BEXLEY CITY SCHOOLS:

District Contact: Natalie Endsley
E-mail: Natalie.Endsley@bexleyschools.org
Phone: (614) 231-7611

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume / Bio

Documents delivered to:
- Ohio State University to be gatekeeper of background checks
- Resume to be forwarded to Superintendent’s Office, Natalie Endsley

Students report to:
- Assigned school

Other needs:
- Students, once reported to assigned school, will be taken to the district office and issued an official ID badge which is to be worn whenever they are in Bexley school buildings.

CANAL WINCHESTER LOCAL SCHOOLS:

District Contact: Kiya Hunt
E-mail: khunt@cwls.us
Phone: (614) 837-4533

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume

Documents delivered to:
- Resume to be delivered to: Stacey Williamson, Canal Winchester Education Center, 100 Washington Street, Canal Winchester 43110

Students report to:
- Assigned school

Other needs:
- ID badge received when documents are delivered to Ms Williamson. Badge to be worn at all times when in the building.
COLUMBUS CITY SCHOOLS:

District Contact: Karmen McCaslin
E-mail: Kmccasli@columbus.k12.oh.us
Phone: (614) 365-5039

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school

Other needs:
- All field placement students are required to wear a displayed ID at all times, an OSU ID will suffice.
- All student teachers are required to obtain a Columbus City Schools College/University student ID badge from the CCS Board Office (270 E. State Street) prior to their first day in the schools and must wear it at all times.

DIOCESE OF COLUMBUS:

District Contact: Jeanne Gissel
E-mail: jgissel@cdeducation.org
Phone: (614) 221-5829x323

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school

Other needs:
- All students need to attend a session called “Protecting God’s Children”. Please go online to register at: www.virtus.org, click on Columbus Diocese and register.
DUBLIN CITY SCHOOLS:

District Contact: Dr. Donis Toler
E-Mail: toler_donis@dublinschools.net
Phone: (614) 760-4439

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Driver’s License

Documents delivered to:
- PRIOR to the first day of placement
- HR Department, District Office located at 7030 Coffman Road, Dublin 43017

Students report to:
- Assigned school, once approved through the HR process

Other needs:
- Students will be issued an ID badge which is to be worn whenever the student is in the school building.
- Once a placement is approved, students are asked to contact mentors through district email to verify dates and times.

EASTLAND-FAIRFIELD CAREER & TECHNICAL SCHOOLS:

District Contact: Caroline Davis
E-Mail: cdavis@efcts.us
Phone: (614) 836-4530 ext. 1332

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school

Other needs:
- Students will be issued an ID badge which is to be worn whenever the student is in the school building.
GAHANNA-JEFFERSON LOCAL SCHOOLS:

District Contact: Mickie Sebenoler  
E-Mail: sebenolerm@gjps.org  
Phone: (614) 479-1614

Documents required:  
- Bureau of Criminal Identification & Investigation (BCI&I)  
- Resume and/or Application for Field Experience (must have contact information such as telephone, e-mail, address)

Documents delivered to:  
- Field Placement Coordinator or Debbie Arnold  
Gahanna-Jefferson Central Office, 160 South Hamilton Road, Gahanna  43230

Students report to:  
- Assigned school, once approved and receiving the blue admittance card

Other needs:  
- Students will receive a blue admittance slip when documents are presented at the Central Office to Erin Anderson. Students are to give this slip to the school secretary on the first day for the principal’s signature. Half of the blue admittance slip is retained by the student for confirmation of the placement. Attire and conduct needs to be professional.

GRANDVIEW HEIGHTS CITY SCHOOLS:

District Contact: Dr. Jamie Lusher  
E-Mail: jamie.lusher@ghcisd.org  
Phone: (614) 485-4023

Documents required:  
- Federal Background Check (FBI)  
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:  
- Ohio State University to be gatekeeper of background checks

Students report to:  
- Assigned school

Other needs:  
- Students will receive an email account and be required to sign an AUP (Acceptable Use Policy) for the internet.
GROVEPORT MADISON SCHOOLS:

District Contact:  Lisa Santo  
E-Mail:  lisa.santo@gocruisers.org  
Phone:  (614) 492-2523

Documents required:
- Federal Background Check (FBI)  
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:
- Lisa Santo  
  5940 Clyde Moore Dr., Groveport 43125

