

DUPAGE REGIONAL OFFICE OF EDUCATION

DR. DARLENE J. RUSCITTI
REGIONAL SUPERINTENDENT
DUPAGE COUNTY SCHOOLS



421 N. COUNTY FARM ROAD
WHEATON, ILLINOIS 60187
PHONE: 630.407.5800
FAX: 630.407.5804

FINGERPRINTING IS DONE BY APPOINTMENT ONLY. CALL 630-407-5800.

FINGERPRINT INFORMATION FOR SUBSTITUTE TEACHER CRIMINAL HISTORY CHECK REPORTS

TO BE COMPLETED BY THE APPLICANT PRIOR TO ARRIVAL AT THE ROE

Last Name	First Name	Middle Name	Telephone #

Address	City	State	Zip Code
		IL	

Date of Birth	Place of Birth	*Sex	*Race	*Eyes	*Hair	*Height	*Weight	*Skin

Social Security Number	Drivers License Number	DL State

*** USE THE FOLLOWING CODES WHEN COMPLETING THIS FORM:**

SEX		RACE		HAIR				EYES				SKIN TONE							
M	Male	W	White	BAL	Bald	GRN	Green	RED	Red	BLK	Black	MAR	Maroon	ALB	Albino	LBR	L Brwn	RUD	Ruddy
F	Female	B	Black	BLK	Black	GRY	Gray	SDY	Sandy	BLU	Blue	MUL	Multi	BLK	Black	LGT	Light	SAL	Sallow
U	Unknown	A	Asian/Pl	BLN	Blonde	ONG	Orange	WHI	White	BRO	Brown	PNK	Pink	DBG	D Brwn	MBR	M Brwn	YEL	Yellow
		I	Am. Indian	BLU	Blue	PLE	Purple	XXX	Unknown	GRN	Green	XXX	Unknown	DRK	Dark	MED	Medium		
		U	Unknown	BRO	Brown	PNK	Pink			HAZ	Hazel			FAR	Fair	OLV	Olive		

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Fingerprint Technician	Date of Fingerprint	Photo ID Checked

Do not write in this section. For ROE use only.

Payment Information:	Fingerprinting:	Scanned: _____
Amount \$ _____	TCN _____	Filemaker: _____
Method _____	TCN _____	SO: _____
Number _____		VC: _____
Issued: _____	Applicant Verified _____	IEIN: _____

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SUBSTITUTE TEACHER FINGERPRINT BASED CRIMINAL HISTORY CHECK REPORT RELEASE FORM

Section 10-21.9 of Illinois School Code requires all applicants for employment with a school district, who have direct daily contact with the pupils of any district school, to authorize a fingerprint-based criminal history records check to determine if the applicant has been convicted of certain enumerated offenses, and a check of criminal databases. A school board shall not knowingly employ a person for whom a criminal background investigation has not been initiated.

I authorize the DuPage County Regional Office of Education to submit fingerprints and other necessary information electronically to the Illinois State Police (ISP) and the Federal Bureau of Investigation (FBI) to conduct a criminal background check.

I further authorize the DuPage Regional Office of Education to check for my name on the Statewide Illinois Sex Offender Database.

I further authorize the DuPage Regional Office of Education to check for my name on the Illinois Statewide Child Murderer and Violent Offenders Against Youth Database.

I understand that negative results on any of these reports could exclude me from substitute teaching in DuPage schools and could result in the suspension, revocation, or surrender of my teaching certificate(s).

I authorize the Regional Superintendent to share criminal history reports with the Superintendents of School District, other Regional Superintendents, the State Superintendent of Schools, and the State Teacher Certification Board. I further understand that a copy of the criminal history check shall be provided to me.

I understand that I am responsible for the payment of the cost of the fingerprint-based criminal history check and Regional Office reviews of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database.

I understand that submitting to a fingerprint based criminal history check report is necessary to substitute teach in DuPage County Public Schools, AND I understand that obtaining such report does not guarantee that I will be hired as a substitute teacher in DuPage County.

Name (Please Print)

Date

Signature

IEIN or SSN(last 4 digits)

DU PAGE COUNTY REGIONAL OFFICE OF EDUCATION
Darlene J. Ruscitti, Regional Superintendent of Schools
421 N. County Farm Road
Wheaton, IL 60187
630 407-5800

**FINGERPRINT BASED CRIMINAL HISTORY CHECK
INSTRUCTIONS FOR SUBSTITUTE TEACHER APPLICANTS**

1. Contact Certification Fingerprinting at 407-5800 to schedule a fingerprinting appointment. **The ROE does not fingerprint walk-ins. You must have an appointment.**
2. Fill out the **two forms before** arriving at the ROE for fingerprinting.
3. The fee is \$50, check, cash or Visa or Master Card.
4. You must show your valid driver's license or other photo I.D. at the time of fingerprinting.
5. The ROE will check for your name on the Illinois Statewide Sex Offender and Child Murderer and Violent Crimes Against Youth data bases.
6. Once the background check is completed and the ROE receives results from both the Illinois State Police and the FBI, the ROE will send you a criminal history report form and the ISP and FBI criminal history reports.
7. After that, you can present that paper evidence to any school district in DuPage County as verification that the Fingerprint Based Criminal History Check has been completed and that you have not been convicted of the enumerated offenses in the legislation.
8. Districts can contact the ROE to verify that you have completed the Criminal History Check, and that no such convictions are on your record.

Directions to the ROE:

County Farm Road is on the western edge of Wheaton, about 4 miles west of Route 355.

From the intersection of Route 38 (Roosevelt Road) and County Farm Road, proceed north to the fourth stop light. Turn right into the complex.

From the intersection of North Avenue (Route 64) and County Farm Road, proceed south for about 2.7 miles. Just beyond the railroad underpass, turn left at the first stoplight.

Proceed into the parking garage (free parking). Drive to the roof of the garage and park. Enter the 421 building through the walkway. You will be on the 2nd floor of the building. Proceed to the 2nd section of the building. The ROE is the 2nd door on the left. There is white lettering above the window that says REGIONAL OFFICE OF EDUCATION.