



# LOUISIANA DEPARTMENT OF EDUCATION

## Charter Applicant Background Check Guidelines

Groups submitting charter applications in 2018 are required to submit background checks by the application deadline.

### ***How does our group submit our background checks?***

- Applicants submit background checks according to the instructions published by their authorizer.
- Applicants to BESE submit background checks along with all other application documents that are required to be submitted to the application portal. All background checks should be submitted in one single PDF file.

### ***New Operators: Who is required to obtain and submit a background check?***

- All founding board members and the school leader are required to obtain a background check.

### ***Experienced Operators: Who is required to obtain and submit a background check?***

- If you are an experienced operator that has not operated two schools for at least three years each, you are required to identify a school leader as part of the application. This school leader must obtain a background check.
- If your nonprofit organization is applying as an experienced operator and does not currently operate any BESE-authorized charter schools, all board members must obtain a background check.

### ***When should our group submit my background check?***

- Groups applying in March must submit their background check by Friday, March 2, 2018.
- Groups submitting an appeals application to BESE must submit their background check by Friday, June 22, 2018.

### ***Louisiana residents: Where can I obtain a background check?***

- Louisiana residents should obtain background checks from the Louisiana State Police following the steps below. It will take at least two weeks for the Louisiana State Police to send you your results, so plan accordingly.
  - (1) Print the [Bureau Authorization Form](#). Complete the form. Under "Request For" select "School."
  - (2) Print the [Right to Review Form](#) and the complete the form.
  - (3) Print the [Disclosure Form](#) and complete the form.
  - (4) If you do not wish to pay with a credit card, obtain two separate money orders, cashier checks, or business checks: one for \$10 and the other for \$26.
  - (5) Bring all completed forms and forms of payment to the Louisiana State Police and go through the fingerprinting process.
- If you have lived in Louisiana for less than seven years, please obtain both this background check as well as a background check for non-Louisiana residents (see information for non-Louisiana residents below).

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***Non-Louisiana residents: Where can I obtain a background check?***

- For each of the states in which you have lived over the last 7 years, obtain a background check that includes criminal and sex offender records, non-digitized county/parish-level criminal records. The background checks should be performed using SSN-trace to identify the address history of the individual being searched.

***If you have any questions about background checks, please email Andrew Shachat at [andrew.shachat@la.gov](mailto:andrew.shachat@la.gov)***

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