TROY SCHOOL DISTRICT
VOLUNTEER GUIDELINES AND ICHAT AUTHORIZATION FORM

VOLUNTEER GUIDELINES

The Troy School District values those who volunteer in our classrooms and schools. If a volunteer will be with students for a significant length of time without a TSD employee being present, or will be with students on a regular basis, that volunteer is required to have a Michigan State Police Internet Criminal History Access Tool (I-CHAT) screening annually. All results will remain confidential and will only be used by the TSD administration to determine if you have been convicted of an offense that would otherwise prohibit you from working in our schools.

PLEASE PRINT CLEARLY AND DO NOT USE NICKNAMES

YOU MUST ATTACH A COPY OF YOUR DRIVER'S LICENSE WITH THE FORM TO BE PROCESSED.

(Please return this form to your child's school office.)

STUDENT NAME(S):_____

School Building(s) _____School Year_____

Legal Last Name_____ **Legal First Name**_____

Previous/Maiden Last Name_____ Phone Number_____

Email Address_____

RACE: Indicate best option**.** √ *Check one*

- o White
- o Black
- o Asian or Pacific Islander
- o American Indian or Alaskan Native
- o Unknown/Other

GENDER: Male ☐ Female ☐ **BIRTH DATE**: ____/____/____ (MM / DD / YYYY)

Reason for Background Check: √ *Check all that apply*

- o Classroom Volunteer
- o Camp Chaperone
- o Volunteer Coach/Assistant Coach
- o Clinic
- o Other _____
- o Field Trip Chaperone
- o Band/Orchestra
- o Media Center
- o Student Teacher

My signature below is representative of my approval for the Troy School District Employee Services Department to conduct a criminal background check against my records using the Michigan State Police ICHAT system.

Applicant Signature _____Date_____