

## **Background Check / Fingerprinting Information for Walsh Jesuit High School Teachers/Coaches/Staff/ Volunteers**

- You will need to have both BCI and FBI fingerprinting completed every five (5) years. New employees/volunteers/coaches must have a new BCI and FBI check completed if their most recent background check was more than one year prior to their start date. A copy of the background check results must be submitted to the school prior to beginning work/volunteer service.
- You are required to have your driver's license with you when going to get fingerprinted.
- **All Employees and Volunteers:** Be sure to tell them that ***results must be forwarded to ODE*** for certification purposes. Have a hard copy of the results mailed to:

Walsh Jesuit High School  
Mrs. Sally Froelich, Director of Human Resources  
4550 Wyoga Lake Road  
Cuyahoga Falls, Ohio 44224

- **Use either of the following locations for fingerprinting:**

### **Summit County Educational Service Center**

<https://www.summitesc.org/BackgroundChecks.aspx>

420 Washington Avenue, Suite 200  
(corner of Oakwood and Washington)  
Cuyahoga Falls, Ohio 44221  
330.945.5600

Fingerprinting at the Summit County Educational Service Center is done by appointment only. *Please call them directly to schedule an appointment and be aware they are often booked for a week or two out so call ASAP.* WJ has an account with Summit County Educational Service and they will bill us directly.

### **Bureau of Motor Vehicles Office**

Most community BMV offices now do fingerprinting with no appointment necessary. Please check for costs and acceptable payment methods. Keep your receipt so that you may be reimbursed by completing a WJ Check Request form (with the receipt attached) and submitting it to your supervisor for signature. They will then forward the request to the Business Office.

- If your first set of electronic fingerprints is rejected, take your rejection notice back to the site of the fingerprinting and they will try electronic fingerprinting again (with the rejection notice there is no additional fee). If you receive a second rejection, take the rejection back and they will process your fingerprints by rolling them on an ink pad.

### **Important Note:**

When you get your BCI/FBI background check done, make sure that the 'Direct Copy' is transmitted electronically to the Ohio Department of Education. The code for the FBI/BCI is, 'School Employees/Licensure with the Ohio Department of Education, 3319.291'. Please be sure the 'mail to' copy comes to Walsh Jesuit High School at the address noted above.