

STUDENT PAPERWORK REQUIREMENTS

Everything you Need to Know

Last Update: 07/31/2024



REQUIRED
COMPONENTS
FOR FIELD
EXPERIENCES:

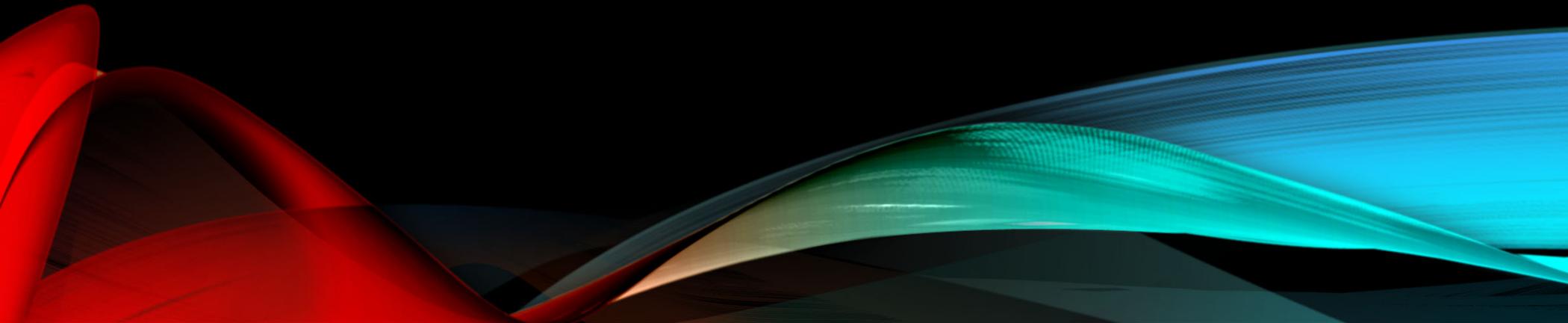
1. Background Checks

2. Child Abuse and Neglect
(CAN) Check

3. JCPS Account Registration

4. Field Experience Logs (to be
completed after observations)

BACKGROUND CHECKS



BACKGROUND CHECKS

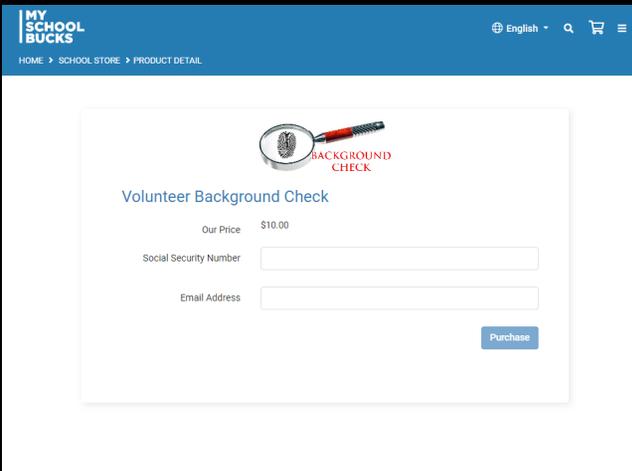
- Please note: having done any of these once **does not necessarily mean you have done all of them.**
- **You need to be on top of your own paperwork.** There are hundreds of students and we will not repeatedly remind you of the next steps. There are students who have had to retake classes in the past because they weren't checking their paperwork and assumed we would reach out to them.

THREE DIFFERENT TYPES OF "BACKGROUND" CHECKS

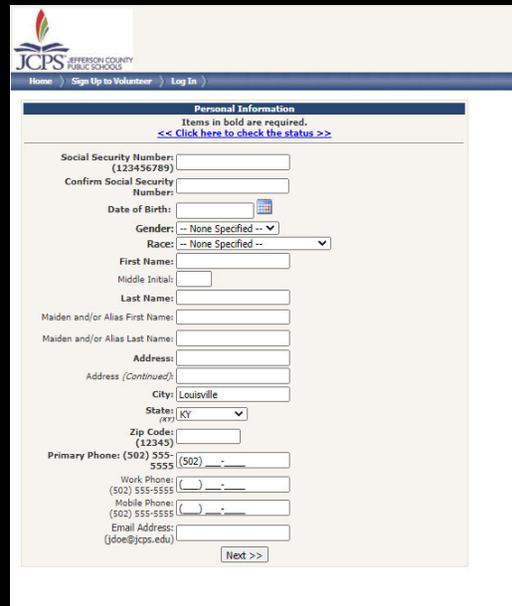
- 1. Paid JCPS Check

- 2. Volunteer JCPS Records Check

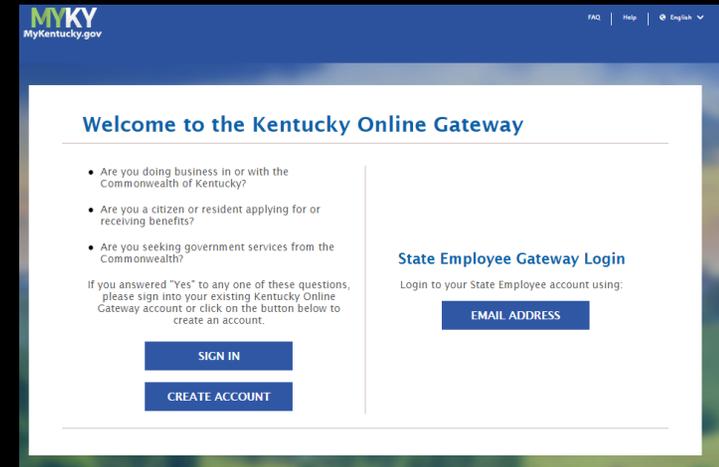
- 3. Child Abuse and Neglect (CAN) Check



Uhqhz #nyhu| IYH#
|hduv



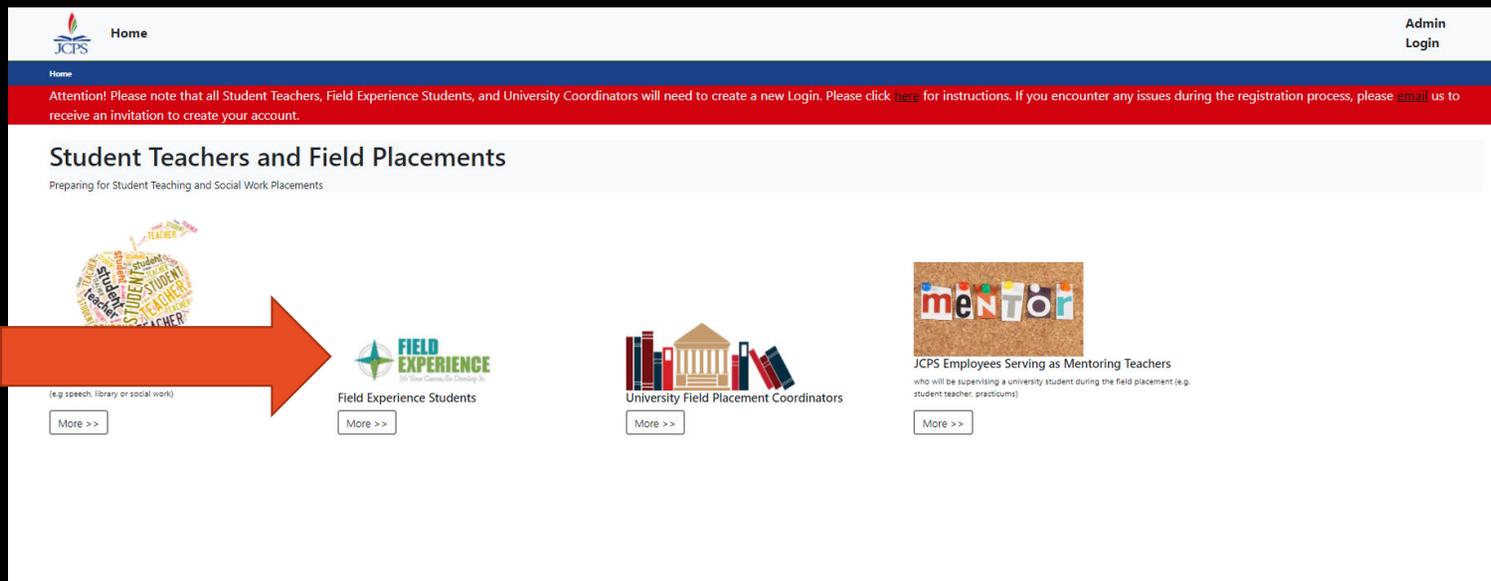
Uhqhz #nyhu| IYH#
|hduv



Uhqhz #YHU\ #
|hdu

JCPS VOLUNTEER RECORDS CHECK

6. Navigate back to <https://apps.jefferson.kyschools.us/StudentTeachers> and click “Field Experience”



The screenshot shows the website interface for "Student Teachers and Field Placements". At the top left is the JCPS logo and a "Home" link. At the top right are "Admin" and "Login" links. A red banner contains an attention notice: "Attention! Please note that all Student Teachers, Field Experience Students, and University Coordinators will need to create a new Login. Please click [here](#) for instructions. If you encounter any issues during the registration process, please [email us](#) to receive an invitation to create your account."

