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DEPARTMENT OF EDUCATION
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FEBRUARY 2, 2011

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – New Format for Approval Letters

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.

In our ongoing effort to ensure the safety and welfare of the students, this office has designed a secure Criminal History approval letter. Effective February 9, 2011, approval letters issued by the Criminal History Review Unit will be in a different format. The approval letter will contain a watermark in a pattern similar to a “chain link fence.” The pattern can be viewed on the original letter by holding it up to a light source. The approval letter will also contain a sequential number in the bottom right hand corner.

Any questions or concerns, please contact the Criminal History Review Unit at 609-292-0507.

RJC/CHC/cc/chief.school.admin.ltr.new approval ltr

c: Members, State Board of Education
Christopher D. Cerf
Gregg Edwards
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Executive County Superintendents
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