EXHIBIT C

DUBLIN CITY SCHOOLS

VENDOR CRIMINAL HISTORY RECORD CHECK

In adherence with the District's ongoing and continuous pursuit to ensure a safe environment for all students, staff and guests, the following procedure applies to all individuals employed by a private company engaged in services provided to the District (a "vendor").

No such individual/vendor shall be permitted to work within the District unless the vendor provides proof of the following to the Chief Operating Officer or their designee:

1. *that the individual has been the subject of a criminal records check in accordance with R.C. 3319.39 within the last 365 days immediately prior to the date on which the person will begin working in the District; and*
2. *that the criminal records check indicates that the individuals has not been convicted of or pleaded guilty to any offense described in R.C. 3319.39(B)(1); and*
3. *that, if requested by the District, the criminal record has been submitted for District review and approval/denial if it indicates that the individual has been convicted of or pleaded guilty to any felony or other offence described in R.C. 2923.01-03; and*
4. *all convictions noted on the background check will be subject to review. The Operations department has the right to request and collaboratively review all vendor background checks with the Human Resource Department. In addition to the mandatory exclusions listed above, other convictions may result in exclusion.*

Vendors shall be responsible for obtaining all criminal record checks which must be performed by an authorized/accredited agent and conducted by both the Bureau of Criminal Identification/Investigation and Federal Bureau of Investigation. A full list of locations can be found on the Ohio Attorney General's web page. Vendors shall certify in writing on company letterhead the names of all individuals who will be working on District property who meet the requirements outlined above. The District reserves the right to audit background check reports to confirm legitimacy. Cleared reports need not be delivered to the District beyond aforementioned certification unless requested by the District.

The certification template provided should be sent electronically to District Operations c/o: background_check@dublinschools.net. Once the certification has been accepted, the District will notify the vendor that they have been approved to collect an identification badge from the Operations department.

Emergency work performed by a vendor who has not yet completed the criminal record check and certification process must be escorted by a Dublin City Schools employee at all times.

Additional information related to the criminal history record procedure can be found on the District website.

VENDOR LOGO HERE

Vendor Name: _____

Vendor Address: _____

Vendor Contact Phone Number: _____

Vendor Contact Email: _____

Project Name: _____

Project Location(s): _____

Project Dublin City School Contact : _____

Estimated Project Start and End Date: _____

VENDOR CRIMINAL HISTORY RECORD CHECK

The following employees have obtained a criminal record check in accordance with R.C 3319.39 within the last 365 days and the criminal record check indicates that the individual(s) have not been convicted of or pleaded guilty to any offense described in R.C 3319.39(B)(1) or other offence described in R.C. 2923.01-03;

Name	***Date of Clearance***

We understand that the District reserves the right to request and audit criminal history record check reports to confirm legitimacy.

Printed Name: _____ Date: _____

Signature: _____