



Educational Service Center

4228 Two Mile Road
Bay City, MI 48706-2324
Phone: 989.686.4410
Fax: 989.667.3286

TO: _____

RELEASE OF CRIMINAL CONVICTION RECORD

It is my request that copies of my Criminal Record Checks information be sent to Bay-Arenac ISD Human Resource department either by way of the CHRISS system or post mail to the attention of Robyn Kuehne, 4228 Two Mile Road, Bay City, MI 48706.

Current CHRISS system users, please send the corresponding TCN number to kuehner@baisd.net and a sharing request will be made through the CHRISS system.

If sending by post mail, please stamp the report “copy” and the mailing envelope “confidential.”

My signature on this document confirms both the requests for release of the criminal conviction record report and my voluntary participation in the criminal conviction record check process.

Print Name

Date

Signature

Date of Birth

