



Washington Community Schools

301 East South Street
Washington, IN 47501
(812) 254-5536
washingtoncommunityschools.org

Background Check Instructions

It is an Indiana requirement for all new employees/coaches to complete a Background Check. There are two steps to the Background Check process. Both steps must be completed before the applicant can begin working for Washington Community Schools.

STEP 1

Go to the Washington Community Schools website- www.washingtoncommunityschools.org. Select Employment, then click the link to the Indiana School Background Checks. Complete the steps of the online background check. The background check report will be sent to WCS.

STEP 2

Once the FIRST part of your background check is processed, you will receive an email from KidTraks to submit the Indiana Child Protection check. Using the link and password from the email(s) you will log-on to the site, scroll down to the bottom and submit the second part of the background check.

If you have questions or issues with your background check, call Amanda Hagen at 812-254-5536.