

CRIMINAL BACKGROUND CHECKS



File copy of Finger Print Cards and Background Check Reports in the Employee Personnel Folders.



File Background Check Spreadsheet in the Site Manual

The Revised School Code requires that the Academy request Criminal Records Checks for all teachers, school administrators, substitute teachers or other position requiring state board approval from both the State of Michigan and the Federal Bureau of Investigation. Both checks are initiated by submitting fingerprints through the Michigan State Police.

Fingerprints must be mailed out within a few days from the day they were taken. The report should be received before employing the individual. In certain cases, the employee may start to work before the report is received, pending the ultimate content of the report.

If after thirty days a report is not received from the Michigan State Police and/or the Federal Bureau of Investigation, a personal inquiry as to the status of the fingerprints will be made to the Michigan State Police. If it is determined that the prints are not going to be processed, new prints will be taken and submitted. Documentation of the contact will be placed in the employee's file.

To comply with these requirements, the following must be kept in the employee's personnel folder, in the order listed:

1. Copy of the submitted finger print card indicating the date of submission.
2. Copy of Michigan State Police Criminal Background Report.
3. Copy of Federal Bureau of Investigation Criminal Background Report

The status of employee criminal records checks is included on the Employee Verification Report spreadsheet. A copy of the spreadsheet is to be placed in the Academy Site Manual.

The support material on the following pages provides more specific and detailed information, as well as suggested forms and formats when appropriate.