



Family Care Safety Registry (FCSR) Background Screening Registration Information

The School District of Clayton will request a search of the Central Registry's Child Abuse/Neglect Criminal Records database for applicants recommended for employment or individuals working with students in the District. This background screening is processed through the Department of Health and Senior Services' **Family Care Safety Registry (FCSR)**.

Individuals need to register with the FCSR before the District can request the background screening. There is a one-time cost of \$15.25 that you will incur to register online (or \$14.00 if mailing the completed registration form to FCSR). If you have previously registered with the FCSR, you will not need to do so again. Please provide your social security number to your Human Resources Specialist or District contact so the background screening can be requested.

Please use this link to register for the FCSR database: [Family Care Safety Registry](#)

- Click on the tab "Is a Person Registered" and search for yourself using your social security number. If you are already in the FCSR database, please let your Human Resources Specialist know. You won't need to register again.
- If you are not in the FCSR database, proceed with the registration by selecting "Continue".
- In the "Employer Name" search field, enter School District of Clayton and click "search". Below "Employer Results" you should see School District of Clayton listed. Check the box next to the district name and click on "continue".
- On the next screen, select registration type "Child Care".
- Complete your registration and payment.

Let your Human Resources Specialist know when your registration has been completed so a request for your background screening can be submitted.