

To: Students Pursuing Teacher Certification
From: Educational Studies Department
Date: January 27, 2010
Re: Criminal Background checks

Illinois law requires schools to conduct background checks for all employees or persons working in schools. Schools in Illinois have recently begun requesting fingerprint background checks of students coming into their schools for observations, practicum or student teaching experiences. We, therefore, are now requiring students to submit to an Illinois State Police and FBI fingerprint criminal background screening once admitted to the Teacher Education Program.

Students who were accepted into the Teacher Education Program in the spring and fall of 2009 must complete a background check by Friday, February 12th. Fingerprint/Background checks are conducted through the submission of fingerprints to the Illinois State Police and FBI with results being sent directly to the Educational Studies Office at IWU. Bushue Background Screening is the provider for Illinois Wesleyan.

Students who have completed a background check through another source, **will need to complete another fingerprint/background check through Bushue.**

A fingerprint clinic has been set up on-campus for the following date:

Wednesday February 3rd,
9 a.m. - noon and 1 pm – 4pm
Davidson Room of the Memorial Center

Cost: \$50.00 – Cash, Cashier's Check, Money Order, Credit or Debit Card (No personal checks).

This is a one-time fee, valid for the remainder of your time at IWU.

Disclosure and Authorization Form – Complete, sign, turn in to Bushue when you submit to the screening.

http://www.iwu.edu/edstudies/disclosure_and_authorization-fingerprint.pdf

Sophomores : Sophomore students planning to apply to the Teacher Education Program this spring (2010) may elect to complete the fingerprint/background check at this time. However, you are not required to complete the fingerprint screening until August of your junior year. **Note: Sophomore students planning to participate in student teaching through the Chicago Center should not complete until August of 2010.**

If you cannot attend the fingerprint clinic on February 3rd :

- To schedule a fingerprinting appointment call Bushue Background Screening at 217-342-3042, Monday through Friday, 8:00 AM—5:00 PM
- Appointments are completed at the Regional Office of Education #17, 905 N. Main, Normal, IL 61761
- They regularly schedule appointments on Thursday of each week, based on demand, may adjust days and times to accommodate needs.
- Please bring valid photo ID on the day your prints are to be conducted.
- Payment Options (\$50.00)—Cash, Cashier's Check, Money Order, Credit or Debit Card. SORRY, NO PERSONAL CHECKS ACCEPTED