Student Teachers and Field Placements

Preparing for Student Teaching and Social Work Placements

The main content area features four sections, each with a "More >>" button:

- Student Teachers**: Represented by a word cloud of terms like "STUDENT TEACHER", "TEACHER", "STUDENT", "EXPERIENCE", "PRACTICUM", "MENTOR", "SUPERVISOR", "FIELD", "PLACEMENT", "COORDINATOR", "UNIVERSITY", "TEACHING", "SOCIAL WORK", "PLACEMENTS". Below it is a "More >>" button.
- Field Experience Students**: Represented by a logo with a compass rose and the text "FIELD EXPERIENCE". Below it is a "More >>" button. A large red arrow points from the Student Teachers section to this section.
- University Field Placement Coordinators**: Represented by an icon of a building and books. Below it is a "More >>" button.
- JCPS Employees Serving as Mentoring Teachers**: Represented by a "mentor" sign on a corkboard. Below it is a "More >>" button.

JCPS VOLUNTEER RECORDS CHECK

7. Click “JCPS School Volunteer Records Check”

Field Experience Students

Beginning Spring 2020 Field Experience Students Have to complete the Child Abuse and Neglect (CAN) Check

Jefferson County Public Schools (JCPS) is excited you will be completing your “field hours” in our district. Before you begin your placement, you must [Login | Register](#)

Registration Instructions

1. [Register in our Field Experience Tracking System](#). Please register with an email address that ends with .edu.
2. Complete a volunteer background check*. Unlike the federal criminal background check, this is a STATE level check. No fingerprints are required. The volunteer records check is good for 5 years.
 1. Please go to my School Bucks to pay for your [Volunteer Background Check](#) (the Volunteer Background Check is \$10.00 and there is a 0.41 cents service fee. The total payment is \$10.41)
 2. After you have completed your payment please go to the [JCPS School Volunteer Records Check](#) and enter your information. If you think you have done this before click check the status. Enter your information in the Volunteer Status Check box and click check status.
3. Please communicate with your Field Placement Coordinator to arrange your placement details. Field Placement Coordinators will communicate directly with principals to make arrangements for your placements. Students should not contact the schools.
4. **Recognizing and Reporting Child Abuse and Neglect**

Complete the Child Abuse and Neglect (CAN) check. You will receive the results back from the state in your e-mail. Please e-mail a copy of your **CAN Check** to JCPS.Student-Teacher@jefferson.kyschools.us. **Please always include your name, title, and semester (example: Jane Doe / Field Experience Student / Fall 2020) in the subject line.**

 - o [CAN Check Instructions](#)
 - o [CAN Check Sample](#)
 - o If you have further questions about the CAN Check please contact Kentucky Online Gateway (KOG) Helpdesk
 - KOG Security Help Desk 502-564-0104 Extension 2
 - Monday – Friday
 - 8:30 am – 5 pm EST
 - KOGHELPDESK@ky.gov

*The Jefferson County Board of Education (JCBE) requires volunteers to submit a Volunteer Background check every five years. However, if it is brought to the attention of district officials that a **volunteer has plead guilty to or is convicted of drug offenses; sexual offenses; offenses against minors; deadly weapons offenses; violent, abusive, threatening, or harassment offenses; or any felony offense, he or she will be required to submit a new criminal records check and his or her volunteer status may be terminated.** In keeping with JCBE policy, the School Volunteer Records Check process is as follows:

- All JCPS parent and community members whose School Volunteer Records Check was cleared prior to July 1, 2016, are required to submit a new background check.
- Volunteers who submitted a School Volunteer Records Check after July 1, 2016, and were cleared will not need to resubmit a records check until July 1, 2021, unless there has been a qualifying incident similar to those listed above.
- The use of tobacco products is prohibited in any building owned or operated by the board. Smoking on school grounds is permitted only in outside areas so designated by the superintendent or principal, subject to the limits set by law.

Personal Information

[<< Click here to check the status >>](#)

Social Security Number:
(123456789)

Confirm Social Security
Number:

Date of Birth:

Gender: -- None Specified --

Race: -- None Specified --

First Name:

Middle Initial:

Last Name:

Maiden and/or Alias First Name:

Maiden and/or Alias Last Name:

Address:

Address (Continued):

City: Louisville

State: KY

Zip Code:
(12345)

Primary Phone: (502) 555-
5555 (502) ___-___

Work Phone:
(502) 555-5555 (___) ___-___

Mobile Phone:
(502) 555-5555 (___) ___-___

Email Address:
(jdoe@jcps.edu)

Next >>

**NOTE: Use
home address,
NOT dorm
address**

*If you think you have done
this already, click this link to
check.*

Volunteer Status Check

SSN:
(123456789)

DOB:

Last Name:

Check Status

Close

**8. Fill out information
and click "next"**

Preferences

Please choose a primary location.

** All other items in this section are optional. **

Location to Volunteer:

Hold ctrl to select multiple locations.
Select at least one location.

Please choose an sponsoring organization if applicable

Select the name of an organization:

Please select the program(s) where you want to volunteer

Program Volunteering for:

Please specify the name of your child(ren) if you are volunteering in her/his school.

Please select this if you are parent/guardian of this child(ren).

(Parent/Guardian)

Child's Name:

When are you available to start?

Date to start:

Miscellaneous questions

Is English your second language: Yes

9. Make appropriate selections and click "next"

User Information

This step is optional.

If you create an account, you can return to this site to view your status. All items are required if you wish to create an account. If you do not wish to create an account, simply click the appropriate button below.

Username (auto-generated):

Password:

Confirm Password:

Question:

Answer:



New Volunteer

A new volunteer has successfully been added to our database. This volunteer's information will be sent to Frankfort for a background check. (Disregard if volunteer is a JCPS employee.)

- 10. Finish and you're all set! You do not need to save anything for this step.

MYSCHOOLBUCKS BACKGROUND CHECK

1. Navigate to <https://apps.jefferson.kyschools.us/StudentTeachers> and click “Field Experience”

The screenshot shows the top navigation bar with the JCPS logo and 'Home' link on the left, and 'Admin Login' on the right. A red banner below the navigation bar contains the text: 'Attention! Please note that all Student Teachers, Field Experience Students, and University Coordinators will need to create a new Login. Please click [here](#) for instructions. If you encounter any issues during the registration process, please [email us](#) to receive an invitation to create your account.'

Student Teachers and Field Placements

Preparing for Student Teaching and Social Work Placements

The main content area features four cards, each with a 'More >>' button:

- Word Cloud Card:** A circular word cloud containing terms like 'STUDENT', 'TEACHER', 'FIELD EXPERIENCE', and 'MENTORING'. A large orange arrow points from this card to the 'Field Experience Students' card.
- Field Experience Students Card:** Features the 'FIELD EXPERIENCE' logo with the tagline 'We Take Care of Our Changing World'.
- University Field Placement Coordinators Card:** Features an icon of a classical building with columns and books.
- JCPS Employees Serving as Mentoring Teachers Card:** Features the word 'mentor' in colorful letters on a corkboard background. Below the title, it reads: 'who will be supervising a university student during the field placement (e.g. student teacher, practicums)'.

MYSCHOOLBUCKS BACKGROUND CHECK

2. Click “Volunteer Background check”

Field Experience Students

Beginning Spring 2020 Field Experience Students Have to complete the Child Abuse and Neglect (CAN) Check

Jefferson County Public Schools (JCPS) is excited you will be completing your “field hours” in our district. Before you begin your placement, you must

[Login | Register](#)

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- The use of tobacco products is prohibited in any building owned or operated by the board. Smoking on school grounds is permitted only in outside areas so designated by the superintendent or principal, subject to the limits set by law.



Volunteer Background Check

Social Security Number

Email Address

Our Price \$10.41

Purchase

Availability Available

3. Click **Purchase** after entering in your details

English v



Returning Customer

Username / Email

Password [Forgot password?](#)

Log In

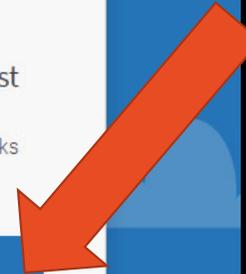
Don't have an account? [Sign up today!](#)

Checkout as a Guest

Don't have a MySchoolBucks account? Not a problem, checkout here as a guest.

Checkout as Guest

4. Click "Checkout as Guest"



- 5. Enter all information and click "continue"

Place Store Order HOME > SCHOOL STORE > PLACE STORE ORDER

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT	
Volunteer Background Check	n/a	\$10.41	1	\$10.41	

Choose a payment method:

e-Check Credit Card (VISA, DISCOVER)

Make this my primary billing account

Only U.S. issued credit cards are accepted

Subtotal	\$10.41
Sales Tax	\$0.00
Program Fee	\$0.00
Total	\$10.41

By clicking this button, you agree to our Terms of Service

- 6. Save a copy of your receipt and email to GA Ashley Smith for processing.
- A copy of the charge on a bank/card statement will work as well.



Order Accepted

This message is sent as a notification of an online order.

ID: [REDACTED]
Date: Sep 4, 2020 3:59 PM
School District: Jefferson County Public Schools
Store: Criminal Records Background Checks
Name: [REDACTED]
Email Address: [REDACTED]

Product	Unit Price	Quantity	Total Price
Volunteer Background Check	\$10.00	1	\$10.00

Social Security Number: 400598399
 Email Address: adhick04@louisville.edu

Subtotal:	\$10.00
Sales Tax:	\$0.00
Program Fee:	\$0.40
Grand Total:	\$10.40

Bill To: [REDACTED]

PLEASE NOTE: The charge will appear on your statement as **JCPS VOLUNTEER BACKGROU**
S.

CHILD ABUSE AND NEGLECT (CAN)



CHILD ABUSE AND NEGLECT (CAN) CHECK

YOU WILL NEED:

- credit/debit card
- Picture of driver's license OR passport OR birth certificate OR social security card

TWO STEPS:

- 1. Completing the CAN Check online
- 2. Uploading your results to your JCPS profile

****JCPS does NOT automatically receive a copy of the results; YOU are responsible for sending them in.***

****This must be renewed EVERY YEAR.****

**GO TO THIS LINK AND
CLICK 'CREATE ACCOUNT'**



<https://sso.kog.ky.gov>



**KENTUCKY
ONLINE GATEWAY**

Sign in with your Kentucky Online Gateway
(KOG) Account

Email Address
ajface01@louisville.edu

Next

[Create New Account](#)
[Resend Account Verification Email](#)

English ▾ [Help](#)

Please complete your Kentucky Online Gateway Profile

i If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the CANCEL button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.

All fields with * are required.

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-Mail Address	* Verify E-Mail Address	
<input type="text"/>	<input type="text"/>	
* Password	* Verify Password	
<input type="text"/>	<input type="text"/>	
Mobile Phone	Language Preference	
<input type="text"/>	English ▼	
Street Address 1	Street Address 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip Code
<input type="text"/>	Kentucky ▼	<input type="text"/>
Question	* Answer	
In what city were you born? (Enter full name of ▼)	<input type="text"/>	
Question	* Answer	
What was the name of your first pet? ▼	<input type="text"/>	

CANCEL SIGN UP

**Fill
everything
out; use
home
address and
not dorm
address**

***If Organ
Donor
registration
pops up, you
can hit
“Remind me
later”***

Register as a Kentucky Organ Donor

With the passing of KY SB77 and in partnership with Donate Life Kentucky, the Kentucky Online Gateway has created the below form for Kentuckians to join the Kentucky Organ Donor Registry. If you'd like to join the KYDR, please fill out the required fields below, select the consent checkbox, and click the "Register" button. For more information on what it means to be an organ donor, please visit <https://donatelifeky.org/why-donate/>.

Register as a Kentucky Organ Donor ✕

 Would you like to register as an organ donor?

With the passing of KY SB77 and in partnership with Donate Life Kentucky, the Kentucky Online Gateway has created an online portal for Kentuckians to join the Kentucky Organ Donor Registry. For more information on what it means to be an organ donor, please visit <https://donatelifeky.org/why-donate/>.

Yes, Register Now **Remind me later**

* Birthdate

* Driver's License or State ID

* Gender

Please complete your Kentucky Online Gateway Profile

YOU HAVE 4 HOURS TO COMPLETE THE PROCESS

✔ Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder. If no email was received [click here](#).

If you have already verified your account by clicking the link provided in the email, please click on **SIGN IN** button to continue.

SIGN IN

Go check your email

**Click link to activate
your account**



Reply Reply All Forward
KOG_DoNotReply <KOG_ | 1:33 PM
Account Verification

Amanda Lacey (

This email is to help you complete the last step of account set-up.

Your Citizen account username is:

Click on the below link now, to activate your account.

<https://kog.chfs.ky.gov/public/fwlink/?linkid=a4042209-6cc0-4146-a867-009f2db3773d>

If you need any assistance further, please contact the Kentucky Online Gateway HelpDesk.

Kentucky Online Gateway
[Kentucky Online Gateway HelpDesk](#)

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

Validate New Account

Click on the button below to **Sign in** now and complete the final step of the account creation process.

Continue to Sign in

***note: if it asks you to verify a cell phone number, you can click skip and do it later (if at all)**

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

 Email Address

ajlace01@louisville.edu

 Password

.....

[Forgot/Reset Password?](#)

SIGN IN

[Resend Account Verification Email](#)

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?

Create An Account

[Click here to select user account type](#)

My Apps All Apps

Search for

Search

#

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Motor Carrier Portal

The Motor Carrier Portal provides access to issue, view and manage credentials for KYU, KIT, IFTA, IRP, EWD and Temp Permits. E-File options are also available for KYU, KIT, and IFTA tax licenses.

Enroll

CHFS BI TWIST EXT

HSSMB BI TWIST EXT provides external access

Enroll

ABC External Portal

Enroll if you are interested in licensing your business to sell, distribute or produce alcohol, or if you need to submit a sampling, minors on premises, or other types of requests regarding your currently licensed business.

Enroll

Alcohol and Other Drug Entities

Application to license, re-license or request changes for Alcohol and Other Drug Entities (AODE) licensure and to maintain Driving Under the Influence (DUI) personnel, program certification, recertification and DUI Program evaluation.

Enroll

Kynect

Learn about public assistance program and apply for benefits.

CAN and Adam Walsh Verification

The Child Abuse and Neglect (CAN) application allows for the electronic submission, payment, and validation of Child Care Central Registry Check (DCC-374) and Central Registry Check (DPP-156) forms. The Adam Walsh application allows other child

CHFS BI TWIST EXT

TWIST BI EXT is a SAP Business Objects external Portal for TWIST Management reports for DCC users under the Cabine: for Health and Family Services (CHFS).

CHFS External SharePoint Sites

SharePoint Web Application Enables site access via all ky.gov and CIT\KOG user accounts.





CHILD ABUSE/NEGLECT(CAN) CHECKS(DCC-374 or DPP-156) FOR EMPLOYMENT

ADAM WALSH CHECKS FOR OUT OF STATE AGENCY (FOSTER/ADOPTION)

board Form ▾ CAN User Guide

For to
Child Care Central Registry Check (DCC-374)
Central Registry Check (DPP-156)
Public Child Welfare Worker Certification Program

**Select (DPP-156)
from "Form" Drop-down
Menu**

Welcome

Welcome to the CAN Payment and Verification system.

No refunds will be issued regardless of circumstances.

applications will NOT be corrected by Records Management Staff. If information is entered incorrectly, the request will be rejected and you will be required to submit a new request. No refunds will be issued due to incorrect information being entered.

Instructions

To begin a new request, select the correct form from the Form Menu located in the upper left hand corner.

- For requests related to a licensed, certified or registered child care or an out of state child care employee, please complete the Child Care Central Registry Check (DCC-374).
- For all other child abuse neglect checks, please complete the Central Registry Check (DPP-156).
- FOR MINORS UNDER THE AGE OF 18, you must upload the [parental consent form](#) AND a photo ID of the person signing the parental consent form in order for your request to be processed. The request will be denied and your money will not be returned if these items are not uploaded.
- **Child Abuse Neglect checks are for EMPLOYMENT/VOLUNTEERS purposes ONLY. If you need records for any other reason, please contact CHFSDCBS.RMS@ky.gov**

The CAN Payment and Verification database requires a social security or taxpayer identification number. If you do not have a social security or taxpayer identification number, please submit a paper DCC-374(EN / SP) or DPP-156(EN / SP).

