

Todd County School District Policy Exhibit: GCDB-E/GDDB-E2

MEMORANDUM

TO: Law Enforcement Agency
Fingerprint Division

FROM: Todd County School District
PO Box 87
Mission, SD 57555

RE: REQUIRED CRIMINAL BACKGROUND CHECK

Attached please find two fingerprint cards provided to the Todd County School District by the South Dakota Division of Criminal Investigation, together with an envelope addressed and stamped for submission of the completed fingerprint cards to the Division of Criminal Investigation. In addition, you will find enclosed a certification wherein you can indicate to us that the fingerprint cards have been completed and sent to the Division of Criminal Investigation. We also enclosed an addressed, stamped envelope for you to return the certification to the school district. Please complete the fingerprint process and mail the cards, together with the applicant's check or money order for \$43.25, to the South Dakota Division of Criminal Investigation.

We certainly thank you for assisting in this endeavor designed to protect the children of the district. If there is any charge for your agency's part of this service, please collect the same from the applicant.

If you have any questions, please do not hesitate to call the Superintendent's Office at the school district, telephone: (605) 856-3501.

Attachment