

Criminal Background Check Fee Instructions for Prospective Student Teachers, Interns, and Pre-Service Students

All prospective WCPSS student teachers, interns, and pre-service students are required to submit to background checks as part of the district's approval process. The fee for the student background check is \$25.00, plus a \$1.00 processing fee. All fees are non-refundable and are the responsibility of the student.

Students must pay for their background checks using this link- <https://osp.osmsinc.com/wakenc/>.

1. Select "Central Services" from the menu bar at the top of the page
2. Click on "Human Resources" on the left
3. Select your university
4. Pay for your background check

Once WCPSS has been notified that payment for a student's background check has been received, the student will receive instructions for completing your background check request. Payment **MUST** be received **before** the background check request is submitted.