Background Clearance
For LCPS School Access

All students observing in classrooms or conducting a practicum in New Mexico public schools are REQUIRED to undergo a criminal information background check.

STEP ONE: Before arriving STUDENTS MUST: Complete the Online Registration at www.cogentid.com. For the background check there is a $44.00 dollar fee that is paid by a credit card at the time. During the registration process students will be asked for an ORI (This will send your report to the Human Resources Office of the Las Cruces Public Schools):

SELECT: (ORI) LAS CRUCES PUBLIC SCHOOL (NM930046Z) from the list
REASON: 22-10-3-3 SCHOOL EMPLOYMENT (use this default choice)
After you have completed this process, PRINT out the receipt.

STEP TWO: For Fingerprinting - Take your Cogent registration receipt with a valid photo ID to Security Concepts located at 130 North Solano. They are open Monday - Thursday between the hours of 9:30 am and 4:30 pm (No appointment Necessary). They will sign your Cogent receipt!

STEP THREE: Bring your Cogent receipt (date & location below)! Students will bring the signed receipt in order to complete the NMSU Student Observations/Practicums Packet, which will be provided on the above date and time. Students will receive their Blue Card on this date from Las Cruces Public Schools, HR Dept. personnel.

Las Cruces Public Schools Human Resource will be here ONE DAY ONLY

Wednesday, February 7, 2018 from 9:00 a.m. – 3:00 p.m.
O’Donnell Hall Conference Room 210

ALL students who are being placed with LCPS & have NOT received a blue card are REQUIRED to complete this process!

For more information or questions please contact:
Denise Rodriguez-Strawn (575) 646-3593 O’Donnell Hall 205A
Frequently Asked Questions

What if I have a background check from another school district, agency, etc. Do I need to get a background check from LCPS?
YES, every agency is different and required that a background check be completed specifically for them.

I have a Blue Card from LCPS, is it still good?
Depends on when it was issued, if you graduated or withdrew from the university. If your Blue Card is dated before 2014, then you will need to completed another background. If you graduated and are a returning student in another program, you are required to completed an updated background check and finally, if you withdrew from the university or stepped-out and did not enroll in classes for 1 semester or more, you are required to complete a new background check.

When do I need to complete steps 1 and 2?
Thursday, February 1, 2018 to ensure your information has been sent to LCPS - Human Resources or you may not be able to receive your clearance Blue Card on the date above.

Any further questions, please call (575) 646-3593, Denise Rodriguez-Strawn?