



## Franklin West Supervisory Union

### Criminal Record Check Procedure for Vendors

In order to protect our students from potential abuse or exploitation, Franklin West Supervisory Union will conduct a Vermont criminal record check through the Vermont Criminal Information Center (VCIC), complying with the Title 16 requirement. This ensure that all employees, temporary employees, food service personnel, bus drivers, vendors, contractors, sub-contractors, student teachers, compensated work-study students and any other persons in positions who may have unsupervised contact with school children be properly fingerprinted by VCIC.

Persons to be fingerprinted must complete the VCIC Fingerprint Authorization Certificate, Criminal Record Release Form and the Agency of Human Services Consent for Release of Registry Information (checking the Adult Protective Services/Child Abuse Registry). These forms can be obtained through the FWSU office. Once these forms are completed contact must be made with a designee at FWSU Admin office for review PRIOR to having fingerprints done by a local police agency, as well as collection of any fees on this level. A valid driver's license must be provided at this time. After a local police agency records the fingerprints it is up to the individual to return a receipt to FWSU designee.

This procedure does not include school visitors; the building principal shall develop guidelines for school visitors. The building principal or designee will be responsible for ensuring that any non-employee is escorted by a staff member or completes a criminal record check.

If a person has a criminal record it is at the discretion of the Superintendent, Principal, Director and/or Designee to disqualify specific individuals from entering our buildings based on the type of conviction. All record checks are stored in a locked location within the FWSU Administrative Office.

If you have any questions please contact our office at 802-370-3113.

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