

Moberly Public

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School District

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Mrs. Parisa Stoddard
Assistant Superintendent
Curriculum & Instruction

Dr. Matthew S. Miller
Superintendent of Schools

Mr. Dustin Fanning
Assistant Superintendent
Personnel & Special Programs

"Accredited With Distinction"

March 7, 2017

Dear Applicant and/or New District Employee,

All candidates hired by the Moberly School District will be required to have a mandatory Department of Elementary and Secondary Education (DESE) background investigation. The cost of the background investigation will be at the expense of the new hire and is not reimbursable by the Moberly Board of Education.

Printing Instructions:

To pre-register and schedule an appointment either visit the Missouri State Highway Patrol web site at www.machs.mo.gov or call 1-877-862-2425. Locations of printing sites can be obtained on the web site or by phone. When scheduling your appointment you will need to provide a Moberly School District registration number. The registration numbers are:

- 1708 Certified Teachers
- 1709 Substitutes
- 1710 Support Staff (i.e. secretaries, custodians, etc.)
- 1711 Bus Drivers

When printing, you must bring a valid form of government issued identification and payment for \$43.05 (printing fee is subject to change without notice). Payment may be made by credit card online when scheduling your appointment or by cash, check, or money order at your appointment. You will receive a paid receipt for the printing fee. You must provide a legible copy of this receipt to my office as verification of your printing appointment.

Printing Results:

Result processing can take up to 3 weeks. For non-certified staff, DESE will provide results electronically to the school district. For certified staff, DESE will record printing results on the Teacher's educator profile page on the DESE web site.

If you have any questions regarding the fingerprint process don't hesitate to contact me.

Sincerely,

Laura Hurt

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/ejis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).