

**DUNLAP COMMUNITY UNIT SCHOOL DISTRICT #323**  
**FINGERPRINTING INSTRUCTIONS**  
**Student Teachers/Novice/Observers**



As a student teacher/observer/novice with Dunlap School District #323, you will be required to submit the results of a fingerprinting background check **ONLY** through the Peoria County Regional Office of Education. The fingerprinting results must be received at our Dunlap District Office **BEFORE** student teaching/observing begins.

No appointment is necessary to have the fingerprinting background check performed. Fingerprinting is offered at the Peoria County Regional Office of Education at the following times:

**Tuesday from 9:00 am – 1 pm and 2 pm – 4:30 pm**  
**Thursday from 9:00 am – 1 pm and 2 pm – 4:30 pm**

Process:

- Go to the Peoria Regional Office of Education (ROE) to have the fingerprinting done.

**Peoria Regional Office of Education**  
**Peoria County Courthouse**  
**324 Main St., Room 401**  
**Peoria, IL 61602**  
**Phone: (309) 672-6906**

- You will be required to pay a fee in the amount of \$55 via cash or personal check made payable to the Peoria Regional Office of Education.
- ***Student teachers/Novice/Observers are not eligible for reimbursement.***
- You must provide the Dunlap District Office a copy of your fingerprinting/background check results **PRIOR** to your first day student teaching/observing

If you have any questions, please contact Human Resources, at (309) 691-3955