

Paradigm Schools Background Check Information

Paradigm Schools is committed to providing a safe and secure educational and working environment for scholars and employees. As part of this commitment, Paradigm requires criminal background checks of licensed and non-licensed employees, substitutes, and volunteers pursuant to Utah state laws, rules, and regulations, and in accordance with this policy. Volunteers who will be in direct association with Paradigm scholars during school events or volunteering at the school are required to comply with this policy.

In order to be considered for any of the aforementioned positions, the following is required:

1. Submit a nationwide criminal background check and consent to ongoing monitoring, which includes consent for an initial fingerprint-based background check by the FBI through the Utah Bureau of Criminal Identification (BCI). *Utah Code 53G-11-401*
2. Submit the *Release and Reference Check Authorization* form to Paradigm. *Utah Code 53G-11-409*

Once these requirements have been completed, applicants or volunteers will be notified of their approval or disqualification. If Paradigm disqualifies an applicant or volunteer, Paradigm shall give the individual written notice of the disqualification and of the individual's right to request of the disqualification. An individual disqualified by Paradigm as a result of a background check may request a review of the information received by Paradigm through the background check and of the reasons for the disqualification and may respond to the information and the reasons for disqualification. Paradigm shall, consistent with the requirements of *Utah Code 53G-11-404*, allow the individual to review the criminal history information received by Paradigm.

Background checks require a fee of \$32.00, which is payable to Paradigm. Fingerprints must be completed through a LiveScan Fingerprint Site (see attached sheet for a list of sites). We recommend using Jordan School District (see below for address). There is an additional fee for fingerprints, dependent on the individual site. Paradigm will not reimburse for these fees. Volunteers may count 6 hours of volunteer time for paying for these fees.

Jordan School District
7387 S Campus View Drive
West Jordan, UT 84084
(Behind Jordan Landing)

Employees or volunteers who wish to drive Paradigm scholars, the following is required:

1. Complete Paradigm School's Driver Agreement and Acknowledgement
2. Submit a copy of your valid's driver's license and current automobile insurance card to the front office
3. Submit a copy of your personal driving record (obtain online through Utah.gov)

If you have any questions or concerns regarding these policies, please contact our main office.

Utah Educator LiveScan Fingerprint Sites

The following is a list of sites that have agreed to provide LiveScan fingerprinting services to Utah educators. For information regarding sites available to classified employees or volunteers at a local education agency (LEA), please contact the sites directly. Individual sites may or may not provide LiveScan services from other entities (i.e. Dept. of Health), contact the individual site for more details. If you are a Utah educator and charged a usage fee higher than that listed on this document, please contact USBE Licensing immediately at (801) 538-7740.

