



**DALTON STATE COLLEGE  
SCHOOL OF EDUCATION**

**AREA F BACKGROUND CHECK REQUIREMENTS**

All school systems, in which DSC maintains partnerships with, require all DSC students who will be entering schools for field experiences to have a current background check on file during their **AREA F** placements. Therefore, all DSC students who register and will be participating in field experience during his/her **AREA F** classes must have a background check completed. **Background checks remain valid for a period of 12 months.** You must complete the following before you will be allowed to begin on-site for field experience:

- Obtain a background check from [www.castlebranch.com](http://www.castlebranch.com) (see attached instruction form for details). **A current background check must be maintained throughout all AREA F classes.** (Please note, CastleBranch will ask you to Electronically Sign their Disclosure Statement. This needs to be done before Certified can proceed with the check.)
- Complete the attached DSC Background Check Release form. This form allows DSC SOE to supply the placement school a copy of the background check. The Background Release form will need to be completed only once.
- Once you have secured your background check and completed the Background Check Release form, please submit the release form ASAP to the Administrative Assistant for the School of Education. (Room 216 in the Brown Bldg.)
- Please continue to check on the status of our background check until it is shown as complete. If there are any issues in securing your background check with [www.castlebranch.com](http://www.castlebranch.com), please contact them directly at (888) 666-7788. You must mention DSC package code: **DA61**.

**YOU MUST HAVE THIS BACKGROUND CHECK AND THE ATTACHED RELEASE FORM COMPLETED AND SUBMITTED TO THE ADMINISTRATIVE ASSISTANT FOR THE SCHOOL OF EDUCATION **BEFORE** YOU ARE ALLOWED TO REGISTER FOR AREA F CLASSES OR ATTEND FIELD EXPERIENCES.**



Dalton State College - Education  
How to Place Order

Welcome to my

To place your order go to:

<https://portal.castlebranch.com/DA61>

Package Name (if applicable):  
DA61: Background Check

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)

**Dalton State College School of Education**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

**CRIMINAL BACKGROUND RELEASE**

I hereby agree that Dalton State College may release the results of my criminal background check to the building-level administrator upon request by the administrator of the school in which I am placed.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone #