



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

SHEILA A. ALLES  
INTERIM STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** July 19, 2018

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Shulawn Doxie, Interim Deputy Superintendent   
P-20 System and Student Transitions

**SUBJECT:** Pre-K Child Care School Employees – Fingerprint Requirements

There has been some confusion about whether a pre-K child care staff member who is employed by a school district, intermediate school district, public school academy or nonpublic school is required to be fingerprinted under the Revised School Code, MCL 380.1, et seq., in addition to being fingerprinted under the Child Care Organizations Act, MCL 722.111, et seq.

The Revised School Code, MCL 380.1230a, states that the board of a school district or intermediate school district, or the governing body of a public school academy or nonpublic school shall request the Michigan State Police to conduct a criminal records check through the Federal Bureau of Investigation on an applicant for, or an individual who is hired for, any full-time or part time employment or who is assigned to regularly and continuously work under contract in any of its schools. Thus, a pre-K child care staff member who is employed by a school district, intermediate school district, public school academy, or nonpublic school must be fingerprinted under the Revised School Code.

A pre-K child care staff member employed by the entities listed above and working in a licensed child care facility must have a separate FBI background check for purposes of the Child Care Organizations Act. The Michigan State Police informed the Michigan Department of Education (MDE) that the FBI can only use a fingerprint record for one official purpose. Because the Revised School Code and the Child Care Organizations Act are separate acts that impose different requirements and serve different purposes in the use of fingerprints, two sets of fingerprints must be obtained for a pre-K child care staff member employed by the above listed entities.

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It should be noted that the Department of Licensing and Regulatory Affairs, Child Care Licensing Office, has collaborated with MDE to secure funding, available until September 30, 2018, to subsidize the cost of obtaining fingerprints for the purpose of employment in a licensed child care facility.

Child care programs represent a critical component of Michigan's P-20 system. Goal 1 of MDE's Top 10 in 10 strategic plan calls for increased access to quality options for children across this continuum. Enhanced federal and state requirements, including comprehensive background checks, help ensure that programs provide a safe learning environment for all children.

As always, thank you for providing high quality early learning opportunities for the children and families in your community.

If you have any questions, please contact Lisa Brewer-Walraven by calling (517) 241-9492.

cc: Michigan Education Alliance