



TECUMSEH PUBLIC SCHOOLS

Uncompromisingly Learner Centered

Volunteer Background Check

Acknowledgment Form (Non employment Background Check)			
Building:		Childs Name:	
Event:		Relationship to Child:	
		Date of Event:	

In order to ensure the protection of children in the care of Tecumseh Public Schools, district policy requires, prior to any and all persons providing a service at the school or for any function conducted by the school; all potential visitors/onsite workers are subject to an iCHAT background check. Any persons declining to complete this acknowledgment form may not be considered.

Attach a copy of driver's license with this form.

Volunteer Information			
Last Name:		First Name:	
Middle Name:		Birthdate:	
Maiden name or other name(s) previously used:			
Race: <input type="checkbox"/> Asian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Other:			
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Eye Color:	Hair Color:	Height:

Volunteer History Information	
Have you volunteered/worked at Tecumseh Public Schools before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever pled guilty, or been convicted of a felony in a state or federal court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date and state offense/conviction occurred:	
Provide a detailed description of the conviction:	
Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date and state offense/misdemeanor occurred:	
Provide a detailed description of the conviction:	
Are you the subject of a current criminal investigation or have pending charges against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date and state the investigation is ongoing:	
Provide a detailed description of the investigation or pending charges:	

By signing this form, I acknowledge that:

1. I have read and understand the Notice for Prospective Volunteer/Mentor/Chaperone/Onsite Worker information on this form.
2. I hereby give Tecumseh Public Schools permission to conduct an on-line criminal investigation background check.
3. As a volunteer/mentor/chaperone/worker, it is my responsibility to ensure the safety of student(s) and maintain a level of order and professionalism through the activity/work I am involved in.
4. Tecumseh Public Schools and Tecumseh Public School activities shall be tobacco, drug, and alcohol free.
5. My actions as well as clothing shall be in accordance with the student handbook. Appropriate dress for the activity is required.
6. I understand the confidentiality that is required of me by my participating as a volunteer/mentor/chaperone/onsite worker at Tecumseh Schools.
7. I have read and understand the foregoing information and certify it is true and correct to the best of my knowledge.

Tecumseh Public Schools Confidentiality Statement

I understand what *confidentiality of student information means*. I agree to not share any information about specific students with anyone who does not fall under the “*need to know*” clause of the Rights of Students’ Records mandate of the State of Michigan School Code. I understand and agree to keep what I see and hear private information in order to guard the right of privacy for Tecumseh Public School students.

NOTICE FOR PROSPECTIVE VOLUNTEER/MENTOR/CHAPERONE

You have applied to serve as a Tecumseh Public School District volunteer/mentor/chaperone/onsite worker which requires a background check. This check will access criminal history information held by the Michigan State Police and the Michigan Sex Offender Registry. A determination will be rendered as to your fitness to serve in a volunteer/mentor/onsite worker capacity. A Tecumseh Public School Administrator will communicate to you if you are ineligible to serve as a volunteer/mentor/chaperone/onsite worker. The absence of a criminal record does not ensure that a volunteer/mentor/chaperone/onsite worker will be considered acceptable.

To obtain a criminal background check, you must provide Tecumseh Public Schools with:

1. Your name, address, date of birth (as appears on an official government ID, such as a driver’s license or passport), driver’s license number, social security number, or MI state identification number.
2. A statement of whether you have a criminal record and, if so, the particulars of such record.

Once the criminal background check is complete, you are entitled to obtain a copy of any criminal history record and challenge the accuracy and completeness of the criminal history record information. Any such challenge should be made to the appropriate Tecumseh Public Schools Administrator.

By signing this application, you authorize:

1. Tecumseh Public Schools to obtain a complete set of descriptive data (general information; such as name, phone number, address) and transmit them to the volunteer/mentoring/chaperone individuals.
2. Tecumseh Public Schools to examine the criminal history, make a fitness determination, and transmit the fitness determination to the appropriate volunteer/mentoring/chaperone/onsite working individuals.

By signing this application, you indicate your understanding that:

1. Tecumseh Public Schools, ultimately, bears full responsibility for the screening of all volunteers/mentors/chaperones/onsite workers and the placement of volunteers/mentors/chaperones/onsite workers in the most suitable roles.
2. Based on criminal history information held by the Michigan State Police and the Michigan State Sex Offenders Registry, a determination will be rendered exclusively by Tecumseh Public Schools as to your fitness to serve as a volunteer/mentor/chaperone/onsite worker.
3. A criminal record does not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the fitness status of an individual to be a Tecumseh Public Schools volunteer/mentor/chaperone/onsite worker.
4. Any information gathered, will be held in the appropriate administrative offices.

Tecumseh Public Schools reserves the right to “approve” or “deny” any volunteer service upon review of the background check returned. The determination will be based upon the individual’s fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting to the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete the requested background check.

Signature

Date

Please return completed form to the building secretary.