The CAN Payment and Verification Database does not accept international addresses. Please list US addresses only.

Please make sure to include an employer/agency name and email address on your request. This allows results to go directly to the employer/agency.

For DPP 156 request only: Agencies requesting Central Registry Checks on behalf of their employees, potential employees, or volunteers must upload a signed copy of the current DPP-156 (R. 8/2019) [EN / SP](#) form.

To check the status of a previously submitted request, select My Dashboard in the upper left hand corner

Click
this box



CENTRAL REGISTRY CHECK

* FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

- Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)
- Residential Child-Caring Facility Employee or Volunteer (Institution/Group Home/Emergency/Wilderness) (Required by 922 KAR 1:300)
- Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)
- Private, Parochial, or Church School Employee or Student Teacher (Permitted by KRS 160.151)
- Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)
- Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)
- Supports for Community Living (SCL) Employee (Required by 907 KAR 1:145)
- Michelle P. Waiver (Required by 907 KAR 12:010)
- Home and Community Based (HCB) Waiver (Required by 907 KAR 1:160 and 7:010)
- Acquired Brain Injury Waiver Services (Required by 907 KAR 3:090)
- Children's Advocacy Center (Required by 922 KAR 1:580)
- Court Appointed Special Advocate(CASA) (Required by KRS 620.515)
- Personal Care Attendant (Required by 910 KAR 1:090)

(If none of the above category is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

Type "University of Louisville" here

Personal Information

Personal information regarding the individual submitting to a child abuse or neglect check

* First Name Ex. John	* Last Name Ex. Smith
* Middle Name Ex. Jones	* Maiden/Nick Name/Other Ex. Dave Type "n/a" if not applicable
* Sex -- Please select a Sex --	* Race -- Please select a Race --
* Date of Birth MM/DD/YYYY	* Social Security/Individual Taxpayer Identification # xxx-xx-xxxx
* Date of Initial Hire MM/DD/YYYY	→ Use today's date

Current Address

* Address Line 1 Ex. 123 Main St	Address Line 2 Ex. Apt 10 Or Suite 200	
* City Ex. Frankfort	* State -- Please select a State --	* ZipCode Ex. 12345

*** Living at the current address longer than 5 Years?** Yes No

Input all your info; again, make sure you use permanent addresses

Entity Requesting Information

Please enter the information of your employer, agency, school, church, organization, etc. that requires this check to be completed as a condition of your employment or volunteerism.

* Name

Employer / Agency Name goes here... **University of Louisville**

* Address Line 1

Ex. 123 Main St **2301 S. 3rd Street**

Address Line 2

Ex. Apt 10 Or Suite 200

* City

Ex. Frankfort **Louisville**

* State

-- Please select a State -- **KY** ▼

* Zip Code

Ex. 12345 **40292**

Leave this box UNCHECKED. You alone are responsible for your results.

- In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed

View / Upload Documents

*Upload one of the following supporting documents: Driver's License/State ID, Birth Certificate, Social Security Card/Individual Taxpayer ID, Passport or work ID.

*Approved file types: .JPEG, .PNG, .BMP or .PDF.

*Please ensure that the supporting document image is clearly recognizable and file size is less than 2 MB.

*If you are under the age of 18, you **MUST** upload the [parental consent form](#) **AND** a photo ID of the person signing the parental consent form.

* Document Description

Please enter supporting document name **“Driver’s license” , “Birth certificate” , or whatever document you are uploading**

Choose File No file chosen

Upload

Make sure you click “upload” for each document to attach it.

**** if you don’t do this correctly, you will have to do it again and they will NOT refund your money**

Save And Add Applicant

Save

Submit

Your picture MUST be clear and easy to read.

If taking with a phone, I recommend holding the phone farther away, taking a picture, and then cropping it. Holding it close to the paper/license actually results in a blurrier picture.

If your image is too large, use <https://imagecompressor.com/> or try taking the photo on an app like snapchat.

View / Upload Documents

*Upload one of the following supporting documents: Driver's License/State ID, Birth Certificate, Social Security Card/Individual Taxpayer ID, Passport or work ID.

*Approved file types: .JPEG, .PNG, .BMP or .PDF.

*Please ensure that the supporting document image is clearly recognizable and file size is less than 2 MB.

*If you are under the age of 18, you **MUST** upload the [parental consent form](#) **AND** a photo ID of the person signing the parental consent form.

* Document Description

Download consent form here

Please enter supporting document name

Choose File No file chosen

Upload

Authorization to Complete an Abuse and Neglect Check

I, _____, parent/legal guardian of _____,
Authorize the Records Management Section (RMS) to complete a Child Abuse and Neglect (CA/N) check on my child. I waive any right to claim the request is an invasion of privacy as it is made with my consent. I release RMS from any liability regarding the release of any abuse and neglect information gathered in the background check.

Parent/Legal Guardian Signature

Date

ARE YOU UNDER 18? You will need to have the “Parental Consent Form” filled out and signed by a parent/guardian to run the CAN.

Upload the form AND A COPY OF THE ID OF THE PARENT WHO SIGNED IT at this step as an additional document to your proof of identity. You are uploading the form, your id, and their id.

Customer

If you have a Agency Payment Code select check and proceed, if you do not have the code please click the button to continue

Do you have Agency Payment Code? Agency Payment Code Pay by Credit/Debit Card

Proceed to E-Sign

Have to pay, sorry ☹️

E-Signature

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information. All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all the information needed, I may be subject to prosecution for fraud.

Signature

Amanda Lacey

Date and Time

11/19/2019 1:54:00 PM

Sign & Pay

Sign (type) your name

Thank you for your payment!

Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.

Note: You MUST click "Complete Payment and Return to CAN" at the bottom of this screen in order for your request to be processed.

Summary

PRINT EMAIL

Confirmation Number

Payment Made: 08/02/2023 04:30 PM EDT
Payment Method:

Account Holder Details

Amanda Lacey

Cart Items

Description	Price	Quantity	Extended Total
CAN Application Fee	\$10.00	1	\$10.00
Total			\$10.00

COMPLETE PAYMENT AND RETURN TO CAN

Kentucky.gov User?

We noticed that you are not logged in to Kentucky.gov. If you would like to view your receipt online after closing your browser, login now.

[LOGIN WITH KENTUCKY.GOV](#)

[CREATE ACCOUNT](#)

[Why get a Kentucky.gov account?](#)

**Click
"Complete
Payment and
return to CAN"
to finish the
request.**

Thank you for your payment! Your payment is confirmed

Payment Confirmation Details	
Confirmation #	45980438
Payment Type	CreditCard
Total Amount	10.00
Transaction Status	Paid

Your application(s) have been submitted for review. Below are the case numbers for reference

#	Case Number	First Name	Last Name
1	CHRS20190003953	Amanda	Lacey

A confirmation of payment notification has been sent to your provided E-Mail address.

[Go to Dashboard](#)

You are NOT done.

A few hours/days/weeks later, you will get an email that your results are ready. Click the link.

Hello Amanda Lacey,

Your Central Registry check has been completed please click on the link provided below to view/print the results.

<https://prdweb.chfs.ky.gov/can/>

#	Case Number	First Name	Last Name
		Amanda	Lacey

If you have any questions about the process, you may contact the Department for Community Based Services, Records Management Section at CHFSDCBSRMS@ky.gov or by calling 502-564-3834/ Division of Child Care at CHFSDCBSNBCP@ky.gov or by calling 502-564-2524, Option 1.

Requestor Dashboard

Applicant Search

Applicant First Name

Applicant Last Name

Form

Status

Applicant Search

Batch ID	Applicant ID	Case Number	First Name	Last Name	Form	Date Submitted	Date Last Updated	Status	View	Edit	Print
4973	5240	CHRS20190003953	Amanda	Lacey	DPP	11/19/2019	11/19/2019	Completed	Result	Edit	Print

Showing 1 to 1 of 1 entries

Previous Next

This should take you to your dashboard. Hit "Print" next to your most recent CAN check.

You MUST print as pdf; you can't save as a file.

