

Criminal History Reviews 101

Office of Educator Certification

P.O. Box 302101

Montgomery, AL 36130-2101

(334) 694-4557



Agenda

- Welcome and Introductions
- Fieldprint Discussion
- Questions and Answers
- Criminal History Background Review
- Reporting Misconduct

Kennita Betts:
kbetts@alsde.edu

Tonjanesia Brown:
tbrown1@alsde.edu

Background Review Staff

Virginia Knight:
vknight@alsde.edu

Stacey Stallworth:
sstallworth@alsde.edu

Corey Martin:
cmartin@alsde.edu
(334) 694-4579

Please do not share
this information with
the applicants!

(334) 694-4557: Phone number for applicants
(334) 694-4959: Fax number for applicants

New Fingerprint Vendor



Welcome to Fieldprint®

Sign Up

For new users, please select "Sign Up" below to schedule a fingerprinting appointment.

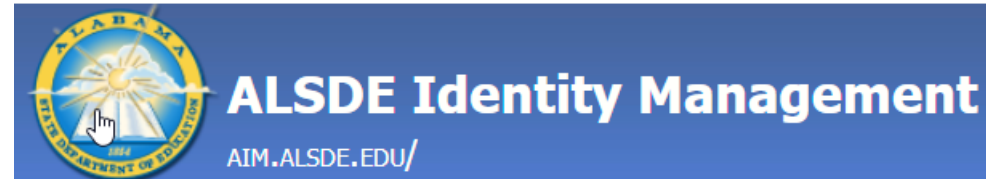
Sign Up

Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.

Log In

Fingerprint Registration and Submission



Log into AIM

[Help ?](#)

ALSDE ID (or Email address):

Password:

[Log in ➔](#)[Forgot password?](#)[Need an account?](#)

Need to change your email address?

- Login with your old email address/password (or ALSDE ID/password), then go to the User Maintenance screen and change your email address.
- If you cannot login with old address, select **Need an account?** above to create a new account with your new email address.

Background Details

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Scenario

☐ **Educator Certification**

You are applying for a Professional Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate.

Authority: Ala. Code 16-22A-5(d) (1975)

☒ **Certified or Licensed Applicant for Public Employment**

You already hold a certification or license as an educator, school bus driver, substitute, or in Professional Leadership, and are seeking public employment in a new local public school system (including public charter schools).

Authority: Ala. Code 16-22A-5(a) and (d) (1975)

Which Institution type are you employed or going to be employed in AL?

☒ Public/Charter/State/STC School

☐ Private/Religious School

☐ **Substitute Teacher Licensure**

You are applying for a Substitute Teacher Licensure.

Authority: Ala. Code 16-22A-5(d) (1975)

☐ **Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment**

You are seeking employment at a public or private school in a position that does not require you to hold any license or certification. Examples include but are not limited to the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, contractor, etc. This includes non-certified and non-licensed applicants for employment at public charter schools.

Authority: Ala. Code 16-22A-5(a), (b), and (d) (1975)

☐ **School Bus Driver Certification**

You are applying for a School Bus Driver Certificate.

Authority: Ala. Code 16-22A-5(d) (1975)

☐ **Educator Preparation Program**

You attend an Alabama College or University and are seeking admission to an Educator Preparation Program. If you are enrolled in an Educator Preparation Program outside of Alabama, please do not continue this process. Contact the Alabama State Department of Education, Office of Educator Certification, for more information at (334) 694-4557.

Authority: Ala. Code § 16-23-16.2 (1975)



Individuals required to complete a criminal history background check through ALSDE:

- ✓ Adjunct Instructor
- ✓ Bus Drivers
- ✓ Bus Mechanics
- ✓ Child Nutrition Workers
- ✓ Custodial Staff
- ✓ Paraprofessionals
- ✓ Secretarial Staff
- ✓ Student Interns
- ✓ Substitute License Holders
- ✓ Third Party Contractors
- ✓ Virtual Instructors
- ✓ Dual Enrollment Instructors
- ✓ Or any other employees/contractors
with unsupervised access to students

