

Background Clearance For LCPS School Access

All students observing in classrooms or conducting a practicum in New Mexico public schools are REQUIRED to undergo a criminal information background check.

STEP ONE: Before arriving ***STUDENTS MUST:*** Complete the Online Registration at www.cogentid.com. For the background check there is a \$44.00 dollar fee that is paid by a credit card at the time. During the registration process students will be asked for an ORI (This will send your report to the Human Resources Office of the Las Cruces Public Schools):

SELECT: (ORI) ***LAS CRUCES PUBLIC SCHOOL (NM930046Z)*** from the list

REASON: ***22-10A-5 SCHOOL EMPLOYMENT*** (use this default choice)

After you have completed this process, PRINT out the receipt.

STEP TWO: For Fingerprinting - Take your Cogent registration receipt with a valid photo ID to Security Concepts located at 130 North Solano. They are open Monday - Thursday between the hours of 9:30 am and 4:30 pm (No appt Necessary). **They will sign your Cogent receipt!**

OR

Take your Cogent registration receipt with a valid photo ID to the NMSU Police Dept. located on College Drive. Fingerprinting is done ONLY Monday - Friday between the hours of 9:00 am and 12:00 pm (No appt Necessary). To get there from University Avenue, you can turn south on El Paseo Road, and then turn left at the first street you come to, which is College Drive. Proceed, and you will see the Police Department on your left. **Ask officer to sign your Cogent receipt!**

STEP THREE: Bring your Cogent receipt (date & location below)! Students will bring the signed receipt in order to complete the NMSU Student Observations/Practicums Packet, which will be provided on the above date and time. Students will receive their Blue Card on this date from Las Cruces Public Schools, HR Dept. personnel.

Las Cruces Public Schools Human Resource will be here **ONE DAY ONLY**

Wednesday, February 8, 2017 from 9:00 a.m. – 3:00 p.m.

O'Donnell Hall Conference Room 210

ALL students who are being placed with LCPS & have NOT received a blue card are **REQUIRED** to complete this process!

For more information or questions please contact:

Denise Rodriguez-Strawn (575) 646-3593 O'Donnell Hall 205A