



Illinois Mathematics and Science Academy
A Pioneering Educational Community

Student Inquiry and Research

Dear Advisor/Mentor:

The safety and security of our mostly minor-age student population at the Illinois Mathematics and Science Academy® (IMSA) is top on our list of priorities. Section 10-21.9 of the Illinois School Code, effective August 12, 2004, requires a criminal history background check of Illinois school employees. Although The Illinois Mathematics and Science Academy does not need to legally adhere to the Illinois School Code, we are requiring that all new employees, spouses of new residence counselors, and volunteers working with IMSA students complete a criminal history background check as a condition of employment and/or working with our students.

The information, which we will submit to the Illinois State Police Bureau of identification, should be completed on the attached form. (Information about gender and race are asked only to differentiate individuals with the same name and will not be used for other purposes.) The form needs to be signed and returned to IMSA either by mail or by sealing the form in the envelope provided with a signature over the envelope flap and returning with your student. This information will be held and secured with all employment records at IMSA in accordance with standard policies and procedures for IMSA employees. IMSA will bear the cost of the criminal background check.

If your place of employment has already required and completed a criminal background check on you, we will accept a copy of your employment policy and a statement from your Human Resources department saying that a check has been completed with no adverse findings specifically for work with minor-age children.

Individuals who would prefer not to undergo a criminal background check may elect to do so, but we will be unable to place IMSA students with you for SIR investigations; we make this determination with respect, and without prejudice, to your wishes. Thank you for your understanding.

Questions and Inquiries


Judith A. Scheppler, Ph.D. (email quella@imsa.edu)
Grainger Center for Imagination and Inquiry: 630-907-5899
Secretary: Sandy Ruksakiati 630-907-5084 (email sruksak@imsa.edu)
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Website: <http://www2.imsa.edu/learning/inquiry/>

NAME BASED SCHOOL INQUIRY FORM FOR ILLINOIS CRIMINAL HISTORY CONVICTION INFORMATION

(Please see the reverse side for instructions on completing this form)



Transaction Control Number



FRM0730L14384270

Submitting Agency ORI - NCIC

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Submitting Agency Name

NA

**Cost Center
(Office Use Only)**

A **name based** criminal history record check will be performed based on the personal identifiers submitted pertaining to the applicant. Please note, however, that a "no record" response from the ISP does not ensure that conviction information does not exist under other personal identifiers for the individual in question. Conversely, a "record" response does not ensure that the record belongs to the subject in question. It is common for criminal offenders to use false or alias names and dates of birth which may not be detected by a name based request for conviction information. To ensure that the information furnished by the ISP positively pertains to the individual in question, a Fee Applicant fingerprint card form (#ISP6-404) should be submitted. Fingerprints are the only positive means of identification. To obtain more information about submitting fingerprint card inquiries, please contact the Civil Processing Unit at the phone number appearing on the reverse side of this form.

Subject's Last Name	First Name	Middle Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Date of Birth

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Sex	Race	Social Security Number	Drivers License Number	DL State
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	NA	NA

Requestor's Name

NA

Subject's Maiden Last Name	First Name	Middle Name
NA	NA	NA

Fee Amount

NA

The code values used in the Illinois State Police name search must include valid national crime information center code values for certain fields. These fields include sex codes and race codes. The standard code values for sex codes include "M" for Male, "F" for Female, or "U" for Unknown. The standard code values for race codes include "W" for White (includes Mexicans and Latins), "B" for Black, "A" for Asian/Pacific Islander, "I" for Indian/Alaskan Native, or "U" for unknown. If your submission contains values other than the standard code values, the search results could be adversely affected.

Signature of Applicant: _____ **Date:** / /