

Gratiot Isabella RESD
Fingerprint Procedures for Special Education
Licensed Childcare/Preschool Providers

All special education providers working in licensed childcare facilities or licensed preschool programs are required to complete a Comprehensive Background Investigation and must be found “eligible” by LARA.

First Time Comprehensive Background Investigation

1. Obtain Michigan Childcare Background Check Consent and Disclosure Form from RESD website or call Early Childhood Special Education Supervisor.
2. Provide the program director of the licensed childcare facility or preschool program the **completed Consent and Disclosure form.**
3. Once you are informed of “eligible” status by the program director, send the Early Childhood Education Supervisor a copy of the completed Consent and Disclosure form and the notification of eligibility (ask the program director to print notification of eligibility).
4. The Early Childhood Special Education Supervisor will retain copies of all Consent and Disclosure Forms.

Note: Providers may not work with a child alone until notification of “eligibility” by the childcare/preschool program director is received.

Eligible Status New Childcare/Preschool Location

This process is for providers who have already completed the Comprehensive Background Investigation and have an “eligible status” but are now providing services in a different childcare facility or preschool program.

1. Complete the Comprehensive Background Investigation Transfer Form from the RESD website.
2. Submit the completed form to the Early Childhood Special Education Supervisor.
3. Early Childhood Special Education Supervisor will forward the Consent and Disclosure Form that was initially completed for the Comprehensive Background Investigation to the childcare facility or preschool program director.
4. Once the childcare/preschool program director has “connected” you to the facilities’ license, you are eligible to work alone with children in the childcare facility or preschool program.
5. The Early Childhood Special Education Supervisor will retain copies of all Comprehensive Background Investigation Transfer Forms.

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