Applicant Id Case Number

1 of 2 ? 100% Find | Next

DPP-156
(R. 8/2019)
922 KAR 1:470

**COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based
CENTRAL REGISTRY CHECK**

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

**FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM
KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE
CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM (www.ky.gov)
CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH
ABUSE OR NEGLECT CHECK IS BEING REQUESTED:**

Child-Placing Agency(Foster/Adoption/Independent Living)Employee or Volunteer (Required by KRS 160.380)

Residential Child-Caring Facility Employee or Volunteer (Required by KRS 160.151)
(Institution/Group Home/Emergency/Wilderness)

Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making (Required by KRS 194A.380-194A.383)

Private, Parochial, or Church School Employee or Student Teacher (Required by KRS 403.352)

Youth Camp Employee, Contractor, or Volunteer (Required by 907 KAR 12:010)

Power of Attorney Regarding the Care and Custody of a Child (Required by 907 KAR 1:835)

Supports for Community Living (SCL) Employee (Required by 907 KAR 1:160 and 7:010)

Michelle P. Waiver

Home and Community Based (HCB) Waiver

Upload your CAN check .pdf to the JCPS portal and send a copy to the OEDCP GA for processing.

Register

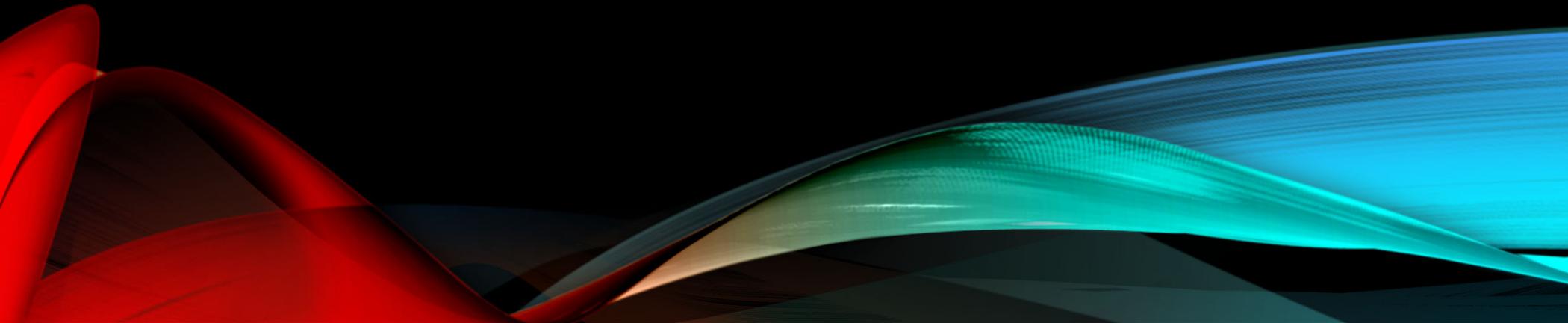
Basic Information

First Name	Last Name	Ethnicity Please select an Ethnicity	Semester Please Select a Semester
Birth Date mm/dd/yyyy	Social Security #	Email Address ajlace01@louisville.edu	Phone Number
Address		City	State
University Not Given / Unknown	Current or Desired Placement Type Field Experience	Zip Code	Can Check Date mm/dd/yyyy
		Can Check Choose File No file chosen Max size 2MB	



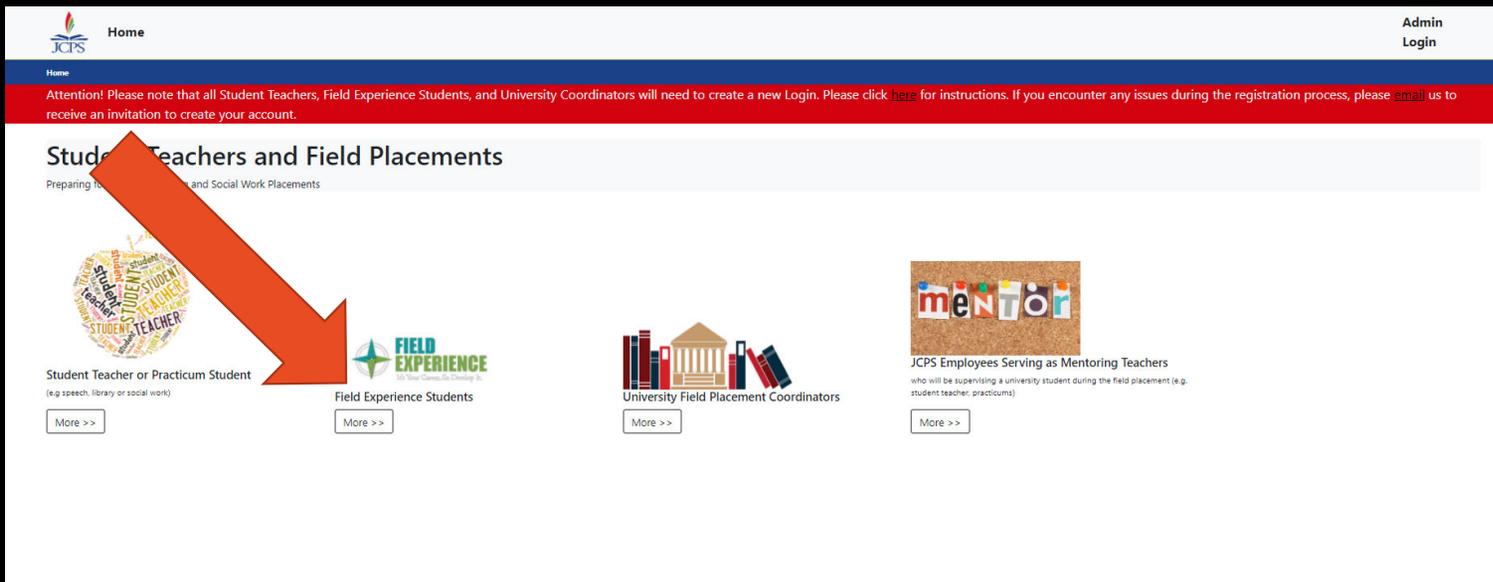
Note that the CAN check file must be in a PDF format to upload. Also note that the CAN check may look like it “disappears” after you upload it, but it will STILL be attached as long as the page doesn’t give you an error message.

JCPS ACCOUNT REGISTRATION



JCPS ACCOUNT REGISTRATION

1. Navigate to <https://apps.jefferson.kyschools.us/StudentTeachers> and click “Field Experience Students”



The screenshot shows the top navigation bar with the JCPS logo and 'Home' link on the left, and 'Admin Login' on the right. A red banner below the navigation bar contains the text: "Attention! Please note that all Student Teachers, Field Experience Students, and University Coordinators will need to create a new Login. Please click [here](#) for instructions. If you encounter any issues during the registration process, please [email us](#) to receive an invitation to create your account."

The main content area is titled "Student Teachers and Field Placements" with the subtitle "Preparing for Student Teachers and Social Work Placements". Below this, there are four main sections, each with a "More >>" button:

- Student Teacher or Practicum Student** (e.g. speech, library or social work)
- Field Experience Students** (highlighted with a red arrow)
- University Field Placement Coordinators**
- JCPS Employees Serving as Mentoring Teachers** (who will be supervising a university student during the field placement (e.g. student teacher, practicums))

JCPS ACCOUNT REGISTRATION

2. Click **Login | Register**



Field Experience Students

Beginning Spring 2020 Field Experience Students Have to complete the Child Abuse and Neglect (CAN) Check

Jefferson County Public Schools (JCPS) is excited you will be completing your "field hours" in our district. Before you begin your placement, you must [Login | Register](#)

Registration Instructions

1. Register in our [Field Experience Tracking System](#). Please register with an email address that ends with .edu.
2. Complete a volunteer background check*. Unlike the federal criminal background check, this is a STATE level check. No fingerprints are required. The volunteer records check is good for 5 years.
 1. Please go to my School Bucks to pay for your [Volunteer Background Check](#) (the Volunteer Background Check is \$10.00 and there is a 0.41 cents service fee. The total payment is \$10.41)
 2. After you have completed your payment please go to the [JCPS School Volunteer Records Check](#) and enter your information. If you think you have done this before click check the status. Enter your information in the Volunteer Status Check box and click check status.
3. Please communicate with your Field Placement Coordinator to arrange your placement details. Field Placement Coordinators will communicate directly with principals to make arrangements for your placements. Students should not contact the schools.
4. **Recognizing and Reporting Child Abuse and Neglect**

