



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

August 10, 2015

Mr. Brian Whiston  
Superintendent of Public Instruction  
Michigan Department of Education  
608 West Allegan Street  
P.O. Box 30008  
Lansing, MI 48909

Subject: Public School Academies (PSAs) Fingerprint Based Background Checks

Dear Superintendent Whiston:

The Michigan State Police (MSP) is the Criminal Justice Information Systems Agency (CSA) responsible for the oversight of fingerprint identification services for the state of Michigan. Our staff have been working with members of the Michigan Department of Education (MDE) Public School Academy Unit (PSAU), regarding the ability for public school academies (PSAs) to receive results of fingerprint based Criminal History Record Information (CHRI) background checks for their employees.

Pursuant to Public Law 92-544, access to fingerprint based CHRI is authorized for a governmental agency, wherein there is a state or federal law requiring the fingerprints, and where the U.S. Attorney General has granted the ability to access the CHRI. Based on our review, the MSP has determined that, while the PSAs are deemed a governmental entity pursuant to MCL 380.501(1), many of the PSAs are contracting with private vendors/management companies. MDE has confirmed with us that the employees of the PSAs under these contractual relationships are nongovernmental employees. Therefore, they are ineligible to be an authorized recipient of CHRI and would make the PSAs to be out of compliance with federal law.

Effective October 12, 2015, PSAs in a contractual relationship, where the school representative(s) receiving and/or having access to CHRI results are employees of the vendor, will no longer be allowed to receive fingerprint background check results. In order to continue the required state and federal fingerprinting of personnel, at these PSAs, they must choose an alternative method of operation. The MDE PSAU worked collaboratively with the MSP to identify the following options:

1. The Authorized Recipient is a current member of the PSA Board of Directors
2. The Authorized Recipient is directly employed by the PSA Board of Directors
3. The Authorized Recipient is directly employed by the PSA Authorizer
4. The Authorized Recipient is directly employed by the local Intermediate School District

We understand that the MDE PSAU will distribute a form to the PSAs that they can use to inform the MSP of who they deem as the CHRI Authorized Recipient/User. Once the PSA returns the form to the MSP, we will provide further instructions to the designated Authorized User on how to proceed.

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We understand the importance of these fingerprint background checks to our schools as well as our continued partnership. If you have any questions regarding this letter, you or your staff may contact me at (517) 251-1661 or [bowerk@michigan.gov](mailto:bowerk@michigan.gov).

Sincerely,

A handwritten signature in cursive script that reads "Katie Bower".

Katie Bower  
Michigan Compact Officer  
Assistant Division Director  
Criminal Justice Information Center

## Managing Criminal History Record Information (CHRI) at Public School Academies (PSA) in Michigan

Federal guidelines require CHRI to **only** be viewed and managed by public entities (connected public servants) and public school board direct employees (not vendor employed). The person who views and manages the information is called the CHRI Authorized User. PSA Board of Directors must select a CHRI Authorized User that meets the federal guidelines.

The following options meet the requirements:

1. A current member(s) of the PSA Board of Directors views and manages CHRI.
2. The PSA Board of Directors may directly employ a person who views and manages CHRI.
3. The charter authorizer directly employs a person who views and manages CHRI for the PSA Board.
4. The local ISD directly employs a person who views and manages CHRI for the PSA Board.

In all of the above options, the CHRI records must be viewed and maintained at the PSA site (EEM address for district). Records cannot be viewed, stored, or maintained at a home, a place of business, or any off-site locations.

Using the CHRI Registration Form below, all PSA Boards of Directors must select and approve a CHRI Authorized User following the above options and submit the completed form to the Michigan State Police (MSP) prior to October 12, 2015. After the CHRI Registration Form has been approved by the PSA Board, attach the information to an e-mail and send to: [mssp-cjic-ats@michigan.gov](mailto:mssp-cjic-ats@michigan.gov).

If you have questions or concerns contact either Narcisa Morris at [MorrisN@michigan.gov](mailto:MorrisN@michigan.gov), (517-241-1633) or Ron Schneider at [schneiderr8@michigan.gov](mailto:schneiderr8@michigan.gov), (517-373-0454).

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### Public School Academy Criminal History Records Information (CHRI) Registration Form

**Public School Academy District Name:** \_\_\_\_\_

**CHRI Authorized User Name:** \_\_\_\_\_

**CHRI Authorized User e-mail address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

- Yes No Authorized User is a current member of the PSA Board of Directors  
Yes No Authorized User is directly employed by the PSA Board of Directors (not employed by a vendor)  
Yes No Authorized User is directly employed by the charter authorizer  
Yes No Authorized User is directly employed by the local ISD/ESD/ESA/RESA/RESD

Date of PSA Board of Directors Meeting when Authorized User was approved: \_\_\_\_\_

Date Registration Form e-mailed to Michigan State Police (MSP): \_\_\_\_\_

Name of person e-mailing completed form to MSP: \_\_\_\_\_

Attach completed registration form to an e-mail and send to [MSP-cjic-ats@michigan.gov](mailto:MSP-cjic-ats@michigan.gov) by October 12, 2015.