

Send the original to Torie Fox at Central Office or email foxto@clay.k12.in.us. Give a copy with instructions to the candidate.
 (Both background checks MUST be completed and applicants MUST be board-approved before volunteering or employment in a CCS building.)

 	<h2 style="margin: 0;">Clay Community Schools Background Check Request</h2> <h3 style="margin: 0;">Expanded Criminal History Check & Child Protection Index Check</h3>
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To ensure the ongoing safety of our students, Clay Community Schools conducts its background checks through Safe Hiring Solutions, which allows the corporation to receive continued arrest alerts in real-time beyond the date when the background check was completed.

**Part 1: Expanded Criminal History Check
and
Part 2: Child Protection Index Check**

By submitting a request for a background check, **you will receive a link** to complete the Expanded Criminal History Check. (Fees listed below) You will also receive **two emails from Kidtraks** to complete the Child Protection Index Check (no fee).

(See back of page for further instructions)

Fees for Expanded Criminal History Check:

- *Teachers/Administrators - \$33.90 *Classroom Volunteers/Chaperones/Band Volunteers - \$15.95
- *Non-Teaching Positions (including Substitute Teachers and Non-Teaching Substitutes/Coaches) - \$32.90

Information required to initiate Child Protection Index Check:

Last Name	First Name	Middle Name
SSN	DOB	Phone Number
Email Address		

In what capacity do you wish to serve Clay Community Schools?

New Hire
 Substitute
 Athletic Coach
 Band Boosters
 Classroom Volunteer
 Field Trip Chaperone

At which school?

Clay City Elementary
 East Side Elementary
 Forest Park Elementary
 Jackson Twp Elementary
 Meridian Elementary
 Staunton Elementary
 Van Buren Elementary
 Clay City Jr/Sr High School
 North Clay Middle School
 Northview High School
 Cumberland Academy

Position/Sport/Activity: _____

****PLEASE SUBMIT MY NAME TO THE SCHOOL BOARD TO BE APPROVED AS A VOLUNTEER/CHAPERONE: YES NO**

I understand that I am required to obtain an Expanded Criminal History Check (EHC) through Safe Hiring Solutions before I will be considered for approval. I hereby consent to that process. The fee, for which I will be responsible, must be paid online at the time of the request for the expanded criminal history check. My name may be submitted for approval by the school board after the results have been obtained by central office personnel via the Internet. Failure to honestly answer questions under the application is grounds for termination. In addition, I understand that I am required by state law to undergo a Child Protection Index Check (CPIC) through the Department of Child Services (DCS). For a Summary of Your Rights Under the Fair Credit Reporting Act, visit www.ftc.gov.

SIGNATURE

DATE

For Office Use Only:

EHC#: _____ Code: _____ CPIC: _____ Notified Applicant: _____ School: _____ January 2024



Clay Community Schools Background Check Request

Expanded Criminal History Check & Child Protection Index Check

Instructions:

Step 1: Complete this request and return it to Torie Fox (focto@clay.k12.in.us). You will receive a specific link from Safe Hiring or Safe Visitor Solutions to complete the background check.

Step 2: Complete the **Expanded Criminal History Check** via the link provided. Please have your credit card information (Visa, Mastercard, Discover) nearby to submit at the end of the process, unless your club has made other payment arrangements.

**Occasionally there are additional fees for individuals who have lived in other states or for some Indiana searches typically due to researcher/court fees. These fees must also be paid before the background check will be processed. Applicants will receive an email from support@safehiringsolutions.com requesting payment usually within a few days.

Fees for Expanded Criminal History Check:

Teachers/Administrators - \$33.90 Classroom Volunteers/Chaperones - \$15.95
Non-Teaching Positions (including Substitute Teachers and Non-Teaching Substitutes/Coaches) - \$32.90

Step 3: Be on the lookout for **two emails from Kidtraks to complete the Child Protection Index Check** that is required by the state of Indiana. You will be required to input past names (alias) and your home addresses (only city/state required) for the past five years dating back to either January 1, 1988, or your Date of Birth, whichever is most recent.

Step 4: Upon an approved completion of your background check, you will receive an email from Safe Hiring/Visitor Solutions stating that you have been approved. If you do not receive any notification within a month of submitting your information, first check your spam and junk folders and then contact Torie Fox at 812-443-4461 or focto@clay.k12.in.us.

**Volunteers will receive an email confirmation following board approval.

Step 5: Your background check is good for five (5) years. About one month before your check expires, we will send you an email reminder with a link to reapply for an updated background check.

*All classroom volunteers and field trip chaperones must be approved by the school board. If you are a coach or substitute and wish to be a volunteer or chaperone, you must request to be approved by the board by calling Central Office or sending an email to focto@clay.k12.in.us.

Candidates are required to pay for an expanded criminal history check only once in five years. In order to fulfill the duty to report, and in keeping with school board policies 1521, 3121, 4121, 8120, and 8121, all individuals in the categories of administration/professional staff/support staff/volunteers/contracted services shall be required, during their association with Clay Community Schools, to report the following: A) arrest or the filing of criminal charges against the individual; B) conviction of the individual for a crime; and C) substantiated report of child abuse or neglect of which the individual is the subject. The report shall be made to the Superintendent within two (2) business days of the occurrence.

For Office Use Only:

ECHC: _____ Code: _____ CPIC: _____ Notified Applicant: ____ School: ____

January 2024