Institution	Address	USBE Authorization Operating Hours	USBE Auth. Usage Fee	Notes	Website	Public Contact Number
Alpine School District	575 North 100 East American Fork, UT 84003	Tuesday - Friday; by appointment only	\$20	Additional operating hours during August-September	http://alpineschools.org/hr/	(801) 610-8586
American Preparatory Academy	12894 S. Pony Express, Ste. 600 Draper, UT 84120	APA Employees: M - F : 9-3 pm All others: 9-1 pm; by appointment	\$20		www.americanprep.org	
Beaver School District	291 North Main Street Beaver, UT 84713	M-Th; 8 am - 5 pm Friday; 8 am - 4 pm	\$20	Appointment preferred as availability may vary	www.beaver.k12.ut.us	(435) 438-2291
Bureau of Criminal Identification	3888 West 5400 South West Valley, UT 84119	Monday - Friday; 8 am - 5 pm	\$15		publicsafety.utah.gov/bci	
Canyons School District	9361 South 300 East Sandy, UT 84070	Monday - Friday; 8 am - 4 pm	\$20	Cash Only; Average wait time is 15 minutes.	www.canyonsdistrict.org	(801) 826-5500
Carbon School District	251 West 400 North Price, UT 84501	Monday - Friday; 8:30 am - 3:30 pm	\$20		www.carbonschools.org	(435) 637-1732
Daggett School District	196 West Second North Manilla, UT 84046-0249	Monday - Friday; 8 am - 5 pm	\$20	Non-Daggett Educators - Cash Only	www.dsdf.org	(435) 784-3174
Davis School District	45 East State Street Farmington, UT 84025	Tuesday - Friday; 8-5 pm (Summer) 8 am - 4:30 pm	\$20		www.davis.k12.ut.us	(801) 402-5550
Dixie Montessori Academy	1160 North 645 West Washington, UT 84780	Mondays & Thursdays 8:30-10:00 am 3:15-4:45 pm	\$20	For appointment, visit our website or call. \$20 Cash, check, or credit card accepted	www.dixiemontessoriacademy.org (bottom of Home Page, select Fingerprint under Employee Links)	(435) 251-8539 x114
Duchesne School District	900 East Lagoon Street Roosevelt, UT 84066	By appointment only	\$20		www.dcsd.org	(435) 725-4500
Emery School District	120 North Main Huntington, UT 84523	Monday - Friday; 8 am - 5 pm	\$20		www.emerycsd.org	(435) 687-9846
Freedom Preparatory Academy	1190 West 900 North Provo, UT 84604	Monday - Friday; 8 am - 4 pm	\$20	Please call before coming in for fingerprinting.	801-437-3100 www.pfa.cc	(801) 437-3100
Garfield School District	145 East Center Street Panguitch, UT 84759	by appointment only	\$20	Exact Cash or Check Only.	www.garfield.k12.ut.us	(435) 676-8821
Grand School District	264 South 400 East Moab, UT 84532	Monday - Friday; 9 am - 4 pm	\$20		www.grand.k12.ut.us	(435) 259-5317
Granite School District	2500 South State Salt Lake City, UT 84115	Granite Educators: M-F: 8:15-3:45 pm Non-Granite educators: Wed: 1 - 3:45 pm, by appointment only	\$20	Non-Granite Educators - Cash or credit card accepted Usage fee for Granite Educators is \$0	www.graniteschools.org	(385) 646-4551
Iron School District	2077 W Royal Drive Cedar City, UT 84720	by appointment only	\$20		irondistrict.org	(435) 586-2804

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Jordan School District	7387 S Campus View Drive West Jordan, UT 84084	Monday - Friday; 7:30 am - 4:30 pm	\$20		www.jordandistrict.org	(801) 567-8150
Juab School District	346 East 600 North Nephi, UT 84648	by appointment only	\$20	This site rotates between Juab SD and Tintic SD, see website for availability.	www.cues.k12.ut.us	(435) 623-1940
Kane School District	746 South 175 East Kanab, UT 84741	Monday - Thursday; 9 am to 3 pm, by appointment only	\$20	Please call before coming in for fingerprinting; Kane SD employees/volunteers	www.kane.k12.ut.us	(435) 644-2555
LakeviewAcademy	527 West 400 North Saratoga Springs, UT 84045	Monday - Thursday; 8:30 am to 2:30 pm, by appointment only	\$20		www.lakeview-academy.com	(801) 331-6788
Millard School District	285 East 450 North Delta, UT 84624; or 200 West Eagle Drive Fillmore, UT 84631	by appointment only	\$20		www.millard.k12.ut.us	(435) 864-1032
Morgan School District	240 East Young Street Morgan, UT 84050	Monday - Friday; 8 am - 4 pm	\$20		www.morgan.k12.ut.us	(801) 829-3411
North Sanpete District	220 East 700 South Mt. Pleasant, Utah 84674	by appointment only	\$20	This site rotates between North Sanpete SD and South Sanpete SD, see website for availability.	www.cues.k12.ut.us	(435) 462-2485
North Summit District	65 South Main Coalville, UT 84017	Monday - Friday; 8 am - 4 pm	\$20		www.nsummit.org	
Nebo School District	350 South Main Spanish Fork, UT 84660	Nebo Employees: Monday - Friday; 8 am - 4:30 pm All others: Monday - Thursday; 1 - 3 pm	\$20	Cash, check or credit card accepted for non-Nebo employee usage fee. There is no usage fee for Nebo employees.	www.nebo.edu	(801) 354-7414
Ogden School District	1950 Monroe Blvd Building #2 Ogden, UT 84401	Monday - Thursday; 8:00 am - 4 pm;	\$20	Exact cash, check, or credit cards	ogdensd.org	(801) 737-7320
Park City School District	2700 Kearns Blvd Park City, UT 84060	Thursdays; 9:00 a.m. - 3:30 p.m. By appointment only	\$20	PCSD and Weilenmann new hires and employees only Cash or check only	www.pcschools.us	(435) 645-5600
Piute School District	500 North Main Street Junction, Utah 84740	by appointment only	\$20	This site rotates between CUES, Piute SD, and Wayne SD, see website for availability.	www.cues.k12.ut.us	(435) 577-2912
Promontory School of Expeditionary Learning	1051 W 2700 S Perry, UT 84302	Tuesday & Thursday; 10 am - 2 pm	\$20	Available by appointment only during summer months.	www.promontoryschool.org	(435) 919-1900
Provo School District	280 West 940 North Provo, UT 84604	Monday - Friday; 1 - 4 pm	\$20	Credit, debit cards or money orders only; please do not bring children.	provo.edu	(801) 374-4800
Rich School District	25 South 100 West Randolph, UT 84064	Monday - Friday; 8 am - 4 pm	\$20	By appointment and cash payment only. Please call for an appointment.	www.richschool.org	(435) 793-2135 x100

