

September 12, 2018

Dear Employee,

Under new legislation, Shenandoah School Corporation now requires each employee to conduct a National Criminal Background Check every five (5) years. Shenandoah School Corporation will pay the cost of your background check.

Shenandoah's current employees have been divided into five (5) groups consisting of approximately twenty-percent (20%) of total employees in each group. Each group will be required to complete the National Background Check within the month and year designated for your group. We will notify a group in the fall of each year.

If you are receiving this notice, this is your year.

Please click on the following link to start your background check:

<https://secure.safehiringsolutions.com/app.cfm?id=328E5B45-68B6-4253-B52E-3B0522AEDAA7> (Live link is below this letter on the email)

Please have your online background check complete within thirty (30) days of receipt of this notice.

Feel free to contact myself or Lanna Colwell in HR with any questions.

Sincerely,

Ron Green
Superintendent

Cc: File