

# Twin Falls School District #411 Volunteer Background Check Request



**\*Important: Attach a copy of the potential volunteer's driver's license or identification card.**

**Forms should be completed and returned to the school secretary 2 weeks before field trips or school activities. Gray area is to be completed by school office staff.**

<b>SCHOOL NAME:</b> <b>O'Leary MS</b>	Coaching?	Yes	No
Name: (Print)	Will volunteer have unsupervised contact with students?	Yes	No
Date of Birth:	List former last names - AKA/Alias and maiden names :		
Current Address (Street, City, State, Zip):		Cell:	
List all cities, states or foreign countries where you have lived in the past 5 years:			
Child's Name:			
Your relationship to child:			
Reason for volunteering (field trip, room parent, etc):			
<b>If you answer YES to any of the following questions, a <u>STATEMENT OF EXPLANATION</u> must be provided. (Use an additional sheet of paper if necessary.)</b>			
1. Do you have any criminal charges now pending, have you ever been charged, convicted, received a withheld judgment, or a finding of guilt, a reduced or suspended sentence for any offense other than a minor traffic citation in this state or any other state? Explanation:		Yes	No
2. Have you ever had your name placed on an adult or child abuse register? Year:                              Location: Explanation:		Yes	No
3. Have you ever had your driver's license suspended or revoked? Year:                      Location:                              Court Action: Explanation:		Yes	No
			<b>Please Initial</b>
I authorize the Twin Falls School District to obtain background and criminal history information from all sources deemed necessary and release it as required without liability.			
I understand that if I have been convicted of any crime, I may be contacted by the Twin Falls School District and asked to provide court documents and/or dispositions.			
I certify the information recorded on this form and the attachments (if applicable) is true and correct to the best of my knowledge.			
I understand I am signing this document under penalty of perjury. I also understand that fraud or misrepresentation in my answers may serve as the basis for denial of service as a volunteer. I have read and understand the "Volunteer Code of Confidentiality" on the back of this document.			
Signature of Applicant:		Date:	

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, the Twin Falls School District provides volunteers this Volunteer Code of Confidentiality.

### **Volunteer Code of Confidentiality**

1. All student records should be considered confidential.
2. Records should be not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including students and staffs names, addresses, telephone numbers, dates and places of birth, students' photographs, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

Policy History:

**Adopted on: 8/11/14**

ISBA 2006

**Revised on:**