



State of New Jersey

DEPARTMENT OF EDUCATION

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*Governor*

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CHRISTOPHER D. CERF  
*Acting Commissioner*

OCTOBER 11, 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 THE  
CRIMINAL HISTORY RECORD CHECKS FOR SCHOOL BOARD  
MEMBERS AND TRUSTEES OF CHARTER SCHOOLS.**

As you are aware, N.J.S.A.18A:12-1 et seq. mandating criminal history record checks for school board members and trustees of charter schools was enacted on May 26, 2011. The Legislature allowed 30 days for school board members and trustees to be in compliance with the statute.

The Department is aware there were delays beyond our control in initiating the criminal history record check process; however, as stated in our August 11, 2011 Chief School Administrator Letter, all currently serving school board members and trustees of charter schools should have completed the criminal history record check process. Therefore, all individuals serving as a school board member or trustee of a charter school must have an approval letter issued by the Criminal History Review Unit (CHRU) or possess a receipt showing that they have an appointment scheduled to be LiveScan fingerprinted by the private vendor, MorphoTrak.

Please confirm that your school board members or trustees are in compliance with the criminal history record check process. For those individuals that are not in compliance, please provide written documentation to the CHRU with the non-complying individual's information. The CHRU will then issue a letter of ineligibility to the school board member or trustee and the educational facility where they serve.

Chief School Administrator/Charter School Administrators

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**PLEASE NOTE: All board members or trustees that submitted to the criminal history record check prior to the July 14, 2011 authorization date and did not use the correct codes and statute number, must contact the Criminal History Review Unit and provide us with the information so that our database can be updated to reflect the correct information for the board member or trustee.**

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

RJC/CHC/cc/chief school administrator letter board members trustees termination notice.

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