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Dr. Sheri Wernsing
 Executive Director

L-1 Identity Solutions – Criminal Background Checks

Per Section 10-21.9 of the Illinois School Code, it is mandatory that all new school employees be fingerprinted for purposes of completing a criminal background check. Please review the enclosed scheduling information, complete the form and schedule an appointment immediately. When you have completed your fingerprinting, you will be presented with a signed receipt that you must present to the Human Resources office as proof.

Scheduling an appointment for fingerprinting is fast and easy and can be done on-line or by phone. Please remember you will need to bring a photo ID with you, (drivers license, student ID or passport) or they will not fingerprint you.

On-line scheduling

(Available 24 hours a day, 7 days a week)

1. Go to www.ibtfingerprint.com.
2. On the map, click on the picture of Illinois.
3. Click "**On-Line Scheduling**" button
4. Registration site will appear, click on preferred button (English or Spanish).
5. Type first and last name.
6. In yellow box marked Application Category, click on "**Public Schools**" in the drop down menu.
7. In yellow box marked Agency Number/ORI, click on "**LaGrange Area Department of Special Education**" in the drop down menu.
8. Continue following instructions and choose a location from list.
9. Complete the "**Personal Information**" form. For "**Billing**" information at the bottom of the form, click on **Billing Account**. The Billing Account number is the LADSE ORI number: **016S20S**.

Call Center Scheduling

(Available Monday-Friday, 8am-5pm.)

1. Call **(800) 377-2080** and speak to one of our experienced, friendly operators.
2. Operators will collect required information and schedule your appointment.
3. Be sure to have your Agency ID/School ID number handy when calling.

****If you have any difficulty in scheduling an appointment either on-line or via phone, please contact Joyce Johnson at LADSE. 708-482-1165.**

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Supporting education for all children in the community school districts:

53 Butler	94 Komarek	102 LaGrange	107 Pleasantdale
61 Darien	95 Brookfield-LaGrange Park	103 Lyons	86 Hinsdale Township High School
62 Gower	96 Riverside	105 LaGrange South	204 Lyons Township High School
92 ½ Westchester	101 Western Springs	106 LaGrange Highlands	208 Riverside Brookfield High School