

**ADMINISTRATIVE PROCEDURES**

**Child Sex Offender List**

1. Building Principals will periodically check the Illinois Sex Offender Registry at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/) to see if there are any matches to parents in their respective building.
2. Staff will be informed of specific information on a need to know basis.
3. All new employees will participate in a background check and fingerprinting.
4. The Superintendent's designee will check the names of all new employees to see if there are any matches on the child sex offender list.
4. Inform any media who may ask questions about individuals to contact the police.
5. The Superintendent will inform parents that they can access the list of child sex offenders registered in the county by visiting [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/) through a district letter and or through the district Communicator.
6. If you or anyone else want additional information, have them call (217)785-0653 for State Police resource.

APPROVED: October 1, 1996

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