



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Partner Background Check Procedures

PURPOSE

The purpose of this procedure is to ensure the safety of all children that participate in programs sponsored by outside organizations in collaboration with District 69. Careful screening of staff and volunteers who work with children is important to ensuring their safety and well-being.

PROCEDURE

The Partner Agency shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the School District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The D69 Partner agency also certifies that prior to sending any employee or contractor/subcontractor to the premises, the D69 Partner agency has complied with all employment history review and other obligations of 105 ILCS 5/22-94. Upon request of the School District, the D69 Partner Agency agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent contractors.

It is the responsibility of the Partner Agency to perform the following background checks:

- ☞ Violent Murderer and Offender Against Youth Registry (annually verified)
- ☞ Illinois Sex Offender Registry (annually verified)
- ☞ Fingerprint-based Criminal History record check pursuant to 105 ILCS 5/10-21.9 (completed at time of hire)
- ☞ Employee History Review per Public Act 102-0676 (Faith's Law)

The background check shall occur before any employee, volunteer, or agent is sent to any school building or school property. The School District reserves the right to see proof of the completed background searches at any time. If the Partner Agency is unable to provide satisfactory proof of completion upon request, the School District reserves the right to

perform the necessary background checks at the Partner Agency's expense, and the Partner Agency will make the employee or volunteer available to do so.

The School District will perform all necessary background checks on its own staff and volunteers sent to program sites.

VERIFICATION

By signing this form the Partner Agency acknowledges that it understands and agrees to the Partner Background Check Procedures of District 69. Further, the leadership of the partner program who have direct contact with the children are listed here, and have undergone, and passed, a Background check.

Partner organizations are required to submit this form when becoming a partner of District 69 and each time a new staff or volunteer with direct contact with children joins the program or a minimum of once annually at the time of renewal of the MOU.

Partner Agency Name: _____

Partner Agency Representative Name and Title (Print):

Partner Agency Representative Signature and Date:

Please list staff or volunteers first and last names, as well as the date of each background check component.

STAFF NAME	STAFF CONTACT INFORMATION Email & Phone #	Violent Murderer & Offender Database Check (Date)	Sex Offender Database Check (Date)	Fingerprint Check (Date)	Employment History Review (Date)

Partner Agency Representative Signature and Date:

Please return the completed form to:

Matt Pumanes
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5050 Madison St.,
Skokie, IL 60077