



**SUNMAN-DEARBORN  
COMMUNITY SCHOOL CORP  
EXPANDED CRIMINAL HISTORY  
INFORMATION**

**THIS FORM MUST BE RETURNED TO THE TEACHER AFTER COMPLETING THE  
ON-LINE INSTRUCTIONS BELOW:**

Go to: [www.sunmandearborn.k12.in.us](http://www.sunmandearborn.k12.in.us)

1. Scroll over Human Resources on the main menu
2. Click on Criminal History Check
3. Complete on-line Application

YOU WILL NEED TO HAVE A CREDIT CARD NUMBER READY. THE COST IS \$18.00 FOR VOLUNTEERS AND \$31.50 FOR EMPLOYEES.

*Suggestion: If you are just volunteering, you may consider a \$31.50 employment check if you think you will ever be in a paid position by the corporation (this includes subs, concession workers, etc.) because, any person paid by the corporation must complete a \$31.50 background check even if you have an \$18 volunteer check on file.*

ADDITIONAL CHARGES MAY APPLY IF MULTIPLE COUNTY SEARCHES ARE REQUIRED.

YOU HAVE WITHIN THE FIRST 5 WORKING DAY STO COMPLETE THE EXPANDED CRIMINAL HISTORY.

**BACKGROUND CHECKS ARE GOOD FOR 5 YEARS.**

Person requesting the expanded criminal background check (Please print)

\_\_\_\_\_

Parent's Name (Please Print) \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Date request was made online \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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