



St. Cloud Area School District 742

Learning for a lifetime. It's our promise to you.

These are the requirements for your placement in St. Cloud Dist. 742 for you to work with our students:

1. Required reading: Go to: tinyurl.com/742teachercandidate (no www) and read the entire document.

* Verification and Electronic Signature: Complete the Verification and Electronic Signature (link at the bottom of the required reading above). This signature is your verification to the District that you have read the required document.

THEN

2. Required Criminal Background Check Authorization (McDowell Agency)

* **First Time Criminal Background Check for District 742:** (This will be valid for 12 months.)

* Go to: www.mcdowellagency.com (click client login)

* User ID: STCLOUDST2

* Password: STUDTEACH8

*click request, type in full name for the electronic signature, complete Applicant Information, enter Payment Information (\$20.00), Agree and Submit Order

Re-Check (free) an Expired District 742 Criminal Background Check: (Original CBC is older than 12 months)

* Go to: www.mcdowellagency.com (click client login)

* User ID: STUDENTTEACH

* Password: SAINTCLOUD1

*click on request, type in full name for the electronic signature, on the Applicant Information page, fill in required information AND expand the "Rapid Order" tab, and check "Statewide" box. Agree and Submit Order

*** The district must have an electronic record of your background check prior to you beginning your placement or the placement will be canceled. By law, you are not allowed to work in a school without this clearance.**

*** The district will only contact those people whose background check does not meet district standards.**

If you have any questions, contact Sheila Lungstrom, District 742 liaison for Teacher Placement, at sheila.lungstrom@isd742.org. Please do not contact SCSU.

Thank you! Our teachers, staff, and students are looking forward to meeting you!!