



COLTON JOINT UNIFIED SCHOOL DISTRICT

1212 Valencia Drive, Colton, CA 92324 (909) 580 -5000

CLASSROOM OBSERVATION & FIELDWORK PROCEDURES

Interested students should complete the following steps:

STEP 1: Contact Human Resources

Classified Office

Preschool

Argelia Saucedo
(909) 580-6689
Argelia_saucedo@cjusd.net

Certificated Office

K-12

Cynthia Ramirez
(909) 580-6683
cynthia_ramirez@cjusd.net

STEP 2: Complete an Application

STEP 3: Provide Documentation to Human Resources

- a. Syllabus – Stating the purpose and hours required
- b. Valid form of Identification such as CA Identification or CA Driver's License
- c. University/College issued ID card with photograph
- d. T.B. Clearance (administered within the past 60 days)

Tuberculosis Clearance Locations and Cost:

- Fox Occupational Medical Center 909-884-1500 Cost: \$20.00
A Valid form of ID is required.
- San Bernardino Health Department 1-800-722-4777 Cost: \$20.00
Appointments only.

STEP 4: Obtain permission from the School Site Administrator

The *School Office Manager* or *Site Secretary* will send the approved and signed application via district mail to the Human Resources Division.

STEP 5: LIVESCAN & DOJ clearance

Students will be contacted by the Human Resources Division to schedule their LIVESCAN appointment for the Department of Justice (DOJ) clearance. The Human Resources Division will notify the school site/department and the student, once the clearance is received from the DOJ.

STEP 6: District Governing Board

Human Resources will include the student's name to the District's Governing Board for board ratification at the regular 2023-2024 Board meeting dates.