TX 75116
972-708-3500
972-708-3535 fax
Grades 7 - 8

Brandenburg Intermediate
1903 Blueridge Dr.
Duncanville, TX 75137
972-708-3100
972-708-3131 fax
Grades 5 - 6

Daniel Intermediate
1007 Springwood Dr.
Duncanville, TX 75137
972-708-3200
972-708-3232 fax
Grades 5 - 6

Hardin Intermediate
426 E. Freeman St.
Duncanville, TX 75116
972-708-3300
972-708-3333 fax
Grades 5 - 6

Acton Elementary
9240 County View Rd.
Dallas, TX 75249
972-708-2400
972-708-2424 fax
Grades PK - 4

Alexander Elementary
510 Softwood Dr.
Duncanville, TX 75137
972-708-2500
972-708-2525
Grades K - 4

Bilhartz Elementary
6700 Wandt Dr.
Dallas, TX 75236
972-708-6600
972-708-6666 fax
Grades PK - 4

Central Elementary
302 E. Freeman St.
Duncanville, TX 75116
972-708-2600
972-708-2626 fax
Grades PK - 4

Fairmeadows Elementary
101 E. Fairmeadows Dr.
Duncanville, TX 75116
972-708-2700
972-708-2727 fax
Grades PK - 4

Hastings Elementary
602 W. Center St.
Duncanville, TX 75116
972-708-2800
972-708-2828 fax
Grades PK - 4

Hyman Elementary
8441 Fox Creek Trail
Dallas, TX 75249
972-708-6700
972-708-6767 fax
Grades PK - 4

Merrifield Elementary
102 E. Vinyard Rd.
Duncanville, TX 75137
972-708-2900
972-708-2929 fax
Grades PK - 4

Smith Elementary
1010 Big Stone Gap
Duncanville, TX 75137
972-708-3000
972-708-3030 fax
Grades K - 4

Administration
802 S. Main St.
Duncanville, TX 75137
972-708-2000
972-708-2020 fax

Duncanville Education
Center (DEC)
502 E. Freeman St.
Duncanville, TX 75116
972-708-2000

Technology Center
103 E. Wheatland Rd.
Duncanville, TX 75116
972-708-2320
972-708-2323 fax

Maintenance Services
315 Crankshaft Dr.
Duncanville, TX 75116
972-708-2260
972-708-2269 fax

Operations/Warehouse
307 Crankshaft Dr.
Duncanville, TX 75116
Operations: 972-708-2270
972-708-2279 fax
Warehouse: 972-708-2290
972-708-2279 fax

Transportation
407 Crankshaft Dr.
Duncanville, TX 75116
972-708-2280
972-708-2289 fax

Nutrition Services
6915 Cedar Ridge Dr.
Dallas, TX 75236
972-708-2328
972-708-2690 fax

Athletics
900 W. Camp Wisdom Rd.
Duncanville, TX 75116
972-708-2150
972-708-2199 fax



Champions for Children

SCHOOL HOURS

Pre-K half day 8:15 am – 11:10 am
Pre-K half day 12:50 pm – 3:45 pm
Grades K – 6 8:15 am – 3:45 pm
Grades 7 – 8 9:00 am – 4:30 pm
Grades 9 – 12 7:30 am – 3:00 pm
PACE 7:30 am – 3:00 pm
Summit 7:30 am – 3:00 pm

SCHOOL CLOSING INFORMATION

In the event conditions such as icy roads prevent the opening of schools, an announcement will be released from the office of the Superintendent to the following radio and television stations. An additional source for school closing information is the district website at www.duncanvilleisd.org.

WBAP 820 AM, WPHG 1250 AM, KLUV 98.7 FM, KRLD 1080 AM, KVIL 103.7 FM, KDFW Ch 4, KXAS Ch 5, WFAA Ch 8, KTVT Ch 11

STATE TESTING DATES

Please visit the district website at www.duncanvilleisd.org for a listing of administered tests.