MISSOURI STATE HIGHWAY PATROL
REQUEST FOR CRIMINAL RECORD CHECK

APPLICANT TO COMPLETE

NAME:_____ _____ _____
        Last   First   Middle

MAIDEN / ALIAS: _____ _____ _____
                            Last   First   Middle

ADDRESS:

_____
 Street – P.O. Box   City   State   Zip Code

PHONE NUMBER: _____

SEX: Male __   Female__   DOB_____ / _____/_____
                                                          Mon.   Day   Year

SOCIAL SECURITY NUMBER: _____ _____ _____
(Required)

APPLICANT SIGNATURE: _____

TO BE COMPLETED BY SPONSOR

SCHOOL EVENT: _____

DATE OF EVENT: _____

DATE SUBMITTED: _____

TOTAL VOLUNTEERS NEEDED: _____

SCHOOL SPONSOR SIGNATURE: _____

NOTE: See reverse side to determine if a background check is required.

School Board Policy IICC and Procedure IICC-AP define and dictate when a background check is required. Listed below are the three types of volunteers that may be used at any given time with the district.

"Volunteer -- Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a "volunteer" does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant." (Not left alone with students and does not supervise—no background check required).

"Chaperone -- A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, field trips, class parties or other special occasions." (Not left alone with students and does not supervise--no background check required).

Screened Volunteer -- A volunteer who will be periodically left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip. Also includes regular field trips where the volunteer will be left alone with students (NEEDS A BACKGROUND CHECK).

As per policy, these checks are valid for 180 days and will be destroyed after they have expired.

All applications will be submitted through the building administration office.

For further information, contact your building administrator.

Revised: May 5, 2009