Dear Parents,

This letter contains very important information concerning chaperoning on all school field trips and volunteering. The Ridgemont Board of Education has approved Board policy that all chaperones who will be on any school field trip with students must have a current (within 365 days) BCI fingerprint on file at the district. If you have not lived in Ohio the last 5 years, you will need both FBI and BCI. Background check results will remain on file at the Superintendent's Office and will be good for one year from the date the background check was completed. The records check will be at the volunteer's expense. All chaperones on field trips will need to have their BCI fingerprints on file prior to the field trip. **We suggest first you contact your child's teacher and see if they will be going on any field trips and if parents will be chaperoning or volunteering**. All volunteers who work or apply to work unsupervised with children need to display appropriate behavior at all times and shall be required to have on file at the district a set of fingerprints for a criminal records check from the BCI.

BCI fingerprint results can be done locally at Hardin or Logan County Sheriff's Office or the Midwest Regional ESC offices in Bellefontaine or set up an appt on certain days at the Kenton City School Adm Offices. See their websites or their Facebook page listed on the following page for updated appointment times, cost, and procedures. Without current BCI checks on file, parents will not be permitted to attend field trips.

Please take this page with you when getting the fingerprint results, they will need the following information:

1. **BCI only** if you have lived in Ohio the last 5 years-BCI and FBI if you have not

2. **Code - Other and type in Chaperone/Volunteer or use code 3319.19B1**

3. Mail paper results to - **Ridgemont Superintendent's Office, 560 W. Taylor St., Mt. Victory, OH 43340**
   ***and***
4. **Send results electronically to ODE** (Ohio Department of Education)
   (This is optional but we encourage everyone to send results electronically to ODE for future coaching or any school employment. Results are good for 365 days.)

**Please note, we cannot accept CCW or employer background checks as results, and we will only accept results mailed directly to us from the Ohio Attorney General's Office with the appropriate Code.**

**NOTE: WHILE RESPONSE TIMES VARY, WEBCHECK RESULTS MAY TAKE UP TO 30 DAYS BEFORE THE REPORT IS ISSUED/MAILED FROM BCI TO THE PARTY/PERSON REQUESTING IT. THERE IS NO WAY TO EXPEDITE THIS PROCESS. Results from fingerprinting will be mailed according to the form completed at time. It is your responsibility to determine which background check is required and you must know the name and address to where the results will be mailed.**

When we receive your results from the Attorney General's office, the teachers will be notified of the approval and the teacher will contact you. You can ask if we have received your results calling our office at 937-354-2441 or emailing Sandy Overly at sandy.overly@ridgemont.k12.oh.us .

If you have any questions, please call Sandy Overly at 937-354-2441.

Sincerely,

Brian Hogan Superintendent

**Go to** fhttps://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing **or a list of all BCI testing places in Ohio.**

**Midwest Regional ESC Offices by appointment only. Appointments can be made online at** https://www.mresc.org/fingerprinting-and-background-checks/
Click on Hardin or Logan County Office, whichever you prefer and sign up. Hardin County Office, Phone: Call Cathy Scharf at 937-599-5195 ext 3010

### *MRESC FINGERPRINTING LOCATION and INFORMATION*
Midwest Regional Educational Service Center will be scheduling fingerprinting appointments at the Kenton City Schools Board Office located at 222 West Carrol Street. The cost for BCI fingerprinting is $35, and the cost for FBI fingerprinting is $35. The cost for both BCI & FBI fingerprinting is $70. Accepted forms of payment include cash, check (made payable to MRESC), credit card, debit card (fee charge for cards). If you would like to schedule an appointment, please contact Cathy 937-599-5195, extension 3010 or go to their website, click on services, click on BCI and FBI Fingerprints and under Hardin County Office click on *CLICK HERE*..

**Hardin County Sheriff's Office- Go to their Facebook Page for Info**
The Hardin County Sheriff's Office in Kenton, Ohio offers fingerprinting services and background checks. The office is located at 1025 S Main St, Kenton, OH 43326 and their phone number is (419) 673-1268.
Monday, Tuesday, & Thursday-8am -3pm and Wednesday- 9am-4pm. The hours on the first Friday of each month are 9:00 am until Noon. Appointments can be made by calling extension 1409, but walk-ins are also welcome. Fees for services can be found on the Hardin County Sheriff's Office Facebook page. Payments can be made by personal check or money order only

**Logan County Sheriff's Office**
**Website-**https://logancountyso.org/fingerprinting-services.php#:~:text=If%20you%20would%20like%20your,fee%20for%20each%20print%20card.
284 CR 32S, Bellefontaine OH 43311, Ph: 937-592-5731
Go to their website for specific instructions.