



The Children's School · K - 8

August 2024

RE: Background Check Process

TCS requires background checks on all regular classroom volunteers and faculty. We use Sentry Link to process background checks. Background checks must be renewed every 2 years.

Sentry Link's on-line system will process your background check in approximately 2 minutes. Please upload a copy of the report to your TADS account or forward a copy to TCS. The cost is \$19.95.

Follow the steps outlined below. If at any time you have questions, Sentry Link has help available at: (877) 736-8791.

STEPS

Go to: www.sentrylink.com

Click on "Get a Criminal Background Check" in the middle of the screen.

Enter the requested information on the right side of the screen. Please remember to click the no middle name box if it applies to you. Click order now.

You will need to setup a free account by clicking on New User. Their system needs someplace to save the report once it has been generated. Note the password used as this account can be used for background checks for other family members or when this one expires in two years.

Click in the box next to the "I'm not a robot" and follow the directions to prove it.

Next is the payment method – enter your credit card information, the name on the account, the account billing address. The reason for the request is either Teaching or Volunteering. The state where this will be used is Illinois. Click in the box after the User Agreement and Terms of Service information to acknowledge you are aware of them.

The report is displayed in about 1 minute. Please click in the box to mask your SSN on the report in the upper right corner.

If you would like to have Sentry Link email a copy of your report to the office "share" your report with the school account – the username is admin@thechildrensschool.info. Click on Agree to Terms and your report will be emailed.

If you do not wish to share your report electronically, please print off a copy and drop it off in the office.

Log out of your account.