

FROM: \_\_\_\_\_  
School District and/or Institution Name

\_\_\_\_\_  
Mailing Address

Return Email for Results: \_\_\_\_\_

\_\_\_\_\_  
City ZIP Code County

\_\_\_\_\_  
Phone Number Fax Number

### Criminal History Verification for Pre-Employment Applicants and Volunteers

Please conduct an in-state criminal history check on the person(s) listed below, and advise whether or not the subject individual(s) meet(s) the fitness standards set forth by the Department of Education in accordance with ORS 326.607, OAR 581-021-0510, OAR 581-021-0512, OAR 581-045-0584 and OAR 581-045-0587.

If you have any questions, please call the Pupil Transportation and Fingerprinting Unit at (503) 510-7991.

\_\_\_\_\_  
Signature Title Date

Submit this page with a Form 581-2282-M (Criminal History Verification of Applicant) for each person listed below.  
The location official submitting this form **CANNOT** also be listed below.

Last Name	First name	M. I.	Date of Birth	Sex <sup>1</sup>	ODE Response	
					Applicant meets ODE standards?	
					Yes	No

Responses were prepared by: \_\_\_\_\_  
(ODE Official) Signature Date

<sup>1</sup> The identification of the applicant's sex is solely for the purpose of Law Enforcement Data Systems (LEDS) utilization.

## Procedure for Criminal History Verification for Pre-Employment Applicants and Volunteers

1. To process an in-state background check, there are two forms that must be completed prior to submission. The Criminal History Verification of Applicants form **581-2282-M** and the Criminal History Verification of Volunteers and Pre-Employment form **581-2281-N pages 1 and 3**.
2. Form 581-2282-M is to be completed legibly and signed by the subject individual(s) prior to being submitted to the requesting school district and/or institution. Please note, the applicant must provide a signature on the application. We accept electronic signatures on this document if they meet the definitions of 15 U.S. Code § 7006 and are not type-filled signatures. Also, the date of signing should reflect the current school year (beginning July 1 each year). If it does not, the request will be returned according to instruction number 6 (see below).
3. Form 581-2281-N is to be completed by the requesting school district and/or institution. Although page 1 of this form only allows up to five names to be listed, there is not a limit on the number of background checks that can be submitted in one transaction. We ask that an additional form (581-2281-N page 1) is filled out for each sequence of individuals. This form must be type-filled for processing. Handwritten forms will be returned for revision.
4. Submit form 581-2281-N page 1 followed by the corresponding form 581-2282-M form as one document via the ODE [Secure File Transfer \(Smartsheet\)](#) to the program "LEDSCheck" (School Districts that have access to Central Login may choose to submit through [Secure File Transfer \(Central Login\)](#)). Please do not submit these documents as an email attachment. We do not open attachments that could potentially contain personally identifiable information as they may be made available to the public under Oregonlaw. Documents should be submitted with form 581-2281-N first and then each corresponding form 581-2282-M in the order in which they are listed on form 581-2281-N. Repeat this process for each form 581-2281-N that is submitted.
5. Please mail form 581-2281-N page 3 along with a school check in the amount of \$5.00 per name submitted. We are unable to accept purchase orders, or personal checks from the individual applicant. **These forms will not be processed until we receive notification from our business office that the payment has been received.** All payments should be mailed to:  
**Oregon Department of Education  
Business Office  
Public Service Building  
255 Capitol Street NE  
Salem, OR 97310**  
Please do not submit payment until you have received the "Accepted Volunteer Background Check" email with the **transaction number. This number must be included on form 581-2281-N page 3.**
6. Once the request has been received and processed accordingly, results will be sent through email. If there is missing information on either form 581-2281-N page 1 or form 581- 2282-M, a request for changes will be issued. No background checks within that sequence will be processed until the appropriate corrections have been made and the request has been returned. We will only hold these documents for up to 2 weeks.
7. The application and background check results are kept on file with the Oregon Department of Education for 90 days, at which point they are purged.
8. Although the Department of Education provides a "Yes" or "No" determination, the final decision shall be made by the requesting school district and/or institution. We are unable to provide any details regarding convictions that may result in a "No" determination.

### Payment Submission Form for Criminal History Verification for Pre-Employment Applicants and Volunteers

Please mail this document along with a school check in the amount of \$5.00 per name submitted. We are unable to accept purchase orders, or personal checks from the individual applicant. Submitted applications will not be processed until we have obtained notification from our business office that the payment has been received.

*Note: Form 581-2281-N page 1 and the corresponding form 581-2282-M documents should be submitted via the ODE [Secure File Transfer \(SmartSheets\)](#) to the program "LEDSCheck" (School Districts that have access to Central Login may choose to submit through [Secure File Transfer \(Central Login\)](#)). Please do not submit the applications with this document.*

ODE assigned Transaction Number - This number is located on the "Accepted Volunteer Background Check". Please do not submit this payment without the transaction number provided below.	Number of form 581-2282-M submitted - \$5.00 fee per applicant form	Check #	Amount \$

School District and/or Institution Name	Return email address (for results and questions)
Mailing Address, City, State, Zip	Phone Number