Self-reporting and follow-up checks

Once a student has a valid background check on file, any subsequent criminal misconduct charges (other than parking tickets or speeding tickets) received by the student must be reported to the Licensure Coordinator in Teacher Education Services by completing a self-reporting form. Guidelines for this form can be found on the ISU School of Education website. Failure to report a criminal misconduct charge (other than parking tickets or speeding tickets) may result in discharge of the student from ISU’s teacher education program.

When a student is completing a background check, any criminal misconduct charges (any charges other than parking tickets or speeding tickets) must be reported to the Licensure Coordinator in Teacher Education Services by completing a self-report form. Failure to report a charge within this time period will result in failing the field experience and possible discharge from the ISU Teacher Education Program.

When a student is enrolled in any course that has a field experience component, any new criminal misconduct charges (any charges other than parking tickets or speeding tickets) must be reported to the Licensure Coordinator in Teacher Education Services with a self-report form within 72 hours after the incident. Failure to report a charge within this time period will result in failing the field experience and possible discharge from the ISU Teacher Education Program.

When a student is not enrolled in any course that has a field experience component, any new criminal misconduct charges (any charges other than parking or speeding tickets) must be reported to the Licensure Coordinator in Teacher Education Services with a self-report form within 5 days after the incident. Failure to report a charge within this time period will result in being suspended from any field experiences for 1 semester and possible discharge from the ISU Teacher Education Program.

When a student self-reports an incident, the student is allowed to participate in the field experience based on the original record check. An arrest without disposition is not an indication of guilt.

The student needs to notify the Licensure Coordinator when there has been a disposition and/or Teacher Education Services needs to monitor Iowa Courts Online for a disposition. Once there has been a disposition, another background check needs to be run. The student is responsible for the cost of this background check. These results along with the completed evaluation form then need to be considered using this Decision Making Guide.

If a candidate fails to follow the self-reporting requirement, the candidate may be removed from the Educator Preparation Program due to ethical violations. This means that if a candidate fails to file a self-report with Iowa State University but then files one as part of applying for teacher licensure the semester before student teaching, the candidate may not be placed for student teaching and therefore will not complete the teacher preparation program and will not be recommended for licensure.