University of Central Arkansas
Field Experience Background Check Request Form

Effective Fall 2011, the Office of Candidate Services and Field Experience will require all students completing a field course requirement to have a completed background check. The cost to complete the background check is **$10.00.** You will be asked to fill out a background request form and return it to **Nancy Ringgold in the Office of Field Experience (Mashburn 121).** Ms. Ringgold will put your name and information into the system. An e-mail will be sent to your UCA e-mail account. The e-mail will contain a link that you must open to make the payment ($10) for the background check. The payment may be with a credit or debit card. After the payment is made, you will be shown a screen that says "Thank you for your payment, you are now being returned to the Student Connect site." This will be done automatically if you wait. A link to the site is also provided if you wish to return to the Student Connect site more quickly. **PLEASE DO NOT CLOSE OUT OF THE SYSTEM UNTIL IT HAS RETURNED TO THE STUDENT CONNECT SITE**. If you close the screen prior to returning to the Student Connect site, it will delay receipt of your background check. You will not be allowed to begin your field experience hours until your background check has cleared. Your instructor will let you know when your background check has cleared.

If you have already completed a recent background check though the Arkansas Department of Education and it can be verified on their website, you will not be required to complete a second background check.

Please contact Nancy Ringgold with any questions or concerns. Her e-mail address is ringgold@uca.edu and the office number is **450-5478.**

Please print all requested information

Name _____
(First) (Middle) (Last)

I.D. _____

Address: _____

_____
(City) (Zip Code)

Phone _____ Email _____
(UCA Account Only)

Current Term (Semester & Year) _____

Please list all of your course/s with a field requirement in the current semester:

1.) _____Instructor:_____

2.) _____Instructor:_____

3.) _____Instructor:_____

Major: _____ Level (Check all that apply) ☐ P-4 ☐ 4-8 ☐ 7-12 ☐ P-12