



State of New Jersey
DEPARTMENT OF EDUCATION
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CHRIS CHRISTIE
Governor

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Commissioner

August 16, 2016

TO: Chief School Administrators
Charter School Lead Persons
Renaissance School Project Lead Persons
Private Schools for Students with Disabilities
Private Career Schools
School Bus Contractors and Authorized Vendors
Nonpublic Schools

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – New Transfer Procedure for Substitute Positions and School Bus Drivers

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. NEW PROCEDURES ARE NOT REQUIRED BY LICENSED CHILD CARE CENTERS.

Currently, *N.J.S.A.18A:6-7.1(b)* and *N.J.S.A.18A:39-19.1* permits an individual serving in a substitute position or a school bus driver holding an “S” endorsement to transfer to another employer without undergoing a new criminal history record check. The New Jersey Department of Education’s Criminal History Review Unit (CHRU) requires the new employer to submit a transfer request to allow the unit to maintain tracking on individuals in these positions should they have an arrest added to their criminal history record subsequent to their initial approval.

Effective August 16, 2016, individuals in substitute positions and school bus drivers or their employers must file a transfer request to the CHRU. There will be a \$5.00 fee and an additional \$1.00 convenience fee charged by the vendor, similar to the cost for the discontinued approval letter. For additional information, please contact the CHRU at (609) 292-0507.

- c: Members, State Board of Education
- David C. Hespe, Commissioner
- Senior Staff
- Marie Barry
- Carl H. Carabelli
- Executive County Superintendents
- Executive Directors for Regional Achievement Centers
- Executive County Business Officials
- NJ LEE Group
- Garden State Coalition of Schools