Utah Educator LiveScan Fingerprint Sites

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Salt Lake City School District	440 East 100 South Salt Lake City, UT 84111 District Office	by appointment only	\$0	Salt Lake City School District Employees \$0 Only		(801) 578-8337
San Juan School District	200 North Main Street Blanding, UT 84511 San Juan Safety Building 297 South Main Monticello, UT 84535	Monday - Friday: 8 am to 5 pm Monday - Friday: 8 am to 6 pm	\$20 \$20		www.sjsd.org	(435) 678-1215 or (435) 678-1211 (435) 587-2237
Sevier School District	180 East 600 North Richfield, UT 84701	by appointment only	\$20	This site is available on every Wednesday.	www.sevier.k12.ut.us	(435) 896-8214
South Sanpete District	39 South Main Street Manti, UT 84642	by appointment only	\$20	This site rotates between North Sanpete SD and South Sanpete SD, see website for availability.	www.cues.k12.ut.us	(435) 835-2261
Tintic School District	55 East Main Street Eureka, UT 84628	see website	\$20	This site rotates between Juab SD and Tintic SD, see website for availability.	www.cues.k12.ut.us	(435) 433-6363
Tooele School District	92 South Lodestone Way Tooele, UT 84074	M, Tues, Thurs.: 2 - 4 pm; Tues.: 10 am - 12 pm, by appointment only	\$20	Additional availability Monday 10 am - 12 pm by appointment only for Tooele SD employees	tooeleschools.org	(435) 833-1900
Uintah School District	635 West 200 South Vernal, UT 84078	Tuesday, 2:00 - 4:00 pm; Thursday, 8:30 - 10:30 am; or by appointment.	\$20		www.uintah.net	(435) 781-3100 X1000
Vista at Entrada School of Performing Arts and Technology	585 East Center Street Ivins, UT 84738	by appointment only	\$20		www.vistautah.com	(435) 673-4110
Wasatch School District	101 East 200 North Heber City, UT 84032	Mon-Fri: 8-2:30 pm or by appointment	\$20	Usage fee for employees/volunteers of Wasatch SD is \$0	www.wasatch.edu	(435) 654-0280
Washington School District	121 West Tabernacle Street St. George, UT 84770	by appointment only	\$20	Online scheduling tool can be found at https://wscsfingerprints.youcanbook.me/ or under "Jobs" on the main district website	www.washk12.org	(435) 673-3553 Ext. 5115
Wayne School District	79 North 100 West Bicknell, UT 84715	by appointment only	\$20	This site rotates between CUES, Piute SD, and Wayne SD, see website for availability;	www.cues.k12.ut.us	(435) 425-3813
Weber School District	5320 Adams Ave Parkway Ogden, UT 84405	M-F: 8-3:30 pm Summer hours: 7:30-3:30 pm	\$20		www.wsd.net	(801) 476-7886
Brigham Young University	350 McKay Building Provo, UT 84602	Monday-Friday: 9 am - 4 pm	\$20	Non-students by appointment only		(801) 422-3426
Southern Utah University	36 North 300 West Cedar City, UT 84720	Tuesday & Wednesday: 2 to 5 pm	\$20			

