

# Memorandum

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**To:** Parish Facilitators and School Principals  
**From:** Marlene Rosbach  
**Date:** 5/29/2009  
**Re:** Background Check Reruns

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Several weeks ago, a letter was sent to you telling you more information would be coming on the background check reruns scheduled for October 2009. At this time, you should find names of the applicants who are scheduled to be rerun in the Re-check Queue Report in your Austin computing account. Your parish's Re-check Queue Report link is located on the left-hand side of your homepage.

One the far right side of the Re-check Queue Report is where you will find the heading:

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Check to Remove Site Affiliations

Check the box under this heading to archive any person that is no longer active in your parish or school. After placing a check mark in the box, you must click the "Update" button at the bottom of the list. If you do not click the "Update" button, and exit the re-check queue screen, the records will not be archived and will remain active in your account.

Archiving an applicant will not remove them from the database; only from your account. The applicant can be made active again by calling me at 405-721-5651, ext.134. A background check will be run at the time of reactivation, and the applicant will be placed back in your account.

If you are working with a long list, placing a check mark in the show/hide box and clicking the "Update" button at the bottom of the list will hide the applicant's name and make your list a bit more manageable to work with. To make the names reappear, check the "Include previously reviewed (hidden) applicants" box at the top of the list.

The Safe Environment Committee decided to change the date of the reruns from July to October so that you might have more time to organize your volunteers for the next school year. You will have until October 5, 2009 to review your list and archive the inactive applicants. The reruns will begin on that date and all applicants listed on the Re-check Queue Report will be rerun. You will only be billed for those applicants remaining on the Re-check Queue Report. All reruns will cost \$7.

You will find these instructions on our website, [www.catharchdioceseokc.org](http://www.catharchdioceseokc.org) under the Safe Environment link.