

MEMORANDUM

To: Students who will be in direct contact with children under 18 in research or practicum activities (NOTE: Croyden Practicum does not need to do this)

From: The Psychology Department

According to state law if your selected practicum or research experience will put you into direct contact with any children, you must have a Central Registry Check completed to screen your background for prior history of child abuse or neglect.

You must complete the attached form and mail it to the Family Independence Agency at the address listed in the return address portion of the letter. In approximately 2-3 weeks you will receive the results of your background check. You must turn in a copy of those results attached to your permission to elect form or your faculty instructor will not grant permission to take the credits. You will need to have a photocopy of your results for each separate course enrollment that brings you in contact with children. You don't have to have a new screening done each time but you do need to have a photocopy of your old one.

Thank you for your cooperation and compliance with state laws that are designed to protect children.

Attn: Marti Chingel
Kalamazoo County FIA
322 E. Stockbridge
Kalamazoo MI 49001

To Whom It May Concern:

I would like to have a Central Registry Check completed on my background. I will be working in direct contact with a child as a result of my practicum or research activities at Western Michigan University. I am enclosing a **copy of my driver's license** as requested. Please mail the completed CRC back to me at the address listed below.

Thank you in advance for your assistance.

Sincerely

Full Printed Name _____

Maiden name if applicable: _____

Birth Date: _____

Current Address: _____

Signature: _____

INSTRUCTIONS TO STUDENTS: THE ABOVE INFORMATION MUST BE FULLY COMPLETED AND YOU MUST ENCLOSE A PHOTOCOPY OF YOUR DRIVER'S LICENSE. THERE IS NO FEE FOR THIS REGISTRY CHECK