Students report to:
- Assigned school, once required documents are received by the district office

Other needs:
- All students must provide required documents to Lisa Santo prior to beginning their placement(s)

HAMILTON LOCAL SCHOOLS:

District Contact:  Chrysis Thompson  
E-Mail:  cthompson@hamilton-local.k12.oh.us  
Phone:  (614) 491-8044 ext. 1202

Documents required:
- Federal Background Check (FBI)  
- Bureau of Criminal Identification & Investigation (BCI&I)  
- Resume  
- Application for Field Experience

Documents delivered to:
- Administrative Assistant, Chrysis Thompson  
  775 Rathmell Road, Columbus 43207

Students report to:
- Assigned school, once approved through the HR process

Other needs:
- Students will be issued an ID badge which is to be worn whenever the student is in the school building.
HILLIARD CITY SCHOOLS:

District Contact: Greg Hennes
E-Mail: Greg_Hennes@hboe.org
Phone: (614) 921-7019

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school

Other needs:
- None

NEW ALBANY-PLAIN LOCAL:

District Contact: Pam Stineman
E-Mail: pstineman@napls.us
Phone: (614) 855-2040

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience
- TB test results

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school to meet building principal / administrative assistant to get student badge.

Other needs:
- Students will be issued an ID badge which is to be worn whenever the student is in the school building.
REYNOLDSBURG CITY SCHOOLS:

District Contact: Bryan Buoni
E-Mail: bryan.buoni@reyn.org
Phone: (614) 501-1027

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school

Other needs:
- Students will be issued an ID badge by school secretary, which is to be worn whenever the student is in the school building. Students’ badges may not be ready immediately.

SOUTH-WESTERN CITY SCHOOLS:

District Contact: Deanna Lowers
E-Mail: deanna.lowers@swcs.us
Phone: (614) 801-3177

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school’s front office for more directions

Other needs:
- Students will be required to show their OSU ID and will use the visitor ID system upon entering the school.
- Once a placement is approved, students are asked to contact mentors through the district email to verify dates and times.
- All student placements must come through the Staff Development Department prior to a teacher being contacted by a professor for a placement.
UPPER ARLINGTON CITY SCHOOLS:

District Contact: Judy Shoemaker
E-Mail: jshoe03@yahoo.com
Phone: (614) 771-5501

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience

Documents delivered to:
- Ohio State University to be gatekeeper of background checks

Students report to:
- Assigned school

Other needs:
- Students need to sign in daily in the main office where they will be issued a badge.

WESTERVILLE CITY SCHOOLS:

District Contact: Cheree Richards
E-Mail: richarch@westerville.k12.oh.us
Phone: (614) 797-5705

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Valid Picture ID

Documents delivered to:
- District Office, Annette Roahrig
  936 Eastwind Drive, Westerville 43081

Students report to:
- Assigned school, once documents are delivered and admittance card received.

Other needs:
- An admittance card will be generated by Annette Roahrig upon delivery of the required documents to the district office. The admittance card will be taken to the building principal for his/her signature. The student will carry the card on them during their assignment.
WHITEHALL CITY SCHOOLS:

District Contact: Darrell Propst (ES), Kristin Barker (MS/HS)
E-Mail: propstd@wcsrams.org, barkerk@wcsrams.org
Phone: (614) 417-5018, (614) 417-5016

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume
- Application for Field Experience
- TB Test Results

Documents delivered to:
- Office of the Superintendent, Whitehall City Schools
  625 South Yearling Road, Whitehall 43213

Students report to:
- Assigned school

Other needs:
- Badges will be issued to students by the building principals.

WORTHINGTON CITY SCHOOLS:

District Contact: Becky Smith
E-Mail: Rsmith@worthington.k12.oh.us
Phone: (614) 450-6030

Documents required:
- Federal Background Check (FBI)
- Bureau of Criminal Identification & Investigation (BCI&I)
- Resume with contact information

Documents delivered to:
- Worthington Education Center
  200 E. Wilson Bridge Road, Worthington 43085

Students report to:
- Assigned school once badge received from District Office

Other needs:
- Badges will be issued to students at the WEC. Contact is Becky Smith (614) 450-6030, or rsmith@worthington.k12.oh.us.
- Students are asked to contact mentors through district email to verify dates and times.