



*The School District should forward this executed form, along with a check or money order in the amount of \$15.00 payable to the “MN BCA” and a self-addressed, stamped envelope, to:*

*Minnesota Bureau of Criminal Apprehension  
Criminal Justice Information ~~Systems~~ CHA Section  
Attn: Record Checks  
1430 Maryland Avenue E.  
St. Paul, MN 55106*

## EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS

### NOTICE TO PARENTS AND GUARDIANS

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.