



State of New Jersey

DEPARTMENT OF EDUCATION

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Governor

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Acting Commissioner

JULY 14, 2011

TO: Chief School Administrators/Charter School Administrators

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

SUBJECT: Criminal History Record Checks for School Board Members and Trustees
of Charter Schools

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. THE NEW PROCEDURES ARE NOT REQUIRED FOR KINDERGARTEN PROGRAMS OPERATED BY LICENSED CHILD CARE CENTERS.

On June 9, 2011, you were notified by this office that Governor Chris Christie signed into law, Assembly Bill 444 amending N.J.S.A. 18A: 12-1.2. The amendment mandates that members of a board of education or members of a board of trustees of a charter school undergo a criminal history record check. Furthermore, each board member or trustee of a charter school holding office on the effective date of the act shall comply with the criminal history background investigation requirements.

The Department has received approval from the United States Justice Department to access the federal criminal history record files for the purpose of conducting criminal record searches for board members and trustees of charter schools. The Department of Education, State Police, and MorphoTrak have made the necessary changes to the system to accept the new positions.

Chief School Administrator/Charter School Administrators

Educational facilities and charter schools must comply with the requirements of N.J.S.A.18A:12-1.2 and submit school board members and trustees of charter schools for the criminal history record checks. The initial step in submitting board members and trustees is to provide them with the MorphoTrak Universal Form version 4.0. Fields one (1) through seven (7) should be pre-populated by the educational facility or charter school. Please insert the following information on the Universal Form for school board members and trustees of charter schools:

- | | |
|-------------------------------------|---|
| 1. Originating Agency Number (ORI#) | NJ930100Z |
| 2. Category | EDK |
| 3. Statute Number | 18A:12-1.2 |
| 4. Reason for Fingerprinting | School Board Member/Trustee |
| 5. Document Type | RB1 |
| 6. Payment Information | Applicant Pays Fee \$70.25 |
| 7. Contributor's Case Number | Insert District/Charter School Codes |
- (Charter Schools do not use 80 series codes for criminal history record checks)

The board member or trustee must visit the Department Web site and select Overview of DOE sites; next, select Criminal History Review; Fingerprinting ePayments, then ePayment Criminal History Record Check. At this page, select New Administrative Fee Request. If the board member or trustee is eligible for the Archive Submission Process, they may access that process. Upon completing the Certification and submitting the administrative fee, there is a link to MorphoTrak. The board member or trustee may then connect to MorphoTrak to schedule an appointment for LiveScan fingerprinting.

Upon receiving clearance from the state and federal authorities, an approval letter will be mailed to the individual's home address. The educational facility or charter school will receive the weekly computer printout listing those employees and board members or trustees who have submitted to the criminal history record check and received approval in the past week. MorphoTrak is available to begin scheduling appointments for the new position.

If you require assistance, please contact the Criminal History Review Unit at 609-292-0507.

RJC/CHC/cc/criminal history record checks for board/trustee_members2

c: Members, State Board of Education
Acting Commissioner Christopher D. Cerf
Assistant Commissioners
Chief Performance Officer
Executive County Superintendents
Carl H. Carabelli