

**FRUITPORT COMMUNITY SCHOOLS
APPEAL PROCESS**

for

Criminal History Record Information Challenge or Correction

Pursuant to federal statute, an individual may challenge the accuracy or completeness of any entry on his or her Criminal History Record Information (CHRI) response returned. Applicants wishing to challenge or correct his or her record must:

- Request an appointment with the Director Of Businesses Services within 5 days of having my CHRI response reported to me, if not proclaimed at the time of denial.
- Be given 30 days to rectify any questioned information within his or her record.

Fruitport Community Schools will provide you with a copy of your CHRI response upon request. Wherein, you will need to make contact directly to the agency which contributed to the information in question. You can identify who the contributing agency is as it will be identified in your CHRI response.

Any challenge or correction progress conducted beyond the allotted time frame provided will only be considered at the discretion of the Director Of Business Services.

If you are unable to resolve the information in question through this method, you may contact for an:

Out of State Record

Contact directly and make application to the FBI Criminal Justice Information Services (CJIS) Division, Attn: Criminal History Analysis Team 1 1000 Custer Hollow Road, Clarksburg, WV 26306. Visit the FBI Website for more details, <https://www.fbi.gov/services/cjis/identity-history-summary-checks>, and scroll down to Challenge of an Identity History Summary.

In State Record

Contact directly the Michigan State Police at 517-241-0606 or by email at MSP-CRD-APPLHELP@michigan.gov. Please provide your name, method of contact, and reason behind your challenge or correction request (in detail).

As the applicant wishing to challenge or correct your record, it is your responsibility to keep the Director Of Business Service informed of any progress during this process.

Upon successful completion of a challenge or correction, the applicant may request from the Michigan State Police, Criminal History help desk, 517-241-0606 his or her updated record to be forwarded to the Director Of Business Services.

I _____ understand and agree to the terms and conditions set forth. I will work diligently to resolve any questioned information of my CHRI response and report back immediately to the Director Of Business Services. I further acknowledge that I received a copy of Fruitport Community Schools Appeal Process and a copy of my CHRI response (if requested).

Signature _____

Date _____