




NYSED CHARTER SCHOOL OFFICE
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To: School Leaders and Board Chairs of all Charter Schools

From: David Frank, Executive Director 

Date: October 1, 2019

Subject: Important Notice - Employee Fingerprint Clearances

Pursuant to Education Law § 2854(3), charter schools must ensure that all prospective employees and other applicable adults working in the school receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) in the NYSED TEACH system prior to employment.¹

Persons who must be cleared by OSPRA include, but are not limited to, teachers, administrative staff, janitors, security personnel, related service providers, paraprofessionals, contracted service providers, cafeteria workers, and other staff/adults who have access to the school when children are in the school building, whether or not they are employees of the school. Visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted.

Clearance is achieved by means of a fingerprint-supported criminal background check through the mandatory process outlined on the OSPRA website at <http://www.highered.nysed.gov/tsei/ospra/>. After a prospective employee has been cleared in TEACH, schools are required to maintain proof of such clearance in the file of each employee.² Please note: NYSED TEACH clearance is required even if the individual has recently undergone fingerprint clearance by an agency or the district, including the NYC DOE.

**ALL CHARTER SCHOOL EMPLOYEES
MUST HAVE NYSED OSPRA TEACH CLEARANCE**

**PARAPROFESSIONALS/CONTRACT SERVICE PROVIDERS
WORKING IN CHARTER SCHOOLS
MUST HAVE NYSED OSPRA TEACH CLEARANCE.**

If a prospective employee is not hired by the charter school, or a person leaves the employ of a charter school for any reason, the school must remove the person from the school's roster in TEACH immediately.

More information on the NYSED Employee Fingerprint Clearance process, which should be reviewed by all schools, can be found at:

- [View Fingerprinting Clearance Status](#)
- [Request Clearance](#)
- [Enter Hire/Termination Dates](#)

¹ Additional guidance is available on the NYSED TEACH website at: <http://www.highered.nysed.gov/tsei/ospra/home.html>

² In addition to providing proof of fingerprinting clearances to NYSED and the school's authorizer, schools may also be required to provide evidence of clearance to their independent auditor. See NYSED Charter School Audit Guide at: <http://www.p12.nysed.gov/psc/regentoversightplan/otherdocuments/AuditGuide.html>

³ Visit <http://www.highered.nysed.gov/tsei/ospra/lawregs.html> for a list of applicable laws and regulations related to the fingerprinting and clearance of employees.