



Lanesville Community School Corporation

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Criminal History Check Instructions

For Employees

The Limited Criminal History Search (LCHS) and the CPI/CPS History Check MUST be completed and processed PRIOR to employment with Lanesville Community School Corporation. Please complete and return the Information Document. Please keep this instruction sheet for reference purposes.

These history checks will be processed as quickly as possible once the attached documents have been submitted to the Corporation office. You will not need to do anything further for the LCHS. However, the CPI/CPS check must be processed on line. The average processing time is 5 -12 business days. Basic instructions for the CPI/CPS online process are as follows.

Once the Corporation has initiated your CPI/CPS check, you will receive 2 emails from KidTraks giving you a link to the website and a password to access your CPI/CPS check. You will need to complete all information and click on submit for your CPI/CPS check to begin processing. A series of emails will follow until you receive an email stating that your CPI/CPS check is completed. If you want to print any documents for your records you may, but no further documentation needs to be submitted to the Corporation, as the Corporation will also receive an email informing us that your CPI/CPS check has been submitted and again when your CPI/CPS check has been completed.

In addition, all employees must complete the Expanded Criminal History Check (ECHC) through Background Investigation Bureau (BIB). As the \$21.95 cost for the new hire ECHC is the responsibility of the employee, we do not require this prior to employment. Once you accept a position with the Corporation, the ECHC will be initiated. The completed check must be on file with the Corporation within 30 days of your hire date. Instructions for the ECHC online process will be made available to you upon your acceptance of a position with the Corporation. The cost of \$21.95 will be deducted from your first paycheck.

**Information Document to Complete a
Limited Criminal History Search and a CPI/CPS History Check
Please print legibly to prevent misinterpretations**

Legal Name: _____

Last

First

Middle

Address: _____

Street

City

State Zip

Social Security Number: _____

Date of Birth: _____

Month

Date

Year

Race: _____

Gender: _____

Phone Number: _____

Email Address: _____

Signature

Date

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