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

EXPANDED CRIMINAL HISTORY CHECK (ECHC) CONSENT FORM

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Las	st Name									Firs	t Name													МІ
COST: \$31 INSTRUCTIONS FOR ORDERING BACKGROUND CHECK THROUGH www.castlebranch.com:																								
	1. 2. 3. 4. 5.	Go to www.castlebranch.com . Click on "Place Order". In the Package Code box, enter the package code: CL27 Follow the online instructions to complete your order. Enter your payment information – Visa or Mastercard. Money Orders may be used for payment; however, there will be an additional \$10 fee to do so, and the search process will not begin until payment has been received by Castle Branch.																						
Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit www.castlebranch.com , click on "View Background Check", click on "I have access information", enter the 6-character code that was issued to you via email, then enter the last four digits of your Social Security Number. Results are typically available within five days, though some searches take longer, so please allow adequate time when ordering. Your Department Administrator will automatically have access to your results. For A Summary of Your Rights Under the Fair Credit Reporting Act, visit www.ftc.gov .																								
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I understand that I am required to obtain an Expanded Criminal History Check (ECHC) through www.castlebranch.com 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.														е										

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 Personnel." 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.

DATE

SIGNATURE