



Dear Applicant:

We have received your application for admission 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 being admitted 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 your admission process, you must submit a certified criminal background check in one of two ways:

- Login to the Missouri State Highway Patrol's web site at <https://www.machs.mo.gov/MACHSFP/home.html>. This option requires a \$14.00 fee that has to be paid with a debit/credit card. You must either print out the background check or forward the attachment to [admissions@eastcentral.edu](mailto:admissions@eastcentral.edu). You can simply forward the email and attachment to my attention at [jc.crane@eastcentral.edu](mailto:jc.crane@eastcentral.edu). This is the fastest process to get your background check to us.
- You can choose to mail in the form. 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.
- You 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 program, or need clarification, please contact the Admissions Department at [admissions@eastcentral.edu](mailto:admissions@eastcentral.edu) or (636) 584-6563

Sincerely,

J. C. Crane, Jr.  
Director of Admissions