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Utah State University	USU Public Safety 1250 North 850 East Logan, UT 84322-5800	by appointment only	\$15	All appointments must be made on website	dps.usu.edu	(435) 797-7468
Weber State University	Room 022 McKay Ed Bldg. Ogden, UT 84408-1302	See website	\$20	Weber State University Students Only	www.weber.edu/fingerprinting	
Central Utah Educational Services	195 East 500 North Richfield UT 84701-1899	by appointment only	\$20	This site rotates between CUES, Plute SD, and Wayne SD; see website for availability	www.cues.k12.ut.us	(435) 896-4469
Southeast Educational Services Center	685 East 200 South Price, UT 84501	Monday - Friday; 8 am - 5 pm	\$20		seschools.org	(435) 637-1173

Volunteer Information

Name: _____

Phone number: _____

Email address: _____

Scholar's name(s): _____

Paradigm High School

CONSENT AND RELEASE TO CONDUCT CRIMINAL BACKGROUND CHECKS

Dated this _____ day of _____, 20____.

Waiver Statement

I, _____, hereby authorize Paradigm High School and/or its agents to conduct an investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with the company.

I release Paradigm High School and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person for which I have been employed furnishing the information requested.

I understand I have the right to review information obtained through the reference check process; however, by signing below, I realize Paradigm High School will NOT release the information provided to them to any person, including myself. The information submitted is confidential and will be used only for the purpose of determining my suitability for the position which I applied.

Current Address, City, State, Zip

_____/_____/_____
Date of Birth (mm/dd/yyyy)

_____-_____-_____
Social Security Number

Driver's License Number / State

_____/_____/_____
Expiration Date

Maiden or Other Names Used: _____

Print Legal Name (First, Middle, Last)

Signature

APPLICANT: READ THE WAIVER STATEMENT BEFORE SIGNING, IF NOT UNDERSTOOD, SEEK COMPETENT LEGAL ADVICE

To be completed by a Paradigm High School official:

The above named individual was interviewed on ____/____/____ for the position of _____.

I certify the individual has been identified:

Printed Name

Signature



Release and Reference Check Authorization

I, _____ (the LEA Applicant or Potential Volunteer), authorize Paradigm High School (the School) to contact any organization or individual that I have listed on my employment application or resume or mentioned in interviews and obtain from them any relevant information about my background and job qualifications, including my experience, skills, and abilities related to my employment at a former employer. I understand that I am consenting to the release of any reference and/or performance-related information about me held or known by my former employers, supervisors, and co-workers.

In addition, I consent to the release of any information about my education, experience, abilities, or work-related characteristics, behaviors or traits held or known by any former employer or other organization(s) or individual(s), including schools and educational institutions, professional or business associates, and friends and acquaintances, all of which the School may contact in the course of conducting a reference check or background investigation of my suitability for employment to directly care for, supervise, control, or have custody of a Child or Student while employed or volunteering at the School.

Pursuant to Utah Code 53G-11-410 *Reference Check Requirements for LEA Applicants and Volunteers*, I authorize all previous Qualifying Position employers to disclose information regarding any employment action taken or discipline imposed for the Physical Abuse or Sexual Abuse of a child or a student.

I understand and acknowledge that this authorization and release of information by the afore mentioned entities or individuals can involve my competency, qualifications, performance, credentials, behaviors, or other characteristics or factors affecting my suitability for employment with the School. Additionally, I am authorizing the release of information about my performance, experience, capability, attitude, and/or other work-related characteristics or traits affecting my ability to directly care for, supervise, control, or have custody of a child, with such information currently in the possession of the following organizations, their management, employees, board members, representatives or assigns:

Company or LEA Name	Reference Name	Reference Phone #	These cells for school use only.		
			Request Date	Response Date	X if clear; 0 if not

I agree not to file or pursue and complaints, claims, or legal actions against the School or any of its employees, representatives, or agents arising out of their efforts to obtain the afore mentioned work-related information about me. Furthermore, I understand that pursuant to Utah Code 53G-11-410, an LEA (the School) may not hire an LEA Applicant who does not sign a release described in 53G-11-410 (2)(a)(i) or (iii).

Signature: _____

Date: _____