



New/Reappointed Public School Academy Board Member Background Check Process

1. PSA Board member is appointed via letter sent to the school board via email and post. The letter includes a notification that board members be scheduled for a criminal background check within 30 days of receipt. The date of the email will be considered the beginning of countdown.
2. DPS Office of Charter Schools will add an individual school requirement to Epicenter for background check results to be loaded into the system 45 calendar days after the appointment date. (Allowing time for the check to be conducted within 30 days, plus 15 days for the results to be returned.)
3. Each school must make its own arrangements for the background check.
4. Each school must upload results/status of the background check on Epicenter within the 45-day window.
5. If a school fails to upload results in 45 days, DPS-OCS will issue a letter notifying the board that the background check requirement has not been met. Schools will be given 5 business days to schedule the background check. School must notify the Compliance Specialist when the background check has been scheduled.
6. If the background check is not scheduled within the 5-day window, DPS-OCS will issue a letter terminating the appointment of the board member.
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Cases of Financial Hardship

1. Cases of financial hardship will be determined on a case-by-case basis. In those instances, the DPS Office of Charter Schools will coordinate scheduling and payment of background checks with MorphoTrust (formerly L-1 Identity Solutions).
2. In cases where DPS-OCS has coordinated background check scheduling and payment, DPS-OCS will immediately notify the DPS Human Resources background check contact of the name(s) of PSA board member(s) who will be tested through MorphoTrust.
3. Once the results are returned from Human Resources, DPS will upload the status information into Epicenter.

Scheduling a fingerprinting appointment

is fast and easy.

Customers have two easy ways to schedule fingerprinting appointments with L-1 Enrollment Services.

On-line Scheduling

Available 24 hours a day, 7 days a week.

1. Go to www.L1enrollment.com
2. Click on the Michigan map.
3. Enter required information including your Agency ID number and select desired appointment

Call Center Scheduling

Available Monday-Friday, 8am – 5pm PST.

1. Call (866) 226-2952 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 ORI number handy when calling.

You're ready to go.