BACKGROUND REVIEW STATUS MESSAGE

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STATUS	MESSAGE DISPLAYED
No Fingerprints on file	Fingerprints are required for this individual.
ALSDE clearance received	Individual has completed a criminal history background check as of October 1, 2019 and is suitable and fit to teach under state law.
Revoked	One or more certificates or licenses for this individual has been revoked. Please refer to each individual certificate or license status.
Suspended	One or more certificates or licenses for this individual has been suspended. Please refer to each individual certificate or license status.
Denied	One or more certificates or licenses for this individual has been denied. Please refer to each individual certificate or license status.
Voluntary Surrender	One or more certificates or licenses for this individual has been voluntarily surrendered. Please refer to each individual certificate or license status.
Unsuitable	This individual has been deemed unsuitable or unfit to teach under state law.
Mailed to system	A criminal history background check for purposes of classified employment was completed on October 1, 2019 . The results were sent to the school system requesting the check.
EMP Conviction Letter	A criminal history background check for purposes of classified employment was completed on October 1, 2019 . The results were sent to the school system requesting the check.
Closed Letter	The background check for this individual has not been completed due to the applicant's failure to submit information.
Pending Background Check	The background check for this individual is pending.
*Probation	This individual has been placed on probation. The individual's certification and/or license remains valid during this period; and, the individual is eligible for employment.
*Investigation	Individual has been given notice of proposed adverse action. Please refer to each individual certificate or license status.
*Investigation-Expired Cert-Renewal on file	Individual has been given notice of proposed adverse action up to and including the revocation or denial of certification or licensure; application to renew on file; certification or licensure remains valid under Ala. Code 41-22-19(b) (1975). Please refer to each individual certificate or license status.
*Notice of Incident	Review pending. This message will be updated as soon as possible. Please refer to each individual certificate or license status.
*NASDTEC	Adverse action against the individual's certification or licensure has reportedly been taken by another state's department of education or similar agency; at this time the Department has not proposed any adverse action against the individual's certification or licensure. This status will be updated as soon as possible. Please refer to each individual certificate or license status.
Questionable Status	Status information is not available for this individual.
Closed File	Status information is not available for this individual.
Private School Background Check	This individual completed a background check nonpublic school employment on October 1, 2019 and is suitable and fit to teach in a K-12 nonpublic school. See the information and disclaimer section for more details.



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Department of Education



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SUITABILITY LETTER

Note: A public or charter school classified applicant with no confirmed conviction(s) or pending charge(s) will receive a public school suitability letter. The applicant and the school district receives a copy of the letter.

04/10/2023

TRACEY MILES
18 KINGSTON DRIVE
MONTGOMERY, AL 36100

TCH Number: TXM-0000-5823

William R. Wilkes
Orange Beach City
23908 Canal Road
Orange Beach, AL 36561

Dear William R. Wilkes:

A background review has been conducted on the above individual pursuant to the Alabama Child Protection Act of 1999 and Act No. 2002-457. Based on the results of the criminal history record check:

*This individual meets the suitability criteria for employment and/or certification/licensure under the above statute.

*If this letter is presented by a new employee to a school system other than the one which requested it, the system is advised to contact the Office of Teaching and Leading to verify the individual's status.

Shavon Y. Harris
Coordinator, Educator Certification
State Certification Officer
Office of Teaching and Leading
cc:
Educator Preparation
Educator Certification

SHC/EC

ALSDE Web Portal Background Status Message: Individual has completed a criminal history background check as of April 10, 2023 and is suitable and fit to teach under state law. Orange Beach City



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Individual Request Records Letter

NOTE: Applicants for employment (classified), certification, substitute license, bus driver, and intern will receive this letter because additional information is needed to complete the background review. During the initial review all charges are listed; however, additional records are needed for the charges listed in **BOLD**. Since the school district is not privy to this information, the letter is "ONLY" sent to the applicant.

January 21, 2023

TCH Number: LXH-0179-3549

Ms. LeeAndria Hibiscus
738 Seashore Lane
Lilac, AL 36100

Dear Ms. Hibiscus:

The Alabama State Department of Education is conducting a background review regarding your application for certification/licensure/employment/program admission. The arrest(s) or pending charge(s) listed were found during our initial review and may have been drawn from various sources, including publicly available documents.

Date	Place	Arrest
December 17, 2003	Tuscaloosa County, AL	Receiving stolen property (Third-degree)
September 28, 2006	Birmingham, AL	Violation of conditions of student visa
November 22, 2019	Tuscaloosa, AL	Domestic violence-assault (Third-degree)

Before your suitability status can be determined, the following is required only for the arrests marked in **bold** above:

1. A court-certified copy of the case action summary showing the judgments, convictions, and sentencing or other outcome of your case(s).
2. The same information regarding any other arrests.
3. Your written/typed explanation(s) of the circumstances surrounding your case(s). You should include the date(s) involved, the place of conviction(s), and any other factors that should be considered. **Your explanation(s) must be notarized.**
4. An explanation regarding your answering "no" to the question on the application regarding convictions.