Complete the Child Abuse and Neglect (CAN) check. You will receive the results back from the state in your e-mail. Please e-mail a copy of your **CAN Check** to JCPS Student-Teacher@jefferson.kyschools.us. **Please always include your name, title, and semester (example: Jane Doe / Field Experience Student / Fall 2020); in the subject line.**

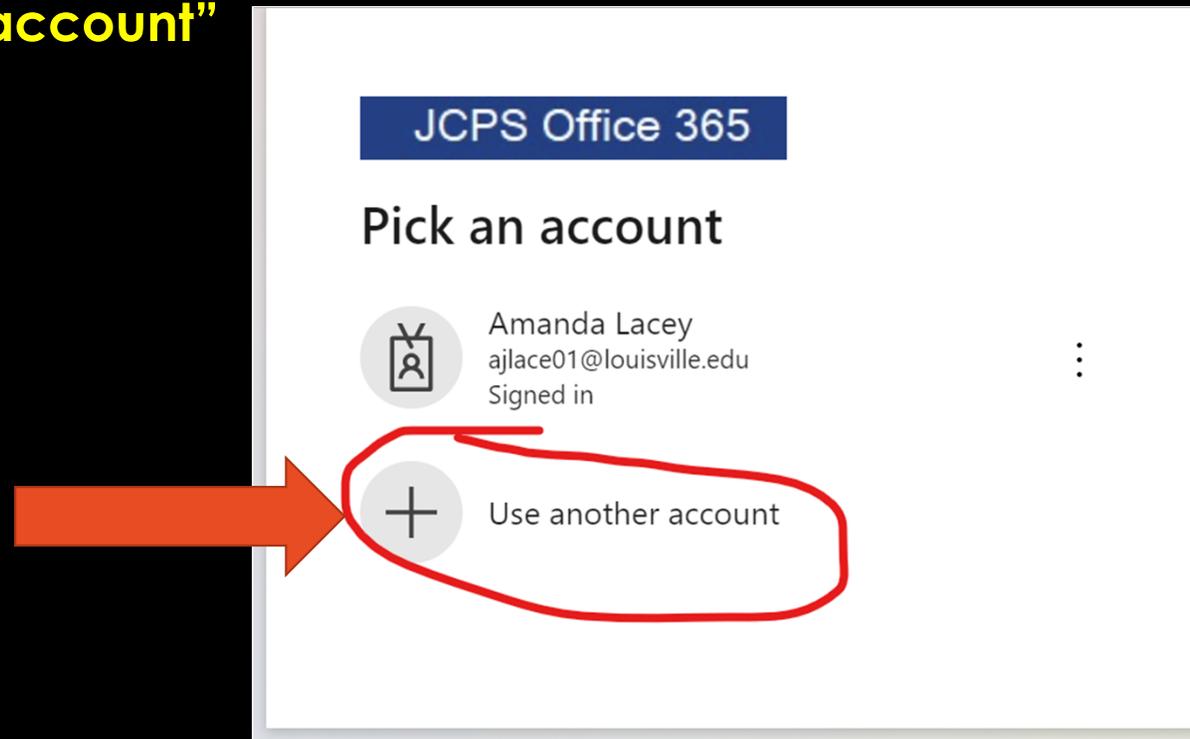
 - o [CAN Check Instructions](#)
 - o [CAN Check Sample](#)
 - o If you have further questions about the CAN Check please contact Kentucky Online Gateway (KOG) Helpdesk
 - KOG Security Help Desk 502-564-0104 Extension 2
 - Monday – Friday
 - 8:30 am – 5 pm EST
 - KOGHELPEDESK@ky.gov

*The Jefferson County Board of Education (JCBE) requires volunteers to submit a Volunteer Background check every five years. However, if it is brought to the attention of district officials that a **volunteer has plead guilty to or is convicted of drug offenses; sexual offenses; offenses against minors; deadly weapons offenses; violent, abusive, threatening, or harassment offenses; or any felony offense, he or she will be required to submit a new criminal records check and his or her volunteer status may be terminated.** In keeping with JCBE policy, the School Volunteer Records Check process is as follows:

- All JCPS parent and community members whose School Volunteer Records Check was cleared prior to July 1, 2016, are required to submit a new background check.
- Volunteers who submitted a School Volunteer Records Check after July 1, 2016, and were cleared will not need to resubmit a records check until July 1, 2021, unless there has been a qualifying incident similar to those listed above.
- The use of tobacco products is prohibited in any building owned or operated by the board. Smoking on school grounds is permitted only in outside areas so designated by the superintendent or principal, subject to the limits set by law.

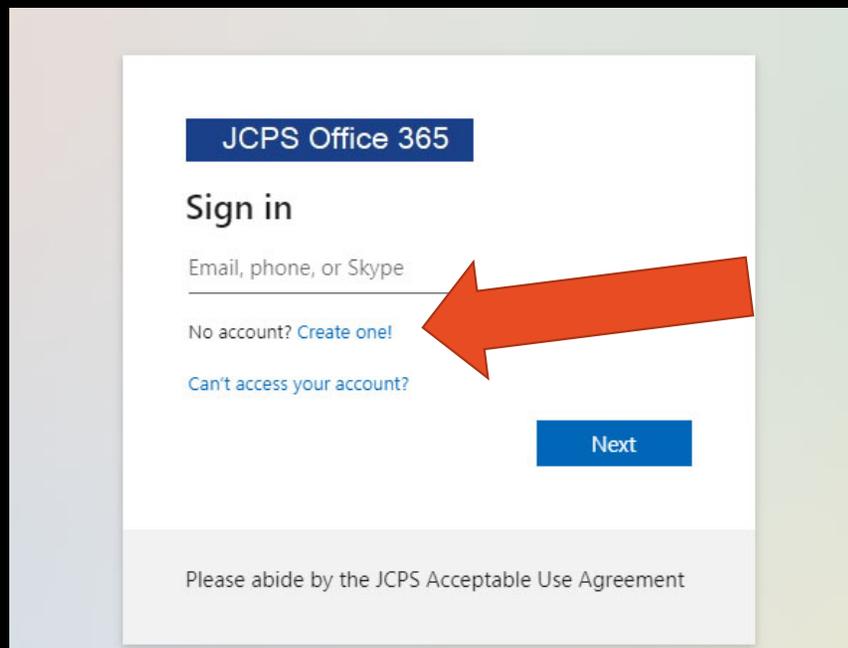
JCPS ACCOUNT REGISTRATION

3. Click **“Use another account”**



JCPS ACCOUNT REGISTRATION

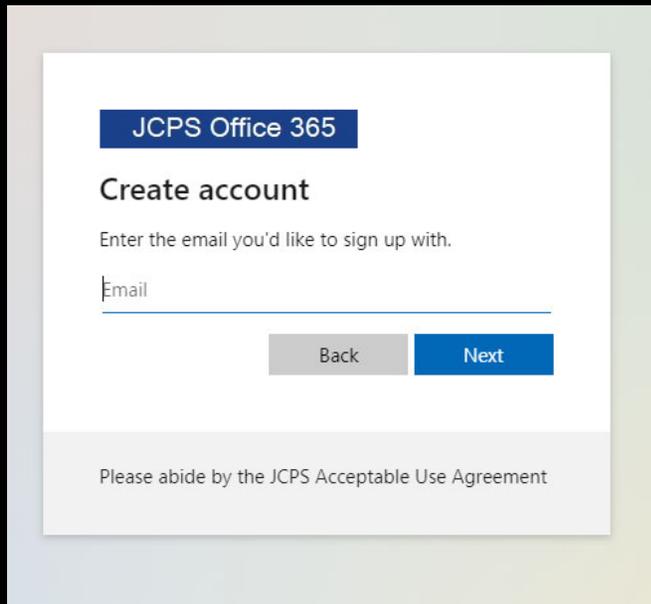
4. Click **“No account? Create one”**



The screenshot shows the JCPS Office 365 sign-in interface. At the top, there is a blue header with the text "JCPS Office 365". Below this is the "Sign in" heading. A text input field is labeled "Email, phone, or Skype". Below the input field, there are two links: "No account? [Create one!](#)" and "Can't access your account?". A large red arrow points from the right side of the screen towards the "Create one!" link. At the bottom right of the sign-in area is a blue "Next" button. At the very bottom of the page, there is a footer that reads "Please abide by the JCPS Acceptable Use Agreement".

JCPS ACCOUNT REGISTRATION

5. Enter your **ALPHANUMERIC** (e.g. **AJLACE01@louisville.edu**) **UNIVERSITY EMAIL ADDRESS**. You will then be asked to enter your usual **U of L password**.



