



## VERIFICATION OF AN INDUCTION AND MENTORING PROGRAM

*Each conditionally or initially licensed teacher, school specialist or school leader must complete a year-long, district-administered induction and mentoring program to pass the performance assessment as a prerequisite to receiving a professional license.*

### Mentored Teacher/School Specialist/School Leader information

This form should be completed by the district or building administrator where the mentoring program occurred.

Name (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

OR

Teacher identification number from license \_\_\_\_\_

If the current school year is the mentor year, do not complete and submit until after May 15<sup>th</sup>

I verify:

- The above named applicant successfully completed a year-long induction and mentoring program provided by the district. (By verifying this information, a professional license will be issued upon fulfillment of all other regulatory requirements.)

<b>District Name and Number where mentoring occurred</b>		<b>Accreditation Information</b> State Accredited School? <input type="checkbox"/> NO <input type="checkbox"/> YES If not state accredited, attach verification of accreditation status.	
<b>Building Name</b>			
<b>Beginning Date of mentored experience (MM/DD/YYYY)</b>	<b>Ending date of mentored experience (MM/DD/YYYY)</b>	<b>Assignment of teacher/school specialist/leader during mentored experience</b>	<b>Grade level</b>
<b>Administrator's Name (Please Print or Type)</b>		<b>Administrator's Position (May be district or building)</b>	<b>School Phone Number</b>
<b>Administrator's Signature</b>		<b>Date</b>	

**Who was the mentor?**

\_\_\_\_\_  
Mentor's Name:

\_\_\_\_\_  
Mentor's SS# or teacher ID#



# Kansas Fingerprint Information and Instructions

120 SE 10th Avenue, Topeka, KS 66612-1182 • Phone: 785-296-2288 • <http://www.ksde.org>

## WHO NEEDS A BACKGROUND CHECK?

- **Any applicant applying for their first Kansas license.**
- **Any applicant whose Kansas certificate/license has expired.**

A background clearance is valid for six months. Applications for licensure submitted six months after the background clearance report is received will require a new fingerprint card submission.

You must use the Kansas preformatted card (FBI, FD258). Only one card is required.

### 1. Fill out the card:

- Complete name (including aliases, **maiden**, previous married), mailing address, **social security number**, citizenship, and personal information (sex, race, height, weight, eyes, hair, place of birth, date of birth.)
- **DO NOT SIGN THE CARD YET - this will be done in front of the law enforcement officer.**
- The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers.
- **Cards with missing or incomplete information will be rejected.**

### 2. Have your prints taken: - A qualified law enforcement officer must take your fingerprints:

- Take the filled out card to your local police station or sheriff's office.
- Take at least one form of picture identification with you.
- Some law enforcement agencies may charge a fee to take your prints.
- Sign the card in front of the officer taking your prints.
- Digital prints are accepted as long as they are in the FD258 format.

### 3. Background check fee:

- Prepare check or money order for \$50.00 made payable to KSDE.
- **DO NOT SEND CASH.**
- **The \$50.00 for the background check must be submitted as a separate payment from the application fee that is submitted with the license application. Do not combine the background fee and the application fee.**
- A card submitted without the background check fee of \$50.00 will not be processed.

### 4. Mail the card and the fee:

- Place adequate postage on an envelope addressed to Teacher Education and Licensure, KSDE, 120 SE 10th Ave, Topeka, KS 66612-1182.
- Request the law enforcement agency performing the fingerprinting process to place the card along with your **\$50.00 background check fee** in the envelope, seal it and mail it.
- Bent or folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.