

BACKGROUND CHECKS FOR ALL NEW EMPLOYEES OF THE WINDSOR C-1 SCHOOL DISTRICT

I. FBI FINGERPRINT BACKGROUND CHECK

II. Register with MACHS www.machs.mo.gov or 1-877-862-2425

Click on Icon to access the MACHS Fingerprint Portal

Reason for Request

Select the option requiring the 4 digit registration number

Click on "Registration"

Enter 4 digit registration number

- 1092 - Certified Staff
- 1093 - Substitute Teachers
- 1094 - Uncertified (Paras, Volunteers, Custodial, Maintenance)
- 1095 - Bus Drivers

Click "Populate" and Verify Name and Identifying Info of agency for which you are registering (Windsor C-1 School District)

- If the agency info is incorrect, Stop. Contact Julie at 636-464-4447
- If agency info is correct "Verify"

III. Enter Personal Info as requested.

Click "Register" upon completion.

IV. Verify all info. Click on Schedule Fingerprinting * You may Walk In - NO Appointment necessary**

V. Payment - Before an appointment will be scheduled you will need to make

VI. Payment arrangements.

a) online

b) at time of appointment

Fee is \$41.50 (subject to change)

Volunteers - \$40.50

* Volunteers make sure you mark Volunteer so you will be charged correctly.

VII. Appointment Scheduling 3M /Cogent Fingerprint Service Site will pop up

Complete as directed.

- Choose Site
- Choose Date
- Choose Time

Confirm Appointment. Print Receipt page, which provides your unique transaction control number and all appointment information.

VIII. Contact Julie at 636-464-4447

Provide:

- Your Name
- Department to receive report (ie. maintenance, food service, bus, volunteer [which building], Certified or Substitute Teacher)

1. Family Care Registry

<http://health.mo.gov/safety/fcsr/>

Every applicant must register on the above website.

There is a one-time charge of \$12.00. Good for all school districts, you only need to register one time, no matter how many school districts you apply to.

2. School District will also be checking Case Net and Sex Offender registry.