|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Iowa Code Section** | **District Check on Initial Hire** | **District charges employee for check** | **Fingerprint Required** | **Registry Check Required** | **Iowa Criminal Court Records** | **National Criminal History Check** | **Recheck Mandated** |
| Teacher with initial license (1-2 years) | 272.2(17) | Not Mandated, but best practice | n/a | No | Not Mandated, but best practice | Not Mandated, but best practice | Not Mandated, but best practice | No – BOEE rechecks, but district may recheck |
| Teacher with standard license | 272.2(17) 279.13(1)(b) | Yes | allowed | Yes | Yes | Yes | Yes | Same as above |
| Master Teacher with standard license | 272.2(17) 279.13(1)(b) | Yes | allowed | Yes | Yes | Yes | Yes | Same as above |
| Teacher with permanent professional license | Unclear | Yes on new hire | allowed | Yes on new hire | Yes on new hire | Yes on new hire | Yes on new hire | BOEE doesn’t do a renewal check but IC 279 exemption applies. Since no license recheck, best practice would be a district check. |
| Substitute Teacher (either license or authorization) | 272.2(17) | must if undera 279 contract, but best practice for all | allowed if offered a 279 contract | must if offered a 279 contract | must if offered a 279 contract | must if offered a 279 contract | must if offered a 279 contract | No – BOEE rechecks, but district may recheck |
| School Nurse with SPR | 272.2(17) | yes if offered a 279 contract | allowed if offered a 279 contract | must if offered a 279 contract | must if offered a 279 contract | must if offered a 279 contract | must if offered a 279 contract | No – BOEE rechecks w/renewal for either sub license or authorization but district may |
| School Nurse without SPR | 279.69 | Yes | prohibited | No | Yes | Yes | Not mandated, but best practice | Yes, every 5 years in anniversary year of employment |
| Paraprofessional | 272.2(17) | Yes | prohibited | No | Yes | Yes | Not mandated, but best practice | No – BOEE rechecks w/renewal but district may |
| Non-teacher Coaches | 272.2(17) | Not mandated, but best practice | prohibited | No | Not mandated, but best practice | Not mandated, but best practice | Not mandated, but best practice | No – BOEE rechecks w/renewal but district may |
| Bus Driver | 321.375 | Yes | prohibited | No | yes | yes | Not mandated but best practice | Every 5 years, district does recheck when license is renewed pursuant to 321.375 |
| **Position** | **Iowa Code Section** | **District Check on Initial Hire** | **District charges employee for check** | **Fingerprint Required** | **Registry Check Required** | **Iowa Criminal Court Records** | **National Criminal History Check** | **Recheck Mandated** |
| Administrators | 272.2(17) | Not Mandated, but best practice | Not prohibited | No | Not Mandated, but best practice | Not Mandated, but best practice | Not Mandated, but best practice | No – BOEE rechecks w/renewal but district may |
| Preschool Teacher | 272.2(17), 279.13(1)(b) DHS rules 441.109.9 | Yes | allowed | Yes | yes | yes | yes | No – BOEE rechecks w/renewal but district may |
| All preschool employees other than teachers (*If preschool is licensed by DHS*)  If not licensed by DHS, new requirements and timelines apply. | DHS rules 441.109.9 found [here](https://dhs.iowa.gov/childcare/provider-record-checks) and 279.69 | If answer yes to any of 3 questions: is in ratio? direct responsibility for child? potential to be alone with a child? | prohibited | Yes: DHS form 595-1396 check done on initial hire + fingerprint every 4 years. | Yes – different intervals if DHS licensed facility. | Yes: Rechecked every two years if PK is a DHS licensed facility. | Yes: Rechecked every four years if PK is a DHS licensed facility. | Every 5 years if person is a district employee and facility isn’t licensed by DHS. |
| School business official or school administration manager\* | 256.7(30) and 272.2(17) | Not Mandated but best practice | Not prohibited | No | \*for those SBO’s and SAMs working toward certification, a district-generate background check is recommended. |  |  | No – BOEE rechecks w/renewal but district may |
| Subcontracted employees/services | 272.2(17) may apply | Unclear definition of how “subcontracted employees” differs from subcontracted services. DE is advising schools to contact their attorneys. Consider language in contracts that employer has done a check or require checks be done by district. | | | | |  |  |
| Including, but not limited to: cooks, custodians, bus monitors, secretaries, painters, mechanics, substitute or temp employees | 279.69 | Yes | prohibited | No | yes | yes | Not mandated but best practice | Yes - Every 5 years in anniversary year of employment |
| Volunteers | Not regulated | Not Mandated, but best practice | Not prohibited | No | Not mandated but best practice | Not mandated but best practice | Not mandated but best practice | Not mandated but best practice |
| Student Teachers | Covered by university prior to practicum experience (since not an employee of the district, no district mandate to investigate) | | | | | | | |

<https://www.iowaschoolfinance.com/Guidance> Margaret Buckton [margaret@iowaschoolfinance.com](mailto:margaret@iowaschoolfinance.com) (515) 251-5970