The requested information must be emailed to bgr@alsde.edu or mailed to the Alabama State Department of Education, Educator Certification Section, P.O. Box 302101, Montgomery, AL 36130-2101.

Upon receipt of these documents, a review of your criminal history will be completed, and we will provide you with a written summary of our findings. You may check for updates regarding the status of your review at <https://teert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>. Please be sure to include your name and TCH number on your correspondence to our office. If this information is not received within 30 days, your file will be closed and your employing superintendent will be notified, if applicable. Files closed longer than 90 days will not be reopened and you will be required to complete a new criminal history background check.

If you have questions regarding this correspondence, please contact the Educator Certification Section of the Office of Teaching and Learning at (334) 694-4557.

Alabama State Department of Education
Office of Teaching and Learning
Educator Certification Section

ALSDE Web Portal Background Status Message: The background check for this individual is pending.



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IN-HOUSE LETTER

NOTE: An applicant for certification, substitute license, bus driver certificate, or intern who has one or more minor confirmed conviction(s) or pending charge(s), within the past ten years and beyond, that DOES NOT prevent the issuance of a certificate or license, will receive this letter. The In-house Letter for bus drivers will include minor traffic violations.

April 11, 2023

TCH Number: AAA-1111-1111

Mr. John Doe
111 School Road
Montgomery, Alabama 36222

Dear Mr. Doe:

The Alabama State Department of Education has conducted a background review regarding your conviction in Selma, Alabama, on February 2, 2013, for driving under influence. This information may have been drawn from various sources, including publicly available documents. After reviewing this information, I have decided to allow your Alabama Substitute License to be processed by the Educator Certification Section of the Office of Teaching and Leading.

Be careful to avoid situations that could lead to allegations of acts of immoral conduct or indecent or unbecoming behavior for an educator. If, in the future, conduct occurs that would give rise to a proposed action against your license, the situation noted above may also be considered in any such action.

If you have questions regarding this correspondence, please contact the Educator Certification Section of the Office of Teaching and Leading at 334-694-4557.

Sincerely,

Eric G. Mackey
State Superintendent of Education

EGM/SHC/DH

cc: Mrs. Jacquelyn James, Superintendent
Choctaw County Board of Education
Educator Certification Section of the Office of Teaching and Leading

ALSDE Web Portal Background Status Message: Individual has completed a criminal history background check as of April 11, 2023 and is suitable and fit to teach under state law. Choctaw County



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EMPLOYMENT CONVICTION LETTER

NOTE: A public or charter school classified applicant with one or more confirmed conviction(s) or pending charge(s) will receive this letter. Both the applicant and school district will receive a copy of this letter. This is NOT an employment approval or disapproval letter. Employment decisions are made by the school district or charter school.

April 12, 2023

Dr. Melvin J. Brown, Superintendent
Montgomery County Board of Education
P. O. Box 1991
Montgomery, AL 36102-1991

Dear Dr. Brown:

RE: Sally Davis
ADDRESS: 738 Seashore Lane
Lilac, AL 36100
TCH Number: LXH-0179-3549

A background review has been conducted on the above individual pursuant to the *Alabama Child Protection Act of 1999* and *Act No. 2002-457*. This information may have been drawn from various sources, including publicly available documents. Based on the results of the criminal history record check, this individual has the following conviction(s):

Date	Place	Conviction
May 7, 1998	Montgomery, AL	Assault (Third-degree)
January 1, 2007	Shelby County, AL	Robbery (First degree, Felony)

If you have questions regarding this correspondence, please contact the Educator Certification Section of the Office of Teaching and Leading at 334-694-4557.

Sincerely,

Shavon H. Cummings
Coordinator, Educator Certification
State Certification Officer
Office of Teaching and Leading

SHC/SLC

cc: Sally Davis

NOTE: If this letter is presented by a new employee to a school system other than the one which requested it, that system is advised to contact the Educator Certification Section of the Office of Teaching and Leading to verify the individual's status.

ALSDE Web Portal Background Status Message: A criminal history background check for the purpose of classified employment was completed on April 12, 2023. The results were sent to the school system requesting the check. Montgomery County



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

Closed Letter

NOTE: An applicant will receive this letter because all requested documents were NOT provided to our office. Both the applicant and school system will receive a copy of this letter. The applicant is NOT SUITABLE, and a background review will ONLY be reopened when the applicant provides ALL requested information within 90 days of the date of the CLOSED LETTER. After 90 days, the applicant will need to re-register, resubmit, and complete the background process.

