

**Illinois State University Laboratory Schools  
Thomas Metcalf School & University High School  
6/30/2022**

**School-based chaperoned observations and clinical experiences:**

Teacher candidates completing school based chaperoned observations and clinical experiences (including observations, non-instructional assisting, small and large group instruction, tutoring, field experiences, professional meetings, and /or classroom experiences) at Thomas Metcalf School or University High School must complete the National Criminal Background Check (NCBC), the social security-based background check required by Illinois State University Teacher education. This requirement is necessary to register for any course with a clinical field experience. Students will then request a badge that must be worn in a visible spot anytime the student is on Laboratory school property or participating in Laboratory school activities.

**School-based student teaching experiences or program required internships:**

Teacher candidates completing a student teaching experience or program required internship (including practicums, graduate student work, or in-depth field experiences, or extended hours in the classroom) at Thomas Metcalf School or University High School are required to complete an ISU Laboratory Schools federal fingerprint background check process.

This process will be completed by the ISU Laboratory Schools and includes a certification, a Federal Fingerprint Background Check, an online sex offender registry check, and required training including an education program on mandatory reporting. Once all requirements are met a badge will be issued that must be worn in a visible spot anytime the student is on Laboratory school property or participating in Laboratory school activities.

Please speak with your academic advisor, clinical experiences coordinator or the ISU Laboratory Schools for further information. Once you are registered for the course, a notification will be sent to teacher candidates informing them they are registered for a course that requires clinical experiences at the ISU Laboratory Schools. A link will be provided to complete and sign forms online, then the teacher candidate will schedule a fingerprint appointment.

No Clinical Experiences at the ISU Laboratory Schools (Metcalf or UHigh) may be self-placed by the teacher candidate. Instead, they must be processed through the course for which the teacher candidate is registered and the clinical experiences coordinator at Illinois State University.