

Postsecondary Representatives:

CPS will continue to have representatives of multiple postsecondary pathways (college/university, military, trade/career, Gap-Year, etc.) to complete a background check screening before accessing district schools for both in-person or virtual sessions.

All postsecondary representatives will be required to complete the [Postsecondary Representative Screening Form](#) annually. The submission results are obtained immediately by the Office of Safety and Security in order to expedite the approval process in place for hosting or attending supervised school-based postsecondary events and activities.

Once a representative has been '*Cleared To Start*', the clearance is for all schools district-wide and valid for the entire academic year. CPS will honor screening submissions starting September 10th, for the 2021 - 2022 academic year.

Please Note:

- For in-person school visits or participation in other school-based activities school counselors or postsecondary coaches will also be available to help facilitate and take notes.
- For virtual sessions, all postsecondary representatives will present individually via the Google Meeting link provided by a school counselor or postsecondary coach. The school counselor or school postsecondary designee must be present in all virtual meetings.
- Communication of the screening protocol to postsecondary representatives is a school level responsibility. All school counselors have access to the clearance report for postsecondary visits and will be your official point of contact. *Please confirm clearance before your first CPS virtual session or in-person campus visit.*
- The CPS Office of Safety and Security has dedicated team members (M - F, 9 am - 5 pm) with access to the submission form information needed to complete your Level 2 background check (registry checks, etc. - no fingerprint checks). The screening process will typically take 48 - 72 hours from the point of submission. Please note: No screenings will take place on weekends or holidays.
- If scheduled to participate in a school-based or virtual activity and you have not received clearance confirmation from the school, please email the school counselor and copy collegehsvisit@cps.edu the date in which you submitted the screening form. All submissions generate an electronic date/time stamped receipt that you should save to reference if needed.

- Representatives **do not** need to complete the Office of Family and Community Engagement Volunteer Level II process required for individuals seeking school-level volunteers or program partners.
- Representatives are **required** to present an official state, military, or employee photo identification (ID) before full entry into the building. Failure to present valid identification will result in being denied access.
- **NEW THIS YEAR:** Due to COVID precautions and the Illinois State Law requiring all educators to be vaccinated, Postsecondary Representatives **MUST** have evidence that they are fully vaccinated on their person when they arrive for in person visits and be willing to show that evidence to the entry point staff member if requested.

We want to ensure our students have direct access to postsecondary opportunities. This process maintains the district's commitment to providing our learning environments are free from sexual violence, harassment, and discrimination. If you have additional questions, Breanne Dale, School Counseling Program Manager via email at bdale@cps.edu.