



DATE: August 29, 2015

TO: Individuals looking to conduct research in MMSD

FROM: Andrew Statz, Executive Director of Accountability

RE: Criminal Record Checks and Confidentiality/Mandatory Reporting Statements

You have submitted a proposal to the External Research Committee at Madison Metropolitan School District. The request indicates that you will need to interact with MMSD students or staff, collect new data, and/or work with existing administrative data.

For all external research projects approved after January 1, 2013, MMSD will require all project personnel undergo a criminal record check (CRC). This includes the principal investigator if he or she is actively involved in the data collection and/or analysis. Background checks conducted by other agencies cannot satisfy this requirement. Current MMSD employees are exempt from this requirement. The CRC is conducted once ERC has conditionally approved your proposal. A CRC is required for each proposal and lasts for the duration of the proposed project.

To complete the CRC, you will need to submit the MMSD External Researcher Disclosure Statement. This form is available online [here](#) and on the [ERC Proposal Process webpage](#). This form must be signed and submitted directly to the Department of Human Resources, care of Rick Cruz, via email (rcruz@madison.k12.wi.us), fax (608-204-0346), or in-person (Room 133, Doyle Building).

Researchers who have not lived in the state of Wisconsin for the previous five years must also be fingerprinted as part of the CRC. Fingerprinting is run through Fieldprint. To schedule, do the following:

1. Go to [Fieldprint's website](http://www.fieldprintwisconsin.com) (<http://www.fieldprintwisconsin.com>) and click the Schedule an Appointment link (purple button to the right of the screen).
2. Sign up as a New User.
3. Enter the following Fieldprint code for your position: **StudentTeacher/External Researchers: FPMMSDNonEmployee.**
4. Enter your Personal Information.
5. Enter your Demographic Information.
6. Enter our Account Number: **G1087.**
7. Enter our Employer Information:
Madison Metropolitan School District
545 W Dayton St
Madison, WI 53703
608-663-1693
8. Sign the release and privacy statements.
9. Schedule the location/time for your appointment – cancelling or rescheduling an appointment less than 24 hours in advance will result in an additional \$35.00 charge.
10. Bring **two** forms of valid, unexpired, acceptable identification to your appointment or your appointment cannot be completed. Valid identification will be listed in your confirmation

email from Fieldprint.

With questions about your account or scheduling an appointment, please call 1-877-614-4364 or consult their [FAQ page](#).

Researchers must submit **payment** for the CRC **before** it can be processed. For researchers who have lived in the state of Wisconsin for the past five years, the cost will be **\$7** and each individual will receive an invoice after the CRC has been submitted. For those from out-of-state, the cost will be **\$50** and payment will be due via check (made out to the Madison Metropolitan School District). The principal investigator and lead researcher will be informed only if a CRC results in concern. Please send payment to Rick Cruz in Room 133 Doyle Building. You can either drop the check off in person or mail it to:

Madison Metropolitan School District
545 W Dayton Street
Room 133
Madison, WI 53703
Care of Rick Cruz

The CRC process cannot be completed until paperwork and payment have been received.

In addition, you will need to submit the MMSD External Researcher Confidentiality and Mandatory Reporting Statements (CMR). This form is also available online [here](#) and on the [ERC Proposal Process webpage](#). This form must be signed and submitted directly to the External Research Committee, care of Amanda Jeppson, via email (akjeppson@madison.k12.wi.us) or in-person (Room 205, Doyle Building).

Please include your ERC case number on all forms.

Research access will not be granted until a CRC and CMR is on file for all project staff. If you have any questions regarding the CRC process or requirement, please contact Amanda Jeppson (akjeppson@madison.k12.wi.us/608-442-2158).