



Detroit Public Schools Community District

Onboarding – Live Scan Unit

8500 Cameron Street Detroit, Michigan 48211

Office: (313) 748-6034 Fax: (313) 748-6101

AUTHORIZATION for RELEASE of CRIMINAL RECORDS CHECK (CHRI)

As a prospective employee of the Detroit Public Schools Community District (DPSCD), I understand that it is DPSCD policy and a requirement under the Michigan Revised School Code to secure criminal history information as part of the pre-employment screening process using the information provided below.

*If you were fingerprinted After January 1, 2006 under the Michigan Revised School Code using code SE those results may be used only if you remained continuously and regularly employed at a Michigan educational institution grades K-12.

Name: _____
(Last Name) (First Name) (Middle Initial)

Maiden Name/Previously Used Name: _____

Birth date: _____ Race: _____ Gender: _____

*TCN: _____ Date of LiveScan: _____

I authorize _____ School District to use the above information for the sole purpose of releasing a copy of my CHRI to Detroit Public Schools Community District. I do hereby release the school district, its individual board members, employees, and agents, past and present from any and all claims and/or liability whatsoever for any damages or consequences which may result from the pre-employment investigation, including the criminal records check, related to my consideration for employment with the school district.

Contact Person Name _____ Email Address _____

School District Address _____

City _____ State MI Zip Code _____

Signature: _____

Date: _____ Applicant Contact Number: _____

Applicant Email Address: _____

This document can be submitted via digital upload at <https://forms.office.com/r/Yv1yWxSmZB>

A copy of the document can be mailed to:

Gwendolyn R. Taylor
Onboarding – Live Scan Unit
8500 Cameron – Detroit, MI 48212
Email: gwendoly.taylor@detroitk12.org
Fax: 313.748.6101

***Note: If the above-named person has submitted to Live Scan since January 2016, please provide or verify TCN and TCN Date. A request will be made via CHRIS.**

1 Michigan Compiled Law 380.1230a(11) "(11) Subject to subsection (12), if the criminal records check required under this section has been completed for a particular individual and the results reported to a school district, intermediate school district, public school academy, or nonpublic school as provided under this section, then another criminal records check is not required under this section for that individual as long as the individual remains employed with no separation from service by any school district, intermediate school district, public school academy, or nonpublic school in this state or remains regularly and continuously working under contract with no separation from service for the same employer in any school district, intermediate school district, public school academy, or nonpublic school in this state."

"[http://www.legislature.mi.gov/\(S/fwfv5155bv4rgg55kaagcde31\)/mileg.aspx?page=getObject&objectName=mcl-380-1230a](http://www.legislature.mi.gov/(S/fwfv5155bv4rgg55kaagcde31)/mileg.aspx?page=getObject&objectName=mcl-380-1230a)

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, transgender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or dpdcd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit, MI 48202