



Dear Applicant

We have received your application to East Central College. You have indicated on your application that you have a criminal background.

Please note that this may/may not prevent you from admission to the college. If you are admitted, you will be subject to federal/state laws, school district policies, and off campus regulations. These restrictions may prevent you from enrolling in certain academic programs, and/or attending classes at specific locations. In addition, internship and/or practicum courses that are required in certain programs may be conducted with outside organizations at external sites. It is highly possible that these sites may require drug or criminal background screening.

To complete the admission process, you must submit a certified criminal background check in one of three ways:

- Login to the Missouri State Highway Patrol's web site at <https://www.machs.mo.gov/MACHSFP/home.html>. This is the fastest option, and it requires a \$14.00 fee that must be paid by debit/credit card. You must either print the background check, or forward the attachment to jc.crane@eastcentral.edu.
- You can choose to mail in the form, and you can access it here: <https://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/documents/SHP-1582019.pdf> However, this is a much slower process.
- The can also obtain an official copy of your background check in person from the Missouri State Highway Patrol in Jefferson City and submit the results to the admissions office.

If your criminal record extends beyond the state of Missouri, it is your responsibility to obtain a certified criminal background check from each state, as appropriate.

After we have reviewed your official background check, you will be notified regarding your admission status. Should you have any doubt about your selected programs, or need clarification, please contact the Admissions Department at admissions@eastcentral.edu, or 636-584-6563.

Sincerely,

J. C. Crane, Jr.
Director of Admissions