



Dear Employee,

The state of Kansas, Department for Children and Families, Prevention and Protection Services, requires the employee to complete the attached Child Abuse and Neglect Central Registry release of information form, for purposes of making employment decisions to any organization working directly with children.

Please open link and complete this form as follows:

[http://www.dcf.ks.gov/services/PPS/Documents/OBI\\_1011\\_CAN\\_ROI.pdf](http://www.dcf.ks.gov/services/PPS/Documents/OBI_1011_CAN_ROI.pdf)

- Please PRINT or TYPE, no cursive handwriting
- Use only BLUE or BLACK ink

Enter the following information in the top section:

- Contact Person – **HR Compliance Specialist**
- Agency - **Prince William County Schools**
- Phone # – **(703)791-8958/8382**
- Address – **14715 Bristow Road**
- Email - [compliance@pwcs.edu](mailto:compliance@pwcs.edu)
- City/State/Zip – **Manassas, VA 20112**
- Check box – Return results by encrypted email

Fill in applicant section:

- Read the release and check “yes” to have results sent to PWCS
- PRINT your First, Middle & Last Name (No initials) in the space provided
- List any Alias, Married, Maiden or Nicknames used, put N/A if this does not apply
- List your DOB and Race in the space provided
- List your SSN and Gender in the space provided
- List your Current Home Address, to include City, State and Zip Code
- List your Phone # and email address
- Sign and Date the form
- Prince William County Schools will pay the \$10 fee for this Central Registry Check

Bring this form, along with all completed documents, to your Employment Processing appointment with PWCS. This form will be submitted to the Kansas Department for Children and Families on your behalf.

If you have any questions on this matter, please contact us directly at (703)791-8958/8382.

Sincerely,

Compliance Specialist  
Human Resources Department