**Section 1270.40 Inter-Agency Agreement**

Prior to any dissemination of CHRI to a school district, the school district shall enter into an inter-agency agreement with the Department. The text of the agreement (Form DSP6-417) shall be provided by the Department.

a) The agreement shall require the school districts to:

1) Use the Department supplied criminal history investigation form (Form DSP6-383) for all requests for conviction information;

2) When a potential criminal history is identified, submit to the Department both a Department applicant fingerprint card (Form DSP6-120) and an FBI applicant fingerprint card (Form FD-258).

3) Submit with each request a fee in the amount specified in Section 1270.60 of this Part;

4) Execute a new agreement each time a new president of the school board is elected.

b) The agreement shall require the Department to:

1) Process all requests in a timely fashion;

2) Forward FBI applicant fingerprint cards (Form FD-258) to the FBI in a timely fashion;

3) Return all applicant fingerprint cards to the user school district after processing;

4) Provide the user school district with any CHRI of an applicant describing convictions for enumerated offenses.

c) The agreement shall provide for suspension of service as specified in Section 1270.70 of this Part.