

### ***Pre-Employment Criminal History Check Instructions***

The Limited Criminal History Search (LCHS) and the CPI/CPS History Check MUST be completed and processed PRIOR to employment with Lanesville Community School Corporation. Please complete and return the Information Document. Please keep this instruction sheet for reference purposes.

These history checks will be processed as quickly as possible once the attached documents have been submitted to the Corporation office. You will not need to do anything further for the LCHS. However, the CPI/CPS check must be processed on line. The average processing time is 5 -12 business days. Basic instructions for the CPI/CPS online process are as follows.

Once the Corporation has initiated your CPI/CPS check, you will receive 2 emails from KidTraks giving you a link to the website and a password to access your CPI/CPS check. You will need to complete all information and click on submit for your CPI/CPS check to begin processing. A series of emails will follow until you receive an email stating that your CPI/CPS check is completed. If you want to print any documents for your records you may, but no further documentation needs to be submitted to the Corporation, as the Corporation will also receive an email informing us that your CPI/CPS check has been submitted and again when your CPI/CPS check has been completed.



**Information Document**  
**For Pre-Employment History Checks**

Legal Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month Date Year

Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date