The screenshot shows a web page for account creation. At the top left, there is a blue header with the text "JCPS Office 365". Below this, the main heading is "Create account". Underneath the heading, there is a prompt: "Enter the email you'd like to sign up with." This is followed by a text input field with the placeholder text "Email". Below the input field, there are two buttons: a grey "Back" button and a blue "Next" button. At the bottom of the page, there is a small line of text: "Please abide by the JCPS Acceptable Use Agreement".

JCPS ACCOUNT REGISTRATION

Upon your first log-in, you may be directed to fill out your personal information.

JCPS Office 365

Add more details

You can use this email to sign in next time.

City

Country/Region

Job Title

Postal Code

State/Province

Street Address

JCPS ACCOUNT REGISTRATION

7. After logging in, you should be redirected to the registration page. Fill out all of your **basic information** at the top. Skip CAN upload if you don't have it yet.

Register

Basic Information

First Name	Last Name	Ethnicity Please select an Ethnicity	Semester Please Select a Semester
Birth Date mm/dd/yyyy	Social Security #	Email Address ajlace01@louisville.edu	Phone Number
Address	City	State	Zip Code
University Not Given / Unknown	Current or Desired Placement Type Field Experience	Can Check Choose File No file chosen Max size 2MB	Can Check Date mm/dd/yyyy

NOTE: Set this box to "FIELD EXPERIENCE".
You will change this when you enter the student teaching phase.

8. Skip
“Required
for Student
Teachers”
section.

9. Hit
SUBMIT and
you’re
done!

Required for Student Teachers

Program
Unknown

Have you ever been convicted or found guilty of a felony or misdemeanor offense (other than a moving traffic violation) in Kentucky or any other state?

PPBiS 1 Date
mm/dd/yyyy

PPBiS 2
Choose File No file chosen

PPBiS 2 Date
mm/dd/yyyy

Max size 2MB

Have you passed all needed Praxis exams?
N/A

Are you interested in being a substitute teacher?
N/A

Former or Current JCPS Employee (Last 6 Months)

Job Title(for current/fomer JCPS Employees only)

Certification Areas

Add Certification Area

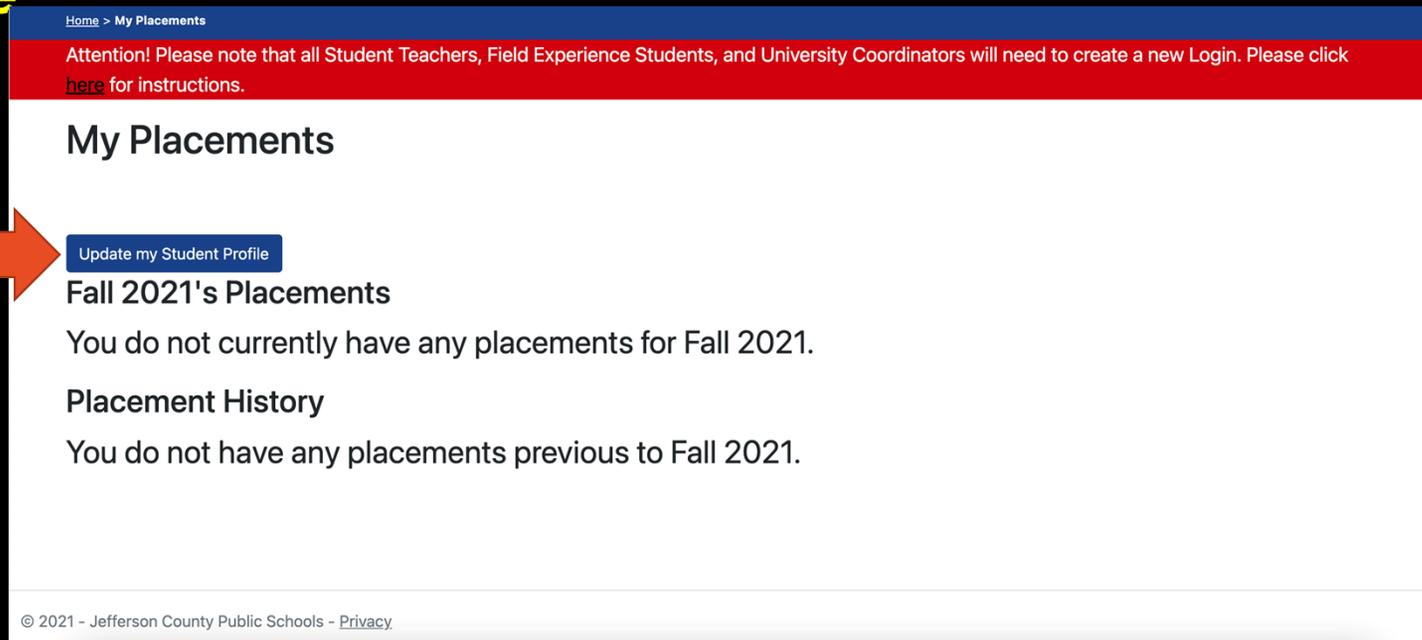
If you selected 'Other', please list Certificates(s).

Submit

If you receive an error message you are unable to fix, contact JCPS directly for support at jcps.studentteacherit@jefferson.kyschools.us

JCPS ACCOUNT REGISTRATION

NOTE: You can update information and upload documentation at any time by logging into the JCPS portal and clicking “Update Student Profile**”**



Home > My Placements

Attention! Please note that all Student Teachers, Field Experience Students, and University Coordinators will need to create a new Login. Please click [here](#) for instructions.

My Placements

[Update my Student Profile](#)

Fall 2021's Placements

You do not currently have any placements for Fall 2021.

Placement History

You do not have any placements previous to Fall 2021.

© 2021 - Jefferson County Public Schools - [Privacy](#)

IF YOU HAVE ANY PROBLEMS CREATING AN ACCOUNT...

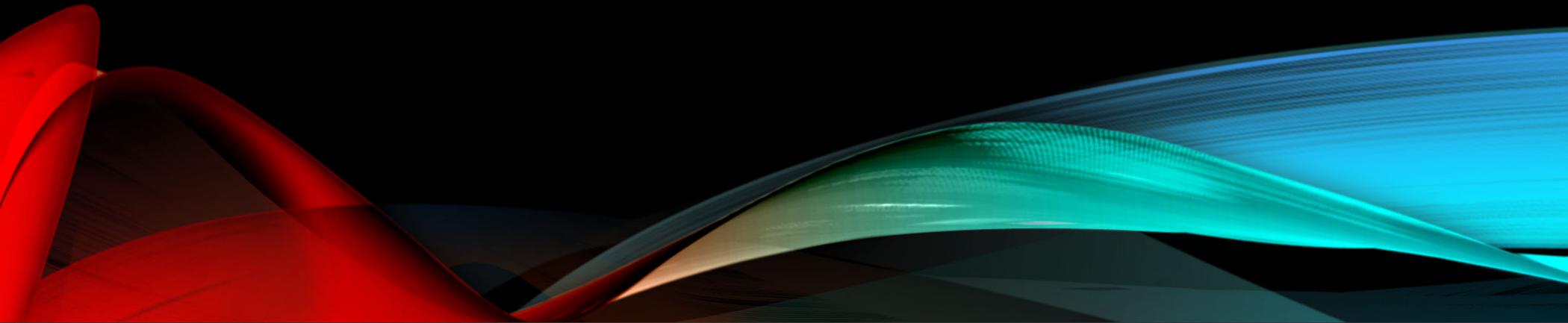
There are *two different email accounts* for JCPS Portal support, depending on what students need.

For **tech support**, for issues such as receiving error messages while logging in, issues creating an account, or issues with passwords, the email address is: jcps.studentteacherit@jefferson.kyschools.us

For support with **paperwork uploads**, students should email: JCPS.Student-Teacher@jefferson.kyschools.us

Please remind students that the OEDCP cannot help with tech issues when it comes to account creation or document upload, as it is a JCPS-run system.

