


TIMOTHY P. WHIPPLE
Business Administrator
CINDY L. BROOKS
District Clerk
CYNTHIA A. REYOME
District Treasurer

OFFICE OF THE BOARD OF EDUCATION
MALONE CENTRAL SCHOOL DISTRICT
42 Huskie Lane · P.O. Box 847
MALONE, NEW YORK 12953-0847
Telephone 518-483-7800
Fax (518) 483-3071

WAYNE C. WALBRIDGE
Superintendent
DONNA M. BUSHEY
Assistant Superintendent
WAYNE ROGERS
Board President

TO: Prospective Teaching and Teaching Assistant Substitutes
FROM: Donna M. Bushey
Assistant Superintendent 
RE: New York State Fingerprinting Requirement

The purpose of this memo is to notify all prospective substitutes that effective 7/1/01, Chapter 180 of the Laws of 2000 requires the Commissioner of Education and the NYSED to request a fingerprint supported criminal history background check for employees of school districts. Substitute teachers and teaching assistants are employees classified as having direct contact with students and are therefore covered by this legislation. Prospective substitutes must be approved by the Malone Central School District Board of Education before fingerprinting is scheduled.

The cost of this FBI and DCJS criminal history background check is \$94.25. You will need to bring picture identification and a valid credit or debit card with you to complete the online application. Please call Penny Gardner, 483-7800, Ext. 1, for an appointment to complete the online application. In addition you will be charged a processing fee of \$28.00 to cover the cost of using the newly required LiveScan fingerprinting equipment. This processing fee can be paid with cash or a check payable to the Malone Central School District. Should you have any questions regarding this requirement please call Penny. She will be happy to assist you.

The position of the Malone Central School District is that all substitutes once approved to work will not be scheduled to work in any building until all the necessary paperwork for the Business Office and fingerprint clearance for employment has been granted by NYSED. Even though you may receive notification of approval from my office these additional requirements must be completed before you may begin work in one of our school buildings.

Please feel free to contact my office with questions you may have concerning this process.

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