



MANDATORY BACKGROUND PROCEDURES

VOLUNTEERS

- ▶ All volunteers **must** be fingerprinted and receive clearance prior to acting as a volunteer in the schools. This includes classrooms, field trips, and athletics.
- ▶ A completed Mandatory Background Check Form must be on file at the District Office prior to fingerprinting.
- ▶ Fingerprinting can be done at any of the locations listed on the back of the Mandatory Background Check Form and is paid by the District.
- ▶ School sites and the volunteer will be notified when fingerprint clearance has been received.
- ▶ The school site is to make the volunteer an identification badge.
- ▶ **NO VOLUNTEER MAY BEGIN SERVICE UNTIL A CLEARANCE HAS BEEN RECEIVED FROM THE DEPARTMENT OF JUSTICE AND THE PERSONNEL DEPARTMENT HAS NOTIFIED THE VOLUNTEER AND THE APPROPRIATE ADMINISTRATOR THAT THE VOLUNTEER IS APPROVED TO START SERVICE!**

COACHES

- ▶ Coaches, including Walk-on and Volunteer Coaches and Assistants, are subject to all fingerprint requirements.

*They may **not** begin their coaching assignment until a clearance has been received from the DOJ and the Personnel Department has contacted the site Principal and/or Athletic Director.*

Note: A coach who returns season after season would not be subject to the fingerprint requirements.



MANDATORY BACKGROUND CHECK

As per Board Policy (1240) all individuals in a volunteer position who work with students will be subject to clear a Department of Justice and FBI criminal background check prior to beginning volunteer activities. Volunteers will be fingerprinted at the District's expense. Volunteers must submit evidence of TB testing within the last 60 days to determine that he/she is free of active TB.

Volunteer (Position/Grade/Class/Sport) _____ Date _____
Child's Name (if applicable) _____ School Site _____

Name _____

Address _____ City _____ Zip _____

Phone Number (_____) _____ Email Address _____

TB Skin Test Copy Attached: A copy of the TB Skin Test **MUST be attached prior to submitting paperwork to volunteer. You **WILL NOT** be considered until all paperwork has been submitted to the District Office.**

After background check has been conducted, you will be notified of your volunteer start date. The District appreciates your cooperation and willingness to assist our students in a safe environment. All volunteers will follow district policies and procedures, once approved. ***This form MUST be signed by each school site principal that you will be volunteering at.***

Volunteer Signature _____ Date _____

Principal's Authorization _____ Date _____

OFFICE USE ONLY:

DOJ Clearance Date: _____ FBI Clearance Date: _____

Notes:

Personnel Authorization _____ Date _____

Local Live Scan Locations

- ❑ **Copy, Pack ‘n Ship**
4125 W. Noble Ave., Visalia
(559) 738-8518
(walk-ins permitted)
- ❑ **Tulare County Office of Education
Personnel Counter (2nd Floor)**
2637 W. Burrell, Visalia
(559) 737-4363
(by appointment only)
- ❑ **Tulare County Sheriff’s Department**
2404 Burrell, Visalia
(559) 636-4724
(Hours: 8:00 a.m. - 11:30 a.m. and 1:00 p.m. - 3:30 p.m., walk-ins permitted)
- ❑ **Visalia Police Department**
4100 S. County Center Dr., Visalia
(behind Target off of Mooney)
(559) 713-4231
(by appointment only)
- ❑ **Farmersville Police Department**
909 W. Visalia Rd., Farmersville
(559) 747-0321
(Tuesday - Thursday ONLY from 8:30 a.m. - 11:30 a.m. ONLY)