



Nancy S. Grasmick
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

MEMORANDUM

TO: SES Coordinators and Providers
FROM: Geri Taylor Lawrence *[Signature]*
DATE: November 29, 2007
RE: Criminal Background Checks for SES Tutors

Criminal background checks for Supplemental Educational Services (SES) tutors are required by the Family Law Article §5-560, et seq. Local Systems are reminded of the following:

- All criminal background checks must be completed through the Criminal Justice Information Services (CJIS).
- Tutors that are working for the same provider with continuous service do not need to be rechecked annually.
- Tutors who change employment from one provider to another must obtain a new criminal background check.
- Tutors who are employees of a local school system must have a background check completed for the SES provider in which they are employed.
- On-line providers must conduct national criminal background checks with the Federal Bureau of Investigations (FBI), and criminal background checks of tutors who have resided in Maryland with CJIS. These results must be available for review by local and State coordinators.
- Local school systems must monitor and ensure that all tutors working with children have criminal background checks on file.

If you have questions, or need additional clarification, please call (410) 767-0642 or email glawrence@msde.state.md.us.

GTL:tsl