

October 18, 2016

ACTION REQUIRED

TO THE ADMINISTRATOR ADDRESSED:

Subject: 2016-17 Annual Fingerprinting Certification and Statement of Compliance

The purpose of this letter is to remind districts and charters of the statutory requirements for fingerprinting and criminal history reviews. Chapter 22, Subchapter C, of the Texas Education Code (TEC) requires school districts and charter schools to ensure that certain individuals are fingerprinted to undergo a statutorily required national criminal history records review and that other individuals undergo a name-based criminal history record information review. In addition, superintendents of districts and chief operating officers of open-enrollment charter schools are required to certify annually that the district or charter school has complied with TEC §22.085. Please complete, sign, notarize, and return the attached form to TEA by **November 25, 2016**.

If an educator knows or should have known, through a criminal history record information review, that an employee or applicant has been convicted of certain offenses, as set forth in TEC Section 22.085(a), and the educator retains the employee or hires the applicant, the State Board of Educator Certification (SBEC) may impose a sanction on the educator.

Districts and charter schools that fail to certify and return the attached form may be subject to:

1. Inclusion in a public notice that lists all districts and open-enrollment charter schools who have failed to certify compliance with fingerprinting and background check requirements; and
2. An investigation of the superintendent or chief operating officer who has violated TEC 11.201(d)(13) or 19 TAC 249.15 by failing to complete the certification as required.

Please submit your completed [Annual Fingerprinting Certification and Statement of Compliance](#) via email to Jeannie Tomasek at jeannie.tomasek@tea.texas.gov by **November 25, 2016**.

If you have any questions regarding this letter please contact Jeannie Tomasek at (512) 463-5415.

Sincerely,

Ryan Franklin
Associate Commissioner
Educator Leadership and Quality