



MANDATORY BACKGROUND PROCEDURES

Farmersville USD welcomes parent/sports volunteers and classroom observers/student teachers. Please fill out the attached for consideration.

- ▶ 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 via email when fingerprint clearance has been received.
- ▶ The school site is to make the volunteer an identification badge.
- ▶ **A VOLUNTEER MAY BEGIN SERVICE ONCE CLEARANCE HAS BEEN RECEIVED FROM THE DEPARTMENT OF JUSTICE AND THE HUMAN RESOURCE DEPARTMENT HAS NOTIFIED THE VOLUNTEER AND THE APPROPRIATE ADMINISTRATOR THAT THE VOLUNTEER IS APPROVED TO START SERVICE!**

STUDENT TEACHING/OBSERVATION HOURS INFORMATION

- ▶ Complete Mandatory Background Check application
- ▶ You are responsible for obtaining Administrator approval of the desired site-if you wish to observe in more than one site, approval must be obtained for each site.
- ▶ Upon site approval, you will receive LiveScan paperwork to be fingerprinted, at your own expense. (If you are a current Substitute employee or Volunteer, have TB and fingerprints on file this step will not apply to you.)
- ▶ You will be notified via email by Human Resources upon receiving fingerprint clearance and district approval.



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 to determine that he/she is free of active TB.

MUST BE FILLED OUT
Volunteer (Indicate Position/Grade/Class/Sport) _____
Child's Name (if applicable) _____ School Site _____
<u>Student Teaching/Observation Hours ONLY</u>
Program: <input type="checkbox"/> Counseling <input type="checkbox"/> School Psychology <input type="checkbox"/> Special Education <input type="checkbox"/> Single Subject <input type="checkbox"/> Multiple Subject <input type="checkbox"/> Other _____
Assignment: Start Date _____ End Date _____ School Site _____
University Program Information: Name of University/Program _____
Program Contact Person _____ Email _____

Name _____ Date _____

Address _____ City _____ Zip _____

Telephone No. _____ Email Address _____ DOB _____

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

After background check has been conducted, you will be notified via email or text by Human Resources. The District appreciates your cooperation and willingness to assist our students in a safe environment. All volunteers, observation hours/student teachers will follow district policies and procedures, once approved. ***This form MUST be signed by the school site administrator.***

Administrator's Authorization _____ Date _____

OFFICE USE ONLY:

Background Clearance Date: _____ Notes: _____

HR 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)