

Managing Criminal History Record Information (CHRI) at Public School Academies (PSA) in Michigan

Federal guidelines require CHRI to **only** be viewed and managed by public entities (connected public servants) and public school board direct employees (not vendor employed). The person designated to view and manage the CHRI is called the CHRI Authorized User. PSA Board of Directors must select a CHRI Authorized User that meets the federal guidelines. The following options meet the requirements:

1. Current member(s) of the PSA Board of Directors views and manages CHRI.
2. The PSA Board of Directors may directly employ a person who views and manages CHRI.
3. The charter authorizer directly employs a person who views and manages CHRI for the PSA Board.
4. The local Intermediate School District directly employs a person who views and manages CHRI for the PSA Board.

In all of the above options, the CHRI Authorized User shall be a direct employee of a governmental agency, and the CHRI records must be viewed and maintained at the PSA site (EEM address for district). Records cannot be viewed, stored, or maintained at a home, a place of business, or any off-site locations.

Using the CHRI Registration form below, all PSA Boards of Directors must select an approved CHRI Authorized User option, and submit the completed form to the Michigan State Police (MSP) prior to October 12, 2015. After the CHRI Registration form has been approved by the PSA Board, attach the information to an e-mail and send to: msp-cjic-ats@michigan.gov.

If you have questions or concerns contact either Narcisa Morris at MorrisN@michigan.gov, (517-241-1633) or Ron Schneider at schneiderr8@michigan.gov, (517-373-0454).

Public School Academy Criminal History Records Information (CHRI) Registration Form

Public School Academy District Name:

CHRI Authorized User Name:

CHRI Authorized User Position/Title:

CHRI Authorized User E-mail Address:

Phone Number:

Please indicate (1-4) the public option that fits the CHRI Authorized User: (Yes or No)

Authorized User is a current member of the PSA Board of Directors

Authorized User is directly employed by the PSA Board of Directors (not employed by a vendor)

Authorized User is directly employed by the charter authorizer

Authorized User is directly employed by the local ISD/ESD/ESA/RESA/RESD

Date of PSA Board of Directors Meeting when Authorized User was approved:

Date Registration Form e-mailed to Michigan State Police (MSP):

Name of person e-mailing completed form to MSP:

Attach completed registration form to an e-mail and send to msp-cjic-ats@michigan.gov by October 12, 2015. Upon receipt of your agency's CHRI Registration form, the MSP will respond to your agency with subsequent instruction for approval of your agency's continued access and receipt of CHRI.