04/09/2021

LEEANDRIA HIBISCUS
738 SEASHORE LANE
LILAC, ASL 36100

TCH Number: LXH-0179-3549

Michael Lee Welsh
Cherokee County
130 E Main St
Centre, AL 35960

Dear LEEANDRIA HIBISCUS :

The Alabama State Department of Education is unable to complete the review of your criminal history background check. Information required to complete the review of your file has not been received in this office. Therefore, it is necessary to close your file at this time.

Upon receipt of all required information, your file will be reopened, and a review of your background check will be completed. Please send all correspondence related to this matter to the Educator Certification Section of the Office of Teaching and Leading, Post Office Box 302101, Montgomery, AL 36130-2101.

Applicants with files closed longer than 90 days will be required to complete a new criminal history background check. If you have any questions regarding this correspondence, please contact the Educator Certification Section of the Office of Teaching and Leading at (334) 694-4557.

Alabama State Department of Education
Office of Teaching and Leading
Educator Certification Section

cc:
Michael Lee Welsh
Cherokee County

ALSDE Web Portal Background Status Message: The background check for this individual has not been completed due to the applicant's failure to submit information.

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[Personal Copy]

Criminal History Background Review

ALSDE Official Correspondence Letters

1. Suitability Letter

- ✓ Classified applicants for public, charter, and private schools
- ✓ Student interns
- ✓ No confirmed convictions or pending charges
- ✓ Mailed to the school system of record and the applicant

2. Individual Request Records Letter

- ✓ Classified applicants, applicants for certification, licensure, bus drivers, student interns
- ✓ Additional information needed to complete the background review
- ✓ Mailed to the applicant and "NOT" the school district of record

3. Employment Conviction Letter

- ✓ Classified applicants for Public and Charter Schools
- ✓ One or more confirmed convictions or pending charges
- ✓ Mailed to the school system of record and the applicant
- ✓ Is "Not" an employment approval or denial letter

4. In-House Letter

- ✓ Applicants for certification, licensure, bus drivers, and student interns
- ✓ Has one or more confirmed convictions or pending charges within the past 10 years and beyond, which does "NOT" prevent the issuance of the certificate, license, or suitability letter
- ✓ Mailed to the applicant or/and the school district of record

5. Close File Letter

- ✓ All requested documents were "NOT" provided
- ✓ Classified applicants, applicants for certification, licensure, bus drivers, student interns
- ✓ Mailed to the applicant and the school district of record
- ✓ After closure, the applicant has 90 days to submit requested documents, or the fingerprint results will expire
- ✓ New fingerprint registration and submission required



The Requirement to Report Misconduct

Each superintendent shall submit to the Alabama State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action. Superintendents shall provide personnel records and all investigative information immediately upon request by the Alabama State Superintendent of Education. Superintendents shall not be required to report teachers who are non-renewed without cause. Failure to comply may result in disciplinary action against the employing superintendent.

Ala. Admin. Code r. 290-3-2-.04(2)

Events That Trigger a Requirement to Report

- Employment is terminated for cause
- Contract is non-renewed for cause
- Resignation is received "for cause" (under suspicious circumstances)
- Placement on administrative leave for cause

Examples of Misconduct Requiring a Report

- Allegations of sexual contact or a sexual relationship between a teacher and a child or student. This includes, but is not limited to, rape, sodomy, dating, explicit text messages, "sexting," inappropriate intimate contact, possession of child pornography, or professions of romantic love.
- Allegations of the maltreatment of a child or student. This includes, but is not limited to, child abuse, child neglect, beating a student, choking a student, slapping a student, throwing a drink or food into a student's face, or humiliating a student.
- Allegations of illegal drug use, sale, distribution, or manufacture by a teacher. This includes, but is not limited to, public intoxication especially at school, the use of marijuana especially if by a bus driver, the illegal distribution of any drug, the illegal manufacturing of any drug, or the abuse of prescription drugs.
- Allegations of property crimes. This includes, but is not limited to, stealing from a school system, misusing public or student money, or using public resources or positions for private gain.
- Allegations of cheating on standardized student assessments. This includes, but is not limited to, violating any testing rule established by the Department of Education.
- Allegations of falsifying or manipulating student data. This includes, but is not limited to, falsifying attendance records, transcripts, or grades.
- Allegations of falsifying professional qualifications or important documents.
- Allegations of the harassment of colleagues.

Reports should be mailed to:
Mr. Corey Martin, Assistant Coordinator Background Review
Alabama State Department of Education
Office of Teaching and Leading
Educator Certification Section
P.O. Box 302101
Montgomery, AL 36130-2101

Additional questions may be directed to the Educator Certification Section at (334) 694-4557.