

## **A STEP BY STEP GUIDE TO BECOMING A PRIVATE LESSON TEACHER FOR MISD**

Please complete each step so that you will be approved in a timely manner. If you miss a step, the application will not be approved. Once approved, you will be notified by the music director who requested you as a private lesson teacher on their campus.

### **1. Review and agree to the Private Lesson Parent Student Contract.**

All private lesson teachers, new or returning, must agree to follow the terms and conditions set forth in the contract. Read it thoroughly, sign it and keep the signed copy for yourself. Later, you will be asked electronically to agree with the terms and conditions. The form is found here:

[https://departments.mckinneyisd.net/finearts/wp-content/uploads/sites/3/2024/06/24\\_25-Private-Lesson-Parent-Student-Contract-in-English.pdf](https://departments.mckinneyisd.net/finearts/wp-content/uploads/sites/3/2024/06/24_25-Private-Lesson-Parent-Student-Contract-in-English.pdf)

### **2. Be fingerprinted by the TX Department of Public Safety.**

If you have been previously fingerprinted, but under the- NCPA National Child Protection Act” and have not been fingerprinted for Local Education Entities, you will need to be fingerprinted again. Click on this link and make your appointment. <https://uenroll.identogo.com/>

If you are a new Private lesson teacher and have never been fingerprinted for education, click on this link : <https://uenroll.identogo.com/> to make your fingerprint appointment. The cost of fingerprints is approximately \$40.00 and is paid by the applicant.

**When prompted, please provide or enter the following:**

**Service Code: 11FJ5N**

**Agency Number: TX922834Z**

### **3. Submit certification form to McKinney ISD Fine Arts Department. Complete EVERY year.**

After you have been fingerprinted by the Texas DPS, print the form " Private Lesson Teacher Certification of Criminal History Background”, complete it and return it to the Fine Arts office. Signing this form is something you will do at the beginning of every year you teach for McKinney. Once we have received this form, McKinney ISD will check with the TX DPS to verify that your fingerprints are on file. Please don't turn in the form until you have completed the fingerprinting process. The form can be found here: <https://departments.mckinneyisd.net/finearts/wp->

[content/uploads/sites/3/2021/12/Private-Lesson-Teacher-Certification-of-Criminal-History-Background\\_Helen.pdf](https://content/uploads/sites/3/2021/12/Private-Lesson-Teacher-Certification-of-Criminal-History-Background_Helen.pdf)

**4. Submit an online Volunteer Application. Complete EVERY year.**

All private lesson teachers must also go through a national criminal background check every year in order to teach in this district.

- a. Click: <https://webserv.mckinneyisd.net/workspace/>
- b. You will be asked if you're a "new user" or if you've applied before. Click on the appropriate one. Click through and complete each section carefully.
- c. When you get to the Position Information section, select "PRIVATE TEACHER" from the drop down menu and select "Continue".
- d. Follow the directions and finish the process by selecting "Submit".

**5. Complete the District Compliance Agreement. Complete EVERY year.**

All private lesson teachers, new or returning, must sign and date the document below. No PLT will be allowed on MISD campuses until the form is submitted [see Board Policy DH (Exhibit) "Educators' Code of Ethics" [https://pol.tasb.org/Policy/Download/310?filename=DH\(XHIBIT\).pdf](https://pol.tasb.org/Policy/Download/310?filename=DH(XHIBIT).pdf) ]

[https://departments.mckinneyisd.net/finearts/wp-content/uploads/sites/3/2021/12/PLT-Compliance-Agreement\\_helen.pdf](https://departments.mckinneyisd.net/finearts/wp-content/uploads/sites/3/2021/12/PLT-Compliance-Agreement_helen.pdf)

**6. Complete the online Private Lesson Information form. Complete EVERY year.**

Click here:

<https://docs.google.com/forms/d/e/1FAIpQLSfwyqXBo7YGY8dYONOpF5Q-2rHNhzoTyRzg3fUueLcyVABY6Q/viewform>

Please note that you will not be permitted to teach on campus until you have completed steps 1-5 and your criminal background check comes back clear. There are no exceptions to this rule. Once you have been approved, the music director you are teaching for will notify you.

Thank you for your time!