



State of New Jersey
DEPARTMENT OF EDUCATION
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Governor

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July 14, 2015

TO: Chief School Administrators
Charter School and Renaissance School Project Lead Persons
Private Schools for Students with Disabilities
School Bus Contractors
Nonpublic Schools
Authorized Vendors

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

SUBJECT: Criminal History Review Unit – New Process for Computer Generated
Weekly Listing of Approved Individuals

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. NEW PROCEDURES ARE NOT REQUIRED BY LICENSED CHILD CARE CENTERS.

Over the past two years, the Criminal History Review Unit (CHRU) has had several discussions with the fingerprint contributing facilities regarding the weekly computer approval printout sheets that contain the list of all applicants that are approved for a specific educational facility. The CHRU receives criminal history record check requests from 2,200 contributors. The process includes separating and mailing the printouts to the executive county superintendent's offices, nonpublic schools, school bus contractor/vendors, charter schools and renaissance, and schools for students with disabilities. The executive county superintendent staff will then package and mail the printouts to the respective school districts within its jurisdiction. The number of weekly approval letters average 1,000 to 3,000 or more per week with many sheets having less than five approval names. The current process is time consuming and costly.

Effective July 21, 2015, contributors to the CHRU may access the weekly approval printout sheets online at the department's CHRU web site at: <http://www.state.nj.us/education/educators/crimhist/>. They will then be directed to another location where the reports are available for their review. They must then enter their county, district and if applicable, school code or contractor/vendor codes. They will then select a date for the weekly approval printouts that they wish to review and print the sheet(s). There will be six months of reports available at any time.

Should you require additional information, please contact the CHRU at 609-292-0507.

RJC/CHC/cc/

c: Members, State Board of Education
Commissioner David C. Hespe
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Executive County Business Officials
NJ LEE Group
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