Send the original to central office to the attention of Mindy Godsey. Give a copy with ordering instructions to the candidate.

PART 1: EXPANDED CRIMINAL HISTORY CHECK (ECHC) AND

PART 2: CHILD PROTECTIVE INDEX CHECK (CPIC)

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Candidates may only be required to pay for an expanded criminal history check once in five years; however, candidates will be subject to the provisions of School Board Policy #8605, which states, in part: "An individual who is employed in or assigned to Clay Community Schools and has direct, ongoing contact with children shall notify the Board of School Trustees if they are convicted of an offense or attempted offenses listed in IC 20-26-5-11 in Indiana or another jurisdiction. Reporting requirements include certified and non-certified employees, substitute teachers, volunteers, individuals associated with extra-curricular and co-curricular activities, and entities who contract with or employ individuals who have direct, ongoing contact with children. Every employee, volunteer and employee of a contractor or subcontractor providing services to Clay Community Schools and who has direct, ongoing contact with children, must report in writing a conviction of an offense or attempted offense listed in IC 20-26-5-11 within three (3) school days of the conviction to the Superintendent or Director of Human Resources." Once assigned to a position, an individual must report offenses as per IC 20-28-5-8 (c) to building-level administrators and central office.