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## Memorandum

**DATE:** \_\_\_\_\_  
**TO:** Andrew Kapec, Florida State University Background Check Manager  
**FROM:** \_\_\_\_\_  
**SUBJECT:** Memo Verifying Florida K-12 Public School Teacher Background Check for FSU Summer Camps

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Under Florida Statute 409.1757 summer camp candidates who are also K-12 Teachers in the Florida school system and have already received a Level 2 background check through their school system do not need an additional background check for summer camps. Please complete the information below to verify the equivalent background check has been completed and meets the statute requirements. Thank you.

**Candidate Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Last 4 digits of SSN:** \_\_\_\_\_

**Current Job Title with K-12 Florida School:** \_\_\_\_\_

**Date Last Screening Conducted:** \_\_\_\_\_

**Level of Screening Conducted:** \_\_\_\_\_

**Florida Statute under which Screening was conducted:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Employer County:** \_\_\_\_\_

\_\_\_ I confirm this candidate is a current Florida K-12 Public School Teacher and has not had a 90 day break in service since last screened.

Employer Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Signature: \_\_\_\_\_