

Official Notice to Students

Department of Childhood Education and Literacy

As of fall 2007, all students participating in school field experiences are required to have a Tuberculosis Skin Test (PPD Skin Test) Tuberculin test and a background check by the Bureau of Criminal Investigations. The Department of Childhood Education and Literacy is responding to school districts' mandates with regard to these items.

Acquiring this documentation is your responsibility. You must be able to provide documentation to the school to which you are assigned. It may take several weeks to receive the results, so please be proactive in obtaining them before your field placement begins.

Tuberculosis Skin Test (PPD Skin Test)

TB test are administered at Xavier University's McGrath Health Center or from your own physician. **You will need to ask for documentation** that indicates the date of the tests, the result, your signature, and the signature of the facility/person administering the test. Physicians have this form at their offices. **WE DO NOT HAVE THESE FORMS.**

BCII Bureau of Criminal Identification and Investigation/ FBI Fingerprinting

Electronic fingerprinting can be done at many locations in Ohio, including Xavier University. If you prefer to have the fingerprinting completed at Xavier University, you may visit Xavier University's Campus Police, Monday – Friday, 8:30AM – 5:00PM. The cost is \$60 (subject to change), billed to your Bursar's account. You will need to supply your State ID and your Xavier University All Card. Visit the Ohio Attorney General's website <http://www.ag.state.oh.us> or contact the BCI in London, Ohio at (740) 845-2375 for information regarding fingerprinting.

To find other fingerprinting locations, visit <http://www.ag.state.oh.us/business/fingerprint/data/index.asp>. Any questions you may have regarding this process should be directed to these agencies. You should have the results of your BCI/FBI fingerprinting sent to the following address:

Pati Haney
School of Education
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207-6521

Please allow approximately 30 days for the results to be delivered to the School of Education from the State of Ohio.

Students may pick up (no phone calls please) a copy of their BCI/FBI fingerprinting results from Pati Haney in the School of Education office in Elet Hall, Suite 107, Monday – Friday, between the following hours:

8:30am – 12:00pm (noon)

1:00pm – 4:00pm

Due to the confidentiality of these documents, students will be required to show ID to pick up the results. Additionally, only Pati Haney and Ms. Virginia Hewan, Director of Certification, will have access to the results.

ADDITIONAL INFORMATION ABOUT THE BCI

- The BCI/FBI fingerprinting must be done on a ***yearly basis***.
- Facilities can charge different prices for the BCI/FBI fingerprinting so you may want to check several facilities.
- Ask them what type of identification documents you should bring.
- ***If you have fingerprinting completed at a location other than Xavier University, please verify that they will do a BCI AND FBI check. Both checks are now necessary.***