

# Porter Township School Corporation

248 South 500 West  
Valparaiso, IN 46385  
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.  
Superintendent

BEN PARRISH  
Assistant Superintendent

KATHLEEN SMITH  
CFO/Treasurer



## **Criminal Background / DCS Search**

(If at any point you encounter difficulties, please contact Safe Hiring directly – 888-215-8296)

All new employees (including coaches, volunteer coaches, substitutes, and extra-curricular bus drivers) are required to obtain an Extensive Background Investigation conducted by Safe Hiring Solutions at the cost of the employee, including a DCS search from the Department of Child Services. Payment must be made with a credit or debit card.

To consent to and submit your Expanded Criminal History background search:

1. Visit our website - [Employment Opportunities](#)
2. Scroll down and click on "Submit Background/DCS Search"
3. Complete all information in detail and submit

After completion of the initial portion, check your email diligently. You will be looking for a 2<sup>nd</sup> email from the Indiana Dept. of Child Services (kidtraks@dcs.in.gov), that is typically sent within 24 hours. Please closely follow the directions from DCS. Your search will only be completed if you provide all requested information. Failure to successfully complete this process may result in dismissal.

A new search will be required upon each renewal.