Support Services Bureau
Criminal Records Unit
Application to Multiple Schools Procedures

Purpose

Substitute teachers, student teachers, student interns, and other educational staff are permitted to apply to work or volunteer in multiple schools, but only pay for the education criminal history record check process one time. The results of the records check will be shared with any other schools identified at the time of initiating the records check process.

Guidelines for Applying to Multiple Schools

Per NH RSA 189:13-a IX. (a) Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.

You must first apply for the criminal history records check at a SAU, School District, chartered public school, or public academy. You will be given a packet containing: 1. Criminal Record Release Authorization Form; 2. Applicant Fingerprint Card; and 3. Guidelines and Application for Applying to Multiple Schools.

You will receive a letter containing your statewide (NH) and federal (FBI) criminal history record check results. You shall submit a copy of the letter to those school administrative unit(s), school district(s), chartered public school(s), or public academy(ies) to which you applied in the state of New Hampshire. The letter is good for thirty (30) days from its date, after that, it becomes invalid.

If after the thirty (30)-day time frame you decide that you would like to additionally apply in another school district, you will be required to do so as a new applicant.

Special notes:

- Student teachers and student interns shall submit a criminal history records check upon enrollment in a teacher preparation program, but shall not be required to submit additional criminal history records checks if the student teacher or student intern maintains continuous enrollment in the teacher preparation program.
- Other educational staff is defined as any individual seeking employment by applying to multiple schools simultaneously (example: newly certified teachers, etc.)
APPLICATION TO MULTIPLE SCHOOLS

NH RSA 189:13-A IX. (a) Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.

If you are considering working in the NH school system and you would like to apply to multiple schools, you must contact the state police Criminal Records Unit immediately upon applying at a school administrative unit, school district, chartered public school, or public academy and identify those other schools you wish to submit an application. Failure of a timely notification will require you to bear the full cost of a criminal history records check for any subsequent applications.

A letter stating your statewide and federal background check results will be mailed to you and will provide proof of completion of the educational background check process.

The results letter will be valid for 30 days from its date.

Educational Criminal History Records Check was initiated at: ________________________________

NAMES OF OTHER SCHOOLS (WITH SAU # IF APPLICABLE) SEEKING TO APPLY:

________________________________________

________________________________________

________________________________________

PRINTED NAME ___________________________ DATE OF BIRTH ___________________________

MAILING ADDRESS ___________________________

CITY, STATE, ZIP ___________________________

YOUR SIGNATURE ___________________________

If you have any questions regarding this process, you may contact us at (603) 223-3867.

NH State Police Criminal Records Unit

Speech/Hearing Impaired TDD Access: Relay NH 1-800-735-2964