

# BRYAN ISD BACKGROUND CHECK INSTRUCTIONS

Please follow the instructions below to be cleared for clinical teaching in Bryan ISD.

## 2-STEP VOLUNTEER APPLICATION PROCEDURE

### STEP 1 - [Background Check Information](#)

- Applicants must be **cleared** successfully to volunteer in Bryan ISD.
- Applicants will receive an email **after** completing application (Raptor System).
- Applicants will receive a second email with status notification (check SPAM folder).
- Candidates who were previously cleared will need to re-submit their information annually within 30 days from the date they were originally cleared. Being cleared does not guarantee a volunteer opportunity.

### STEP 2 - [Personal Information Form](#)

**IMPORTANT** – Once submitted, you will receive an email stating that your background check information is in the review process. You must print, save as PDF, OR screen shot this page and then upload in the [AEP](#) under Assignments → Proof of Background Check.