



**State of New Jersey**  
DEPARTMENT OF EDUCATION  
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CHRISTOPHER D. CERF  
*Commissioner*

November 19, 2012

TO: Chief School Administrators/Charter School Administrators

FROM: Christopher D. Cerf  
Commissioner

SUBJECT: Criminal History Record Checks for School Board Members and Trustees  
of Charter Schools

**IMPORTANT UPDATE INFORMATION CONCERNING THE  
CRIMINAL HISTORY RECORD CHECKS FOR SCHOOL BOARD  
MEMBERS AND TRUSTEES OF CHARTER SCHOOLS.**

Our department has received numerous inquiries from school districts and charter schools addressing the 30 day time frame for elected and appointed school board members and trustees of charter schools to submit to the criminal history record check as mandated by N.J.S.A.18A:12-1 et.seq. To clarify this issue, the 30 day time frame will commence upon certification of the votes or confirmation of the appointment.

Please do not hesitate to contact the Criminal History Review Unit with any questions at 609-292-0507.

RJC/CHC/cc/chief school administrator letter board members 2 week extension.

c: State Board of Education

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