



## 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 student 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 must complete an application agreeing to a criminal record check.
- The completed application and a clear copy of the driver license may be scanned/emailed to [CommProg@aisd.net](mailto:CommProg@aisd.net) or mailed to the Community Programs department at the address listed on the application. Processing time is normally less than two weeks.
- **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 list on the application all of the counties and states resided. If the county is not known, the individual cities may be listed.
- Criminal history information is sent to the Texas Department of Public Safety at least twice a week. 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 AISD “Approved” list until they are able to provide official proof that the record is clear or until an appeal is successfully processed. Appeal process information is available upon request by contacting the Community Programs department.
- **Applicants must contact the AISD Personnel department at 682-867-7210 regarding secondary placement or 682-867-7208 regarding elementary placement.** It is not acceptable to bypass Personnel and contact the schools directly. The Personnel department will access the list of AISD “Approved” University Student Residents, Interns or Observers to verify approval status before scheduling placement.
- An applicant may contact the Community Programs department at 682-867-7826 or email [scaldwel@aisd.net](mailto:scaldwel@aisd.net) to verify approval status or with any questions or concerns regarding processing.
- Additionally, all AISD schools may access the list of AISD “Approved” University Student Residents, Interns or Observers to verify status. An individual who is approved must provide identification upon arrival at the campus.
- University personnel may request the list of AISD “Approved” University Student Residents, Interns or Observers to verify approval status.

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

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

University Contact Name: \_\_\_\_\_

*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 \_\_\_\_\_

Other: \_\_\_\_\_

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Please print legibly. All information on the front and back of the application must be provided.  
Incomplete applications will be destroyed at the end of the school year.

Preferred Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City/State*

*Zip Code*

Email Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Cell Telephone Number: \_\_\_\_\_

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

Are You An Arlington ISD Employee Or Substitute?  Yes  No

Employed at the following Arlington ISD Location: \_\_\_\_\_

If not employed by Arlington ISD, Employer: \_\_\_\_\_

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**CODE OF ETHICS**

- I realize that, as a university student resident, intern or observer, I 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.

