

TO: David Meadows
FROM: Diana Ezell
DATE: June 3, 2011
RE: Background checks

The team reviewing background checks for volunteers would like to submit for consideration the following as regulations for GBAC to the TPSD Board of Trustees.

Volunteers will submit to one initial criminal background check. The District reserves the right to require any person to submit to additional criminal background checks or to rerun background checks at any time based on reasonable suspicion of an individual's status. The District may decline to utilize the services of volunteers who refuse to participate. The following information will be distributed to parents at registration at the beginning of school and to the community by multiple media sources such as district and school websites.

The background check procedure for volunteers is as follows:

1. Volunteer completes Form GBAC- EXHIBIT (found on school website or hard copy at any school office) Authorization for Criminal Background Check.
2. Volunteer presents social security card and driver's license or state issued ID to designated TPSD employee in the Activities/Athletics Department located at the Fillmore Center The employee will make copies of the cards for the application.
3. Background check hours are 11:00 a.m. – 2:00 p.m. on Tuesdays and Thursdays at the Fillmore Center and by appointment for those who cannot come during regular hours.
4. The volunteer pays the fees to the designated TPSD employee for FBI background check and Registry for Child Abuse check (employee will receipt and deposit funds according to TPSD guidelines). A database will be kept with the names of volunteers who have applied.
5. The TPSD employee will complete fingerprinting of volunteer, and then the employee will send the packet to Human Resources (HR) for mailing.
6. HR will mail the packet to the MDE approved vender. (Usually takes 4-6 weeks for processing.)
7. HR sends results to superintendent's designee who then notifies volunteer and schools of eligibility status of volunteer. The volunteer database will be updated as reports come back to the District and will reflect eligibility status

Additionally, we would like to offer two special summer dates for background checks. Those dates and times are Saturday, July 23 from 10:00 am to 2:00 pm and Tuesday, July 27 from 11:00 am to 7:00 pm.