

Information for Expanded Criminal History Checks

To schedule an appointment please follow these easy step by step instructions:

1. Log on to <http://www.l1enrollment.com>
2. Click on IN (Indiana) from the drop down menu (or on the map) then click "Go".
3. Then click "Online Scheduling"
4. Next click "Follow this link to continue in English"
5. Enter your First and Last Name into the blank boxes
6. Then, from the drop down menu please select "Schools – Public and Private"
7. On the next page, please select either "Volunteer" (for consistent volunteering), "Classified Employee" (for non-certified or extra curricular employees), or "Certified Employee" (for teachers and substitute teachers) from the drop down menu
8. Next select "Grant" from the County drop down menu
9. Then select "Madison-Grant United Sch Corp" from the Secondary ORI drop down menu
10. Next enter your zip code in the blank box and press go
11. Then look through the dates available and the locations then click on the link that says "Click to Schedule" on the date you are available. After clicking the link, a time box will pop up. At that point, select the time that you are available and then click "Go".
12. At the next page, please enter data in all the blank boxes. Then click "Send Information".
13. The next page is a verification page. At this page, please proof all information and make sure everything is entered correctly. If everything is correct, click "Go" (located at the top and bottom of the page).
14. At the next page, please select "Money Order (pay onsite)" from the drop down menu (this is the only option that will work correctly). Then click "Send Payment Information".
15. The next page that loads up is the final page. Please print this page for your information and proof of scheduled date/time. Also, remember to bring the Paper You Print Off and a Photo ID with you to your scheduled appointment.

The charges for the expanded criminal history report are:

- \$42.20 for a "Classified Employee" (non-certified or extra curricular employee)
- \$42.20 for a "Certified Employee" (teacher or substitute teacher)
- \$38.20 for a "Volunteer" (consistent volunteer) *prices are subject to change*

If you need assistance feel free to call the Madison-Grant Administration Office.
(or)

If you would like Madison-Grant to help you schedule your appointment please call the Administration Office to set a time to come in and have this done.

Madison-Grant United School Corporation – Administration Office
Phone: (765) 948-4143