



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 Human Resource Department within 3 days of having my CHRI response reported to applicant, if not proclaimed at the time of denial.
- Be given 5 days to satisfactory provide updated information on any of the questioned information within his or her record.

Ann Arbor Public Schools will provide the applicant with a copy of the CHRI response upon request. Wherein, applicant will need to make contact directly to the agency which contributed to the information in question. Applicant can identify as to who the contributing agency is as it will be identified in the CHRI response. Any challenge or correction progress conducted beyond the allotted time frame provided **will not be considered.**

If you are unable to resolve the information in question through the above 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: SCU, Mod. D2 1000 Custer Hollow Road, Clarksburg, WV 26306. Visit the FBI Website for more details, <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/order>.

In State Record

Contract directly the Michigan State Police at (517)241-0606 or by e-mail 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 Ann Arbor Public Schools, Human Resource Department, 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 Ann Arbor Public Schools.

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 Ann Arbor Public Schools. I further acknowledge that I received a copy of the Ann Arbor Public Schools Appeal Process and a copy of my CHRI response (if requested).

Signature

Date