Dear Volunteers,

The Hazel Park School District values the people who volunteer in our classrooms and schools. You provide critical support that enhances the learning and success of our students. The district appreciates your desire to share your time and talents with our students.

The School Safety Initiative, recently signed into law by the Michigan Legislature, requires that local districts obtain fresh criminal history checks for all full-time and part-time employees. The Hazel Park School District also conducts background checks through the Internet Criminal History Access Tool (ICHAT) on volunteers who interact with students. This would include all volunteers who drive students on field trips, as well as volunteers who will be placed in charge of supervising small groups of students without a school district staff member being readily available.

Please complete the information below, giving the Hazel Park School District permission to conduct a background check. Once the Office of the Superintendent has completed the background check and you have been approved, you will be permitted to volunteer in this capacity at any level (elementary, middle or high school). You must complete this form to volunteer in this capacity.

Please return the completed form, along with a copy of your Michigan Driver’s License or State Picture ID, to your child’s teacher. All information will be treated confidentially and will be used only for the purposes stated above. To safeguard the information you are providing, please return this form (entire page, please) directly to your child’s teacher. Please note that a parent signature is required for volunteers under the age of 18.

If you have any questions or concerns, please contact Debbie Scott, Administrative Assistant to the Superintendent.

________________________________________   ______________________________________   ________________________
Student Name                                                              Teacher Name                                              Building

**ALL items must be completed in order to process the background check. Incomplete or illegible forms will be returned, delaying the background check process **

www.hazelparkschools.org