



LOUISIANA DEPARTMENT OF EDUCATION

Charter Applicant Background Check Guidance

Background checks are a required component of the 2019 common charter application. This document outlines the process for obtaining and submitting background checks for the 2019 charter application cycle.

How does our group submit our background checks?

- Applicants submit background checks according to the instructions published by their authorizer.
- Applicants to BESE should submit all background checks as a single PDF at the same time and in the same manner that they submit all other required application components.

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

- All board members and members of the school senior leadership team are required to obtain a background check. Any individual included in the "School Leadership Team Capacity" section of the charter application should submit 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 to BESE 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 1, 2019.
- Groups submitting an appeals application to BESE must submit their background check by Friday, June 21, 2019.

Louisiana residents: How do I obtain a background check?

Louisiana residents will need to obtain two forms of background checks: A Louisiana State Police (LSP) background check, and an FBI Identity History Summary Check. It will take at least two weeks for results to return, so please plan accordingly.

LSP Background Check Process

- Four components are required for submitting LSP background checks:
 - The [Right to Review Authorization Form](#).
 - The [Right to Review Disclosure Form](#).
 - Completed fingerprinting (form FD-258)

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- A \$26 processing fee.
- The four required components can be submitted in-person to the LSP headquarters in Baton Rouge, or mailed in to the LSP headquarters. Fingerprinting can be obtained at the LSP headquarters for a \$10 fee.
- If mailing your forms and fingerprints to the LSP, payment can only be included in the form of a money order, cashier's check, or business check. If delivering your forms to the LSP in person, you can pay by debit card, credit card, money order, cashier's check, or business check. No cash payments are accepted by the LSP.
- Print and complete the Right to Review Disclosure Form.
- Once you have received your processed background check through the LSP, please submit all results for all applicants in the form of a single PDF.
- 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).
- **FBI Identity History Summary Check (IdHSC)**
 - All applicants must obtain an FBI IdHSC. A full FAQ with details can be found on the FBI website [here](#).
 - To ensure the fastest possible processing, applicants should use "Option 1: Electronically Submit Your Request Direct to the FBI."
 - To request an FBI IdHSC, go to the [FBI's online portal](#) and submit your email address in the section that says "How To Submit A Request." You will receive an email that will walk you through the steps needed to complete the process.
 - As part of the process, you will need to mail in a completed fingerprint card to the FBI. Your application will not be processed until the FBI has received your fingerprint card. Most local law enforcement offices should be able to provide fingerprinting services.
 - An \$18 processing fee is required for the FBI IdHSC. Cash, personal checks, and business checks are not accepted.
 - Once you have obtained your Identity History Summary from the FBI, please submit all results for all applicants in the form of a single PDF.

Non-Louisiana residents: How do I obtain background checks?

- All non-Louisiana residents should obtain an FBI Identity History Summary check following the same procedure outlined in the Louisiana residents section above.
- In addition, 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.

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If you have questions about the background check process that are not addressed in this document, please email Andrew Shachat at Andrew.Shachat@la.gov.

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