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Superintendent of Schools

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windhamps.org

Office of Human Resources

Grace Sanchez

Director of Human Resources

355 High Street, Suite B

Willimantic, CT 06226

860-465-2305 Fax (860)465-2309

hr@windham.k12.ct.us

BACKGROUND CHECK

To All Volunteers/Interns/Clinical Placements/Student Teachers/ETC.

Thank you for volunteering with Windham Public Schools. The following steps are required by the school's Board of Education prior to contact with the school.

1. Pre-enroll in the Connecticut Criminal History Request System using the link and on of the service codes provided below:

<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

Service Codes:

4A21-BBB6- SDE/Approved Student Teacher- PAID

DFE6-F3BA- SDE/Approved Student Teacher- UNPAID

1FF5-4183- Student Teacher or Intern-Unpaid

544D-EFA9- Student Teacher or Intern- Paid

2. Fingerprinting—Photo identification is required (No Charge)
At the front desk, let them know you will be volunteering at (Name of School)

Willimantic Police Department

42 Meadow Street

Willimantic, CT 06226

Phone: 860-465-3135

3. Complete the forms provided

1. Return Completed forms and fingerprint card (if applicable) to:

Windham Public School Office
Attention: Human Resources
Department 355 High Street, Suite B
Willimantic, CT 06226

Office Hours: Monday – Friday 8:00 am to 4:00 pm

The Central Office entrance is towards the left side of the Willimantic High School building

If you have any questions, please contact our Human Resources Department at hr@windham.k12.ct.us or via phone at 860-465-2307.