

Board Policy

Code No. 401.15

VERIFICATION OF CRIMINAL CONVICTION RECORDS

Criminal background checks are required for all employees. Each prospective employee will be required to fill out an online waiver of information. The waiver will be forwarded to Iowa's Division of Criminal Investigation (DCI) of the Iowa Department of Public Safety or other appropriate investigative agency. Upon initial hiring, the following steps will be completed:

1. A state criminal history record check through the DCI
2. Submit fingerprints to the DCI for submission to the Federal Bureau of Investigation (FBI) for a national criminal history record check, and
3. Review the Iowa sex offender registry, the Iowa child abuse registry, and the Iowa dependent adult abuse registry.

The Board of Educational Examiners (BoEE) conducts background checks for licensure only and information obtained is prohibited by law from being shared with local school districts. Therefore, for hiring purposes, the district may also conduct its own background check.

A "Temporary Permit" authorized by the Board of Educational Examiners is good for ninety days while the results of the FBI are pending. A person can sign a contract and begin teaching with a "Temporary Permit" until the regular license is received.

Employment is considered temporary until such time as all record checks are complete and the candidate's background is deemed suitable. The district may determine on a case-by-case basis, that the duties of some positions will require more thorough background checks.

Approved: November 6, 1989

*Reapproved: September 16, 1991
February 20, 2001
May 20, 2002
February 17, 2004
May 20, 2002
December 4, 2006
December 1, 2008
April 18, 2011*

*Revised: January 23, 1995
February 2, 1998
December 7, 1998
February 20, 2001
December 4, 2006
December 1, 2008
May 21, 2018*