

REDUCED FEE NAME BASED CRIMINAL RECORDS CHECKS FROM SLED
MENTOR INFORMATION FOR SCHOOLS
AUGUST 13, 2009

Section 23-3-115 (B), SC Code of Laws states:

“(B) The fee allowed in subsection (A) is fixed at eight dollars if the criminal record search is conducted for a charitable organization, a bona fide mentor, or for the use of a charitable organization. The division shall develop forms on which a mentor or charitable organization shall certify that the criminal record search is conducted for the use and benefit of the charitable organization or mentor.”

For reduced fee name based criminal records checks for mentors, all of these requirements must be met:

1. The mentor must be part of an organized and documented mentoring program at the school.
2. The mentoring program documentation must be available for submission to SLED upon request.
3. The mentoring program must require a commitment of one semester.
4. The mentoring program must require a minimum of 4 hours of work per month.
5. The mentoring must occur at the school and must occur before, during, or after the school day.
6. Based on the school district’s guidelines, the mentor must be qualified to assist with the schoolwork.
7. The mentor must focus a minimum of 75% of their time directly assisting students with their schoolwork.
8. The mentor must assist students with schoolwork which is part of the normal school day curriculum.
9. The mentor must not receive any monetary compensation for the school for any reason.
10. For reduced fee checks for mentors, the school district must maintain a log for submission quarterly to SLED.