



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 will be sent directly to you. You must have a copy of file with HR 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:

Thursdays 9:00am-1:00pm and 2:00-4:00pm

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 \$60 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