

Criminal Background Checks for KSU Students

1. Criminal background checks are valid for one school year (August to July).
2. Franklin County Public Schools (FCPS) only accepts background checks that are issued by the Administrative Office of the Courts (AOC).
3. If you are needing to complete practicum hours (NOT student teaching or substitute teaching):
 - Observation students are only required to complete an AOC background check. You do not have to complete the CAN check.
 - The AOC background check form can be accessed by the following link: [AOC Link](#). The cost is \$10. You just need to complete the form and turn it into Kim Crombie at Franklin County Schools (652 Chamberlin Avenue, Frankfort, Kentucky) along with the \$10 payment. (Unfortunately, there is not a way to make payment online)
4. FCPS will collect the background checks and send confirmation to Whitney Lawrence in the School Education and Human Development office.