



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

June 30, 2009

Please share with Human Resources staff

TO: Administrators
Colleges of Education

FROM: Rusty Rosenkoetter, Coordinator
Educator Certification

SUBJECT: Fingerprint Validity Length Extended to One Year

Effective July 1, 2009, the Department will recognize fingerprints as valid for one year. Senate Bill 291, which will become effective (if signed by the Governor) on August 28, 2009, allows individuals' fingerprints to be transferred between public schools. **Public schools must maintain a log of where and to whom any information is transferred.**

Due to substitute certificates issuance from July 1 to June 30 of the succeeding year, the Department has implemented the one-year timeframe beginning now.

The dissemination of criminal history record information from the FBI and MSHP beyond the authorized state agency or related governmental entity is prohibited, both for the protection of the school district's liability and the protection of the individuals checked. All criminal history record information is confidential, and disclosure of the information to unauthorized persons is not permitted.

You cannot share criminal history information regarding your employees or your applicants with other employers (only public school districts can obtain information). For school districts, this includes bus contractors and other service providers. If an applicant wants to see or obtain a copy, you may provide it; however, you must keep a log of the action. Each school district will be required to make the fitness determination (as determined from fingerprint reports) for the hiring or contracting of bus drivers and other persons employed by a student transportation company, food service company, or other contracted service provider.

If you have questions about fingerprints, please contact Conduct and Investigation at 573/522-8315 or 573/522-8761.

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