

Roman Catholic Diocese of Boise

Criminal Background Check Reporting

Diocesan School Employees

Employee Name: _____

Position: _____

Employment Location: _____

Official Hire Date: _____

Date Background Check was submitted to the State Dept. of Education (should be prior to but no later than the hire date): _____

State Dept. of Education approval date: _____

Please submit this form along with a copy of the State Department of Education background check report. This report is available by accessing the Dept. of Ed. website at www.sde.idaho.gov. These two documents are necessary to complete the employee file. They should be kept at the school and in the office of CYAP to remain compliant with the Charter.

(FAX) 208-489-7475 or e-mail vchilders@rcdb.org

Submitted Data to the Diocese on (date) _____

Principal or School signature: _____

Scheduled Safe Environment Training Date: _____

(Instructions on page 2)

Instructions for Background Check requests:

1. Make sure your new employee signs off on the Noncriminal Justice Applicant Privacy Statement document.
2. Your new employee will need to go to your local police department to be fingerprinted. Have the new employee take the Fingerprint Card and the Instructions for Handling Fingerprint Cards document to your local police department to be fingerprinted. The onsite officer will need to sign this document. Both the Fingerprint Card and the document will be given back to the new employee. The new employee shall return the documents to you.
3. Mail or hand deliver the Finger printed card, the Instructions for Handling Fingerprint Card, and the Noncriminal Justice Application Privacy Statement documents to the State Department of Education at Background Records Office, PO Box 83720 Boise ID. 83720-0027 Attention: Sharron Hunt Haas

Access Background Check Reports:

1. Access the State Dept. website at www.sde.idaho.gov
2. Click on Administrators
3. Enter the ISEE Portal by clicking on the [click here] box
4. Use your user ID and Password to access the database
5. Click on Teacher Certification (and BIC)
6. Click on Reports
7. Click on District BIC Status
8. In the Provider(s) field select your School, select the Person Status List, select the BIC status to review the report, and select Review Report
9. You can choose the format of your choice and export to your pc.
10. Print the report, and send it to the diocese to complete the employee file
11. If you have trouble accessing the State Dept. of Ed. Website, please contact support@sde.idaho.gov for assistance.

Target Dates:

- ✓ Safe Environment Workshop training should happen within 30 days of hire date or as soon as possible.
- ✓ Background Check Requests should be submitted prior to but no later than the hire date in order to have prompt processing. Be aware that the background check may take as long as 2-3 weeks to clear the State Dept. of Ed system.

The goal is to have both the Safe Environment training and the Background check completed within one 30 day payroll cycle.