



SHONTO PREPARATORY SCHOOLS

Promote creative problem solving through critical thinking while embracing Diné language and culture to create collaborative life-long learners.

PO Box 7900 • East Hwy 160 & Rt. 98 • Shonto AZ 86054-7900 • (928) 672-3500 • www.shontoprep.org

September 5, 2018

RE: Background checks for non-employee adult tenants in SPS Housing.

Shonto Preparatory School is pro-active in making the school and the housing a safe place to live for the students and the community. Background checks for tenants who are not employees of Shonto Preparatory School, but reside on campus, has been the discussion of the Housing Committee and the SPS administration.

The housing application that each employee signed for housing has a clause that states, “All adult tenants are required to have a background check from Navajo Nation and AZ DPS.” We have come to a decision that the Arizona Department of Public Safety Background check should not be a requirement, but instead should be a background check which is completed by either Navajo County Sheriff’s Office or Coconino County Sheriff’s Office.

If your name is listed on the Housing Application as a tenant residing in housing and you are adults (anyone over the age of 18) then you are required to obtain the following background checks:

1. Navajo Nation Background check
2. County Sheriff’s office: Navajo or Coconino County.

Note: both Navajo Nation and County checks are required for Local Clearance.

Coconino County can provide “background” or “criminal history checks” for a fee of \$7 cash or check.

To request your personal local background check (police or sheriff specific jurisdictions) contact Coconino County Sheriff’s Office, you can contact the Records Unit located at 911 E. Sawmill Rd, Flagstaff, AZ or phone number (928) 214-2530.

<http://www.flagstaff.az.gov/DocumentCenter/Home/View/49432>

Navajo Nation Background check- \$15.75

Get Navajo Police Dept. Criminal Traffic History- \$15.75 (money order)

Attached is a flyer that has detailed information on how to get the background check completed.

Disclosure: SPS is requesting the background check for purpose of security and safety. SPS is a school district, whereas the school’s primary concern is the safety of its students, staff and campus community. SPS will not discriminate based on race, color, national origin, religion, sex, familial status or disability. The school reserves the right to put student safety as a priority as part of its screening objective of tenant background check. The information provided to Shonto will be kept confidential. Staff who are tasked with reviewing of information will properly file the documentation and safeguard confidential information. The background check

provided will not be used as employment security background clearance in the event a non-employee tenant pursues employment with SPS as a prospective applicant. The applicant will follow the required process for all applicants per Human Resource Office. Shonto is an equal employment provider. If you have question, concern, please follow-up with the SPS staff listed below.

Please take the time to review your rental agreements and housing applications that you submit to the Maintenance/Support Services Department.

If you have any further questions or concerns, please contact the Director of Support Services or the Superintendent's office.

CC:

Jason Secakuku, Director of Support Services
Lemual Adson, Superintendent