125 W. ROSEDALE AVENUE WAYNE HALL 107
WEST CHESTER PA 19383

Dear [Name],

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI).

Applicants for employment to any public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHRI in a secure, online system. Under Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHRI will be kept in the school’s files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college/ university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania’s school background check law and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education’s website at www.education.pa.gov. The PDE’s School Services Unit oversees the process, and can be contacted at RA-PDE-SchoolService@pa.gov.
CIVIL APPLICANT RESPONSE

ICN E2017338000000213049  CIDN  OCA CHPA9110Z
DOB  /03/04

MNU SOC SEX F RAC W HGT 506
TNIBT009Z MORPHO TRUST
WASHINGTON DC  2017/12/04
A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST
DATE:  CJIS DIVISION
2017/12/04  FEDERAL BUREAU OF INVESTIGATION

TNIBT009Z
MORPHO TRUST
STE 100
1255 23RD ST NW
WASHINGTON, DC 20037