

BACKGROUND CHECK PROCEDURES FOR NON-EMPLOYEE FORM

5.2 Addendum-A

DATE _____

NAME OF VOLUNTEER/EMPLOYEE (please print) _____

IN WHAT CAPACITY WILL THE VOLUNTEER/EMPLOYEE BE SERVING?

REQUESTED BY: _____
Coach/Sponsor/Teacher

DATE _____

APPROVED:

SCHOOL PRINCIPAL _____

DATE _____

****Send Form to Human Resources for background check verification.**

HUMAN RESOURCES:

HAS VOLUNTEER/EMPLOYEE REGISTERED FOR FINGERPRINTING? _____ YES _____ NO
(Must register in person and show photo identification)

DATE THE CENTRAL OFFICE RECEIVED THE BACKGROUND CHECK RESULTS _____

****Send Form to Director of Schools for approval.**

APPROVED _____ DENIED _____

DIRECTOR OF SCHOOLS _____

DATE _____

****Director's office will notify school principal if request is approved or denied.**