



# KERN HIGH SCHOOL DISTRICT

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5801 SUNDALE AVENUE • BAKERSFIELD • CALIFORNIA • 93309-2924 • (661) 827-3100 • FAX: (661) 396-2985

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Brenda Lewis Ed.D.  
Associate Superintendent, Instruction

## KHSD Clearance Checklist

The following information is provided to assist and facilitate the required clearance process for Kern High School District's student teachers.

Placement Coordinator must submit student names to Denise Huizar before the student comes in to start the clearance process.

**FIRST** Contact Gillermína Martínez [tedplacements@csub.edu](mailto:tedplacements@csub.edu) to be placed on the CSUB/KHSD list.

1. Your name must be on the list prior to visiting Kern High School District.
2. Once the student names are provided, the student teacher must do the following:

Come in to Human Resources (HR) at the KHSD main district office, and speak to Becky Richardson.

**Kern High School District to request the "TUTOR PACKET" for KHSD Clearance**

**5801 Sundale Ave., Bakersfield, CA 93309, Questions? 661/827-3327 or 661/827-3631**

### Bring the following:

- CA Photo ID/DL
- Social Security Card
- \$49 exact cash for DOJ paperwork (debit/credit also accepted)
- \$11 exact cash for fingerprinting (debit/credit also accepted)

- Complete the Tutor Packet
- Pay DOJ \$49 fee and fill out DOJ paperwork. (*DOJ clearance must be completed at KHSD to be cleared. **DOJ Clearance done at KCSOS or any other entity not accepted.** DOJ clearance is active as long as there is no more than 1 school year of inactive student teaching with KHSD. After the 1 school year of inactivity, DOJ clearance must be re-done.*)
- Pay \$11 to process fingerprinting with KHSD's Department of School Support Services.
- Bring in current TB Clearance (Must be issued in California and completed within the last 4 years. TB clearance by PAL is not accepted.)
- As of 8/8/19-** California law mandates for all employers to provide sexual harassment prevention training and education. This new link will have you go through 6 trainings in which you will have to submit a certificate for each one. A copy of all certificates for this training can be emailed to [edith\\_cabral@kernhigh.org](mailto:edith_cabral@kernhigh.org) or delivered to our HR office. **This training must be renewed after every July of every school year.** Link to training is below:

- <https://getsafetytrained.com/>

### **List of KHSD Contacts**

- Contact for DOJ paperwork: Crystal Cavazos 661-827-3168
- Contact for packet questions/Clearance Status: Becky Richardson 661-827-3327

*Once a student teacher is cleared, Denise Huizar will reach out to the sites to request approval of the student's placement. The placement coordinator will be notified once a site approves placement, and the placement coordinator is responsible of informing the student teacher of where they have been placed.*