FIELD EXPERIENCE LOGS



FIELD LOG

- Fill it out and have it signed for every experience.
- Keep these safe until graduation! You will need them.
- <https://louisville.edu/education/field-placement/files/field-logv4.pdf>
- HOW TO: <https://youtu.be/6mjeV9Ney1Y>

[Reset Log](#)

Record of Field Experiences
(Completion of 200 hours of field experience is required for admission to Student Teaching in accordance with Regulation 16 KAR 5:040)

Candidate Name: _____ Candidate ID #: _____ TOTAL hours listed on page: _____
 Course #: _____ Instructor: _____ Supervisor: _____ Semester: _____ Year: _____

<p>A. Classroom Demographics (Check any/all that apply to this page):</p> <input type="checkbox"/> Experiences with at least two different ethnic or cultural groups other than your own <input type="checkbox"/> Experiences with children from different socioeconomic groups <input type="checkbox"/> Experience with English language learners <input type="checkbox"/> Experience with P-12 students with disabilities	<p>Field Experience Activity Types: (Indicate in log below)</p> <p>B. Observations in schools and related agencies (i.e., Family Resource Center or Youth Services Center) C. Student Tutoring D. Interaction with families of students E. Attendance at school board and school-based council meeting F. Participation in a professional learning community (PLC) G. Opportunities to assist teachers or other school professionals H. Other</p>
---	--

Must show evidence of each experience above (A-G) before final admission into Student Teaching

Date	# of hours	Activity Type (B-H)	Description of Activities Completed	Grade Level of Students	Placement Site	Print name of Mentor Teacher	Mentor Teacher Signature
				<input type="checkbox"/> ELEM. <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input type="checkbox"/> OTHER/MULTI			
				<input type="checkbox"/> ELEM. <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input type="checkbox"/> OTHER/MULTI			
				<input type="checkbox"/> ELEM. <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input type="checkbox"/> OTHER/MULTI			
				<input type="checkbox"/> ELEM. <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input type="checkbox"/> OTHER/MULTI			

IMPORTANT: Sign and date the record to verify the following statements: I verify that I have reported the above hours of field experience to the Education Professional Standards Board within KFETS. I verify that I have participated in all the activities listed above and that the above information is accurate.

_____	_____	_____	_____
SIGNATURE OF TEACHER CANDIDATE	DATE	SIGNATURE OF UNIVERSITY SUPERVISOR OR COURSE INSTRUCTOR FOR PRE-PROFESSIONAL HOURS	DATE

Record of Field Experiences

(Completion of 200 hours of field experience is required for admission to Student Teaching in accordance with Regulation 16 KAR 5:040)

Candidate Name: Student McStudentface Candidate ID #: 8675309 TOTAL hours listed on page: 5
 Course #: EDTP 777 Instructor: Dr. Frizzle Supervisor: Dr. Dumbledore Semester: Fall Year: 2023

<p>A. Classroom Demographics (Check any/all that apply to this page):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Experiences with at least two different ethnic or cultural groups other than your own <input checked="" type="checkbox"/> Experiences with children from different socioeconomic groups <input type="checkbox"/> Experience with English language learners <input type="checkbox"/> Experience with P-12 students with disabilities 	<p>Field Experience Activity Types: (Indicate in log below)</p> <ul style="list-style-type: none"> B. Observations in schools and related agencies (i.e., Family Resource Center or Youth Services Center) C. Student Tutoring D. Interaction with families of students E. Attendance at school board and school-based council meeting F. Participation in a professional learning community (PLC) G. Opportunities to assist teachers or other school professionals H. Other
---	---

****Must show evidence of each experience above (A-G) before final admission into Student Teaching****

Date	# of hours	Activity Type (B-H)	Description of Activities Completed	Grade Level of Students	Placement Site	Print name of Mentor Teacher	Mentor Teacher Signature
07/24/2023	1	C	Worked one-on-one with students as we read about the myths of fairy godparents.	<input checked="" type="checkbox"/> ELEM. <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input type="checkbox"/> OTHER/MULTI	Byck Elementary	Denzel Crocker	
08/23/2023	2	F	Observed a science department PLC and looked at student formative assessment data.	<input type="checkbox"/> ELEM. <input checked="" type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input type="checkbox"/> OTHER/MULTI	Olmsted Academy North	Bill Nye	
08/23/2023	1	B	Observed a 7th grade science classroom as they discussed the different types of rocks.	<input type="checkbox"/> ELEM. <input checked="" type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input type="checkbox"/> OTHER/MULTI	Olmsted Academy North	Bill Nye	
09/02/2023	1	E	Attended a School Based Decision (SBDM) meeting where they spoke about changing the dress code.	<input type="checkbox"/> ELEM. <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH <input checked="" type="checkbox"/> OTHER/MULTI	Seneca High School	Jennifer Honey	

IMPORTANT: Sign and date the record to verify the following statements: I verify that I have reported the above hours of field experience to the Education Professional Standards Board within KFETS. I verify that I have participated in all the activities listed above and that the above information is accurate.

 SIGNATURE OF TEACHER CANDIDATE	<u>09/02/2023</u> DATE	 SIGNATURE OF UNIVERSITY SUPERVISOR OR COURSE INSTRUCTOR FOR PRE-PROFESSIONAL HOURS	<u>09/02/2023</u> DATE
------------------------------------	---------------------------	---	---------------------------

*** RETAIN A COPY OF EACH FIELD LOG FOR YOUR RECORDS AND LATER SUBMISSION**

FIELD LOG
EXAMPLE

REMEMBER: OBTAIN SIGNATURES AND KEEP COPIES!!

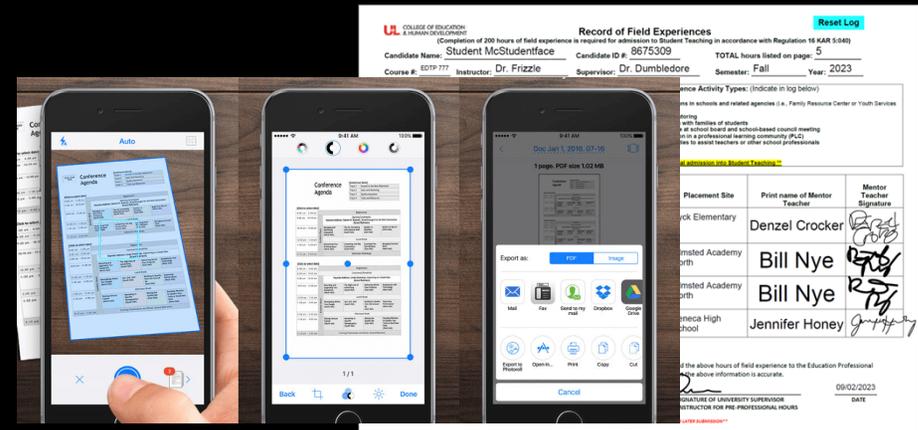
- Logs can be electronically signed using the signature feature in Adobe Acrobat DC
- This signature **must look like a signature**, and cannot be just a typed name
- Link to instructional video: https://youtu.be/J_fu2hKvV4o



Make digital copies of **all** logs. You can use:

- An actual scanner
- CamScanner app
- iScanner app
- TapScanner App
- Notes App on iPhone
- ...*any* app that saves a scan of your field log!

Remember: hours on lost logs must be made up, even if the hours are already in KFETS!



FIELD EXPERIENCE FAQS/IMPORTANT LINKS

OEDCP Helpful Videos and Links:

Field Experience Paperwork How-To: https://www.youtube.com/watch?v=x8D9hFQI_Ds

Field Experience Frequently Asked Questions: <https://bit.ly/3JCClku>

Field Experience Log How-To: <https://youtu.be/6mjeV9Ney1Y>

Field Experience Log .pdf: <https://louisville.edu/education/field-placement/files/field-logv4.pdf>

Digital Signature How-To: https://youtu.be/J_fu2hKvV4o

OEDCP Website: <https://louisville.edu/education/field-placement>

For tech support, for issues such as receiving error messages while logging in, issues creating an account, or issues with passwords, the email address is: jcps.studentteacherit@jefferson.kyschools.us

For support with paperwork uploading, students should email: JCPS.Student-Teacher@jefferson.kyschools.us

Please remind students that the OEDCP cannot help with tech issues when it comes to account creation or document upload, as it is a JCPS-run system.

**QUESTIONS?
CONCERNS?
ISSUES?**

U of L Contact information (in order of who to contact first):

Ashley Smith – Graduate Assistant ak.rice@louisville.edu

Amanda Lacey- Placement Coordinator amanda.lacey@louisville.edu

Cody Windhorst- Director of OEDCP cody.windhorst@louisville.edu

JCPS Contact Information:

Edris Humphrey- Recruitment Specialist edris.humphrey@jefferson.kyschools.us

For JCPS Portal tech errors: jcps.studentteacherit@jefferson.kyschools.us

For JCPS Portal paperwork uploads: JCPS.Student-Teacher@jefferson.kyschools.us