Directions for Completing Keller ISD Criminal Background Check
Student Observers/PDS 1

1. Go to this website, https://www.kellerisd.net/Page/241
2. Read the information on the site.
3. Click on “Classroom Observation Hours Placement.”
4. Click on “Student Teachers/Observers” from the left side menu.
5. Click on “Apply” on the line that reads “2018-2019 Spring Classroom Observation.”
6. You will need to create an account if you have never used the AppliTrack system. If you have
   previously created an account with the AppliTrack system, you may click on Login to access your
   account.
7. Once you have submitted your application, you will be sent an email verification.
8. Forward the email verification to COE-ClinicalPractice@unt.edu by the due date provided in the
   email you received from the Clinical Practice Office.