

Louisiana Believes

Charter School Performance Compact: Background Checks

Charter schools must comply with R.S. 17:15 “Criminal History Review” and R.S. 15:587.1 “The Louisiana Child Protection Act.” These statutes require school systems to request criminal history checks from the State Bureau of Criminal Identification and Information.

Employees Affected

Background checks are required for all employees including:

- Teachers and substitute teachers
- Bus drivers and substitute bus drivers
- Janitors
- Other school employees who might reasonably be expected to be placed in a position of supervisory or disciplinary authority over school children

Personnel Requirements

Schools may not hire:

- Anyone convicted of or pled nolo contendere to a crime listed in [La.R.S. 15:587.1](#) barring approval by the district attorney and a district judge.

Schools must dismiss:

- Any teacher or other employee convicted of or who pled nolo contendere to any crime listed in [La.R.S. 15:587.1\(C\)](#), except for [La.R.S. 14:74](#).

Potential employees should use the following forms from the Louisiana State Police:

- [Authorization Form](#)
- [Rap Disclosure Form](#)
- [Right to Review](#)

Background Check Process:

- Background checks should be submitted to the Louisiana Bureau of Criminal Identification (LCBI) and Information.
- Background checks must include the potential employee’s fingerprints and a signed statement authorizing the release of information from the LCBI to the school.
- The potential employee may be temporarily hired pending the report from the LCBI.
- Each school should maintain the statement of approval from the LCBI in each employee’s personnel file at all times and should be produced upon request to any law enforcement officer.

Additional Information

ADA Resource	Website
Louisiana Bureau of Criminal Identification and Information	http://www.lsp.org/technical.html
Bulletin 126 §2905 – Criminal History Review	http://doe.louisiana.gov/bese/policies.html
Louisiana Child Protection Act	La.R.S. 15:587.1
National Network: Information, Guidance, and Training	http://adacourse.org/solutions.php?idarea=Government
National Center for State Courts	http://tinyurl.com/NCSC-org

This informational document is a general guide to inform schools of basic requirements. It is NOT a substitute for federal, state guidelines and/or the appropriate state and local policies. Please visit the websites above for more information or contact the Office of Portfolio with questions.