

Background Check Procedures

Missouri Family Care Safety Registry

Most area school districts which host university students for clinical experiences require that students have completed a background check. These screenings can include an FBI fingerprint check, a Missouri Highway Patrol open records check and a screening for child abuse/neglect findings. **Background check requirements vary by school district.**

Open records check + child abuse/neglect screening:

The Teacher Education Unit at Fontbonne University uses the *Family Care Safety Registry* to conduct these screenings. **You only have to register once.**

How to register:

1. Online registration may be completed at <https://webapp02.dhss.mo.gov/bsees/>, using the “Registration” link. Payment is made by credit card, and you will be charged a nonrefundable \$12.00 registration fee plus an additional \$1.25 processing fee.

On the registration form under “Section A: Worker Type,” check the “Voluntary Registrant” box.

Registrant notification:

You will be notified in writing each time someone requests information about you from the Registry. This notification will contain the name and address of the organization making the request and the background information released.

Once you have registered, you must notify Rick Gwydir, Teacher Certification Coordinator, 235 East Building, (314) 889-4515, rgwydir@fontbonne.edu.