LiveScan Fingerprint Result Release Form

This form is provided for school employees who have their LiveScan fingerprint results on file at one school/district and wish to have them forwarded to another school/district. Complete this form and **return it to the school/district where the LiveScan results are on file.**

I, _____, _____, a school
(print full name) (last four digits of social security number)

employee of _____authorize that a copy
(name of school)

of the results from my LiveScan fingerprint scans be sent to:

_____
(School name)

Attn:_____
(To the attention of)

_____
(Address)

_____
(City, State, Zip Code)

The original copy of these results will remain on file with school listed above, as is required by the School Safety Legislation.

_____
(Employee's Signature)

Please retain this form as a record of my authorization to release my results.
Thank you for your assistance.

If the criminal record scan has been completed and the results reported to the school, then another criminal history check is not required for that individual as long ***as the individual remains employed with no separation from service by any school in this state or remains regularly and continuously working under contract with no separation from service for the same employer.***

- A layoff or leave of absence is not considered separation from service as long as the time is **within one year**.
- It is NOT considered to be a separation of service if the employee transfers to another school district, intermediate school district, public school academy, or non-public school and remains continuously employed by any school district, intermediate school district, public school academy, or non-public school in the state. This forwarding of information must be received by the new school or the process must be completed again.
    - If results are received, the new school MUST still complete a search through the department of state police's ICHAT.
    - If confirmation is not received, then it is to be interpreted as a separation of service.

If an individual does not comply with the requirements under the law or fails to cooperate with a school that is seeking to comply with these provisions, the school may not employ that individual in any capacity or allow him/her to work regularly and continuously under contract.