

**MAT Students: Additional Information for FBI Background Check and Missouri Child Abuse and Neglect Check Process:**

**In St Louis:**

1. Go to SLU Office of Clinical Education Compliance  
<https://www.slu.edu/registrar/services/background-checks.php>
2. Select “Local Student Background Check” if in St. Louis
3. Select an appointment time for your fingerprinting then fill in the form.
4. Select: “DESE Certification” or “DESE Substitute Certificate” from the drop-down menu and choose MO and FBI Fingerprint Check. The background check reports are sent directly to your DESE Profile.
5. Your SLU student account will be billed \$52.20.
6. Sharing your Clearance Documents: Checking the status of your clearance documents on your DESE Profile by scroll down to and click on the gray "**Fingerprint Information**" bar. When you receive “clearance”, please screenshot the page (make sure it includes your name) and share it in your SOE Office of Field Experience Google Drive Folder.
7. Clearance Document Codes: Contact your Employer.

A four-digit registration code is required to ensure that the results of the background check are returned to the correct organization for processing. Please see the following charts for the appropriate registration codes.

<b>If You are Already Employed by a Missouri School District or If You Know Which District Will Be Employing You</b>	
Your Occupation	Use this Registration Code
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	Contact your Employing School District for the appropriate registration code.
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	
Secretary, School Nurse, Custodian, Lunch Room Worker, Volunteer, etc.	
School Bus Driver	

**Not currently in St. Louis:**

[https://dese.mo.gov/sites/default/files/fingerprint\\_information\\_form.pdf](https://dese.mo.gov/sites/default/files/fingerprint_information_form.pdf)