

CRIMINAL HISTORY RECORD CHECK

General

Pursuant to 70 O.S. § 5-142, the district shall request a national criminal history record check for any person seeking employment with the school. The prospective employee shall be notified of this requirement at the time of interview. Additionally, the district may initiate such a check of any current employee, in writing, to the State Department of Education.

For the criminal history record check, the prospective employee will be required to furnish his/her fingerprints to the Oklahoma State Bureau of Investigation (OSBI) and must pay to the OSBI the cost of the records search up to \$50.00.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the criminal history record search results. By law, the temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history record check. The sixty-day employment period shall begin on the first day the prospective employee reports for duty at the employing school district.

If the applicant is offered permanent employment following the review of the records search, the OSBI search fee, if any, will be reimbursed up to a maximum of \$50.00.

Substitutes

In the case of substitute teachers, the teacher shall not be required to provide more than one criminal history record check each year. If the substitute teacher teaches in more than one school district, this district shall share results of criminal history record searches when requested.

In the event a substitute teacher has taught in the district the previous year, the board may choose whether to require a national criminal history record check from that teacher for the current school year.

Any person employed as a full-time teacher by a school district in this state in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

Reference: 70 O.S. 5-142 (Section 108, School Laws of Oklahoma)