

**Manchester City Schools**  
**Criminal History Records Check and Fingerprinting**  
**Administrative Procedure**

1. At the time of application, any person applying for a position as a teacher and any person applying for any other position requiring proximity to school children shall supply a fingerprint sample and submit to a criminal history records check and fingerprinting which will be submitted to the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).
2. Any cost incurred by the Manchester City School District in connection with conducting the criminal history records check and fingerprinting shall be paid by the applicant, to the Manchester City School District, at the time the application is filed. The fingerprints will be forwarded to the TBI for processing, along with payment for the criminal history records check. The applicant will not be considered or interviewed for employment until the criminal history is returned to the school district.
3. When the criminal history records check is returned to the school district, the applicant will be notified and the application will become an active application. A copy of the results will be placed with the application on file. The school district will make up to three (3) copies of the criminal history records check report for the applicant if requested within a six (6) month period of time.
4. If the applicant is offered and accepts employment with the Manchester City School District, the applicant will be reimbursed for any cost incurred for the criminal history records check and fingerprinting after the employee has completed service of twenty (20) work days except that substitute teachers and substitute food service workers must work seven (7) full days or the equivalent to receive the reimbursement. Reimbursement must be requested by the applicant within the school year in which the worker is employed. Such request must be made on a form provided by the school district. ([See Criminal History Records Check and Fingerprinting Reimbursement Request Form](#))
5. If the applicant has a current copy of their criminal history records check they may submit a copy with their application. For the purposes of this procedure, “current” shall mean that the criminal history records check was completed within the past twelve (12) months in the state of Tennessee.
6. In the case where a position must be filled immediately, the director of school may waive item #2 of this procedure and offer the applicant a position immediately with continued employment contingent upon favorable completion of the criminal history records check and fingerprinting. In this case, the applicant will be required to pay any cost incurred at the time the criminal history records check and fingerprinting is submitted to the TBI. Upon return of the criminal history records check and the offer of continued employment, the applicant will be reimbursed any cost incurred for the criminal history records check and fingerprinting according to item #4 above.