

# **SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

## **Background Check Information**

All students entering a teacher education program at SIUE are required to have a criminal background check prior to any field placements.

- Background checks are done through the Madison County Regional Office of Education (ROE).
- Background checks are by appointment ONLY. To schedule an appointment, please phone the ROE at (618) 296-4530.
- The ROE is located at 157 N. Main Street, Suite 438 in Edwardsville.
- Bring the following items with you to your screening:
  - Payment of \$45 (Cash only)
  - Government Issue Photo ID

Failure to have a background check done will delay your field placement. You may not begin your field placement until the background check is completed and results are on file.

Please contact Lindsey Loyd at [linloyd@siue.edu](mailto:linloyd@siue.edu) if you have any questions.

**Regional Office of Education 41**  
**SIUE Student Teacher Background Check**

**Cost: \$45.00 cash only**

**Location:** 157 North Main Street, Suite 438 in Edwardsville, IL 62025. We are located on the 4<sup>th</sup> floor of the Madison County Administration Building next to the Madison County Courthouse.

**Hours:** Monday through Friday 8:30-4:00 **By Appointment**

**Phone:** 618-296-4530

**Purpose Code:** CSE

Please provide your **current address** below.

First Name		Last Name		Middle Initial	
Maiden Name/ Other Names Used			DOB	State of Birth	
Address		City		State	Zip
Gender	Race	Eye Color	Hair Color	Height	Weight
Drivers License Number		State Issued	Phone Number		
<b>Applicant Verification and Authorization</b>					
<p>I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency organization, institution, or entity having such information on file. I authorize the Regional Office of Education in Madison County to capture and securely transmit my fingerprints to the Illinois State Police and/or Federal Bureau of Investigations for the purpose of checking my criminal history record information. I further understand that my fingerprints may be retained by the Illinois State Police and/or Federal Bureau of Investigation pursuant to applicable statute. I authorize the Regional Office of Education to disseminate my results to Southern Illinois University in Edwardsville and local school districts. I understand that if my background check includes evidence of a criminal history, the nature of that history might prohibit me from being placed in a given school district and that the district has the right to refuse my placement. If your fingerprints are AFIS unacceptable, the customer may be required to return to reprint. You must return within 10 days of receiving the error notice or incur a reprint charge of \$45.00.</p>					
<b>Signature of Applicant</b>					
Signature			Date		
<b>ROE Use Only:</b>					
Technician Signature: _____					
_____					
Date		Time			
_____		_____			