Current PPS employees do not need to redo a background check or apply for an IT account

Practicum Students (pre-student teaching): Students that are placed to observe in a classroom but are not completing a work sample and are not responsible for instruction.

1. Placement must have been confirmed and recorded by the university coordinator.
2. Student will fill out the volunteer background check 30 days prior to beginning the practicum. https://apps.pps.net/volunteermanagement/
3. Once confirmation email of a cleared volunteer background check is received the student will forward it to tschulte@pps.net .
4. Student will sign in as a volunteer at the school and will be given a volunteer badge to wear daily.

Student Teachers (seeking TSPC licensure): Students that are completing student teaching that includes instruction and completion of a work sample.

1. Student will complete all university requirements, including confirming placement with their university coordinator.
2. Student will complete finger printing for TSPC prior to reporting to Security Services.
3. Student will report to Security Services with a completed background check form 30 days prior to beginning student teaching. The form can be found here https://www.pps.net/Page/184.
4. Student will complete the Student Teacher OTIS Account Request Form (attached to this email) and return it to their university coordinator. University coordinators, please send batches of the OTIS Account Request Form on a weekly basis to Tessalie Schulte, tschulte@pps.net . This is easier for the Office of Technology and Information Services (OTIS) to process.
5. Once the background check is cleared student teachers' badges will be sent to placement school and can be picked up from the school secretary; IT will send information on IT accounts via email (as of January 2019 student teachers will have access to PPS email, Pepper and Synergy).
6. Once student teachers have gotten their PPS email they will have 30 days to complete mandatory trainings on Pepper. Cooperating teachers and principals can support student teachers in completing the Pepper trainings.

Note: Security Services is located at 501 N. Dixon, Suite 150 Portland, OR 97227.

Their office hours are limited to:

Monday and Wednesday: 9am- 12pm and 1:30- 3:30pm

Tuesday and Thursday: 9am-12pm

Friday CLOSED