

DeKalb County Eastern CSD

Expanded Criminal History and Child Protection Background Checks

INSTRUCTIONS FOR EMPLOYEES

Effective July 1, 2009, Indiana Code 20-26-5-10 requires **all school corporations** to obtain an expanded criminal history check for **all employees**.

Please use the following links to enter your information for an Expanded Background Check and Child Protection Index Check. The total cost will be approximately **\$25.00** and payment can be made electronically by credit card or debit card at the time of processing.

New Employment:

<https://secure.safevisitorsolutions.com/Safe/Volunteer/006057/noncert>

Substitutes:

<https://secure.safevisitorsolutions.com/Safe/Volunteer/006057/sub>

An email will be sent to your email address from **KidTraks Support**. Please access that website **IMMEDIATELY** with the link to the portal and the temporary password. You will need to verify the accuracy of the information submitted and check the box at the bottom of the page to consent to the release of information. If you do not receive the email from **KidTraks Support within five (5) days**, please contact your HR/Payroll at DKE, IMPACT or NEISEC. To access additional technical assistance through **KidTraks Support** please call 1-800-225-9173, 8 am to 5 pm EST.

Employee will be reimbursed for the cost of the expanded background checks requested through Safe Visitor if the Expanded Background Check and Child Protection Index Check (CPI) are **completed within twenty (20) days**, are successful, employment is approved by the Superintendent of DeKalb County Eastern CSD, and employee reports to work. **REIMBURSEMENT WILL NOT BE MADE UNLESS ALL OF THE REQUIREMENTS ARE MET.** Please print and submit your receipt for reimbursement to the attention of:

Tamara Pence – DeKalb County Eastern CSD

Michelle Laney – DeKalb County Eastern CSD