



VOLUNTEER BACKGROUND CHECKS

WHO NEEDS A BACKGROUND CHECK?

According to state law, “...a volunteer who will be given significant unsupervised access to a student in connection with the volunteer’s assignment...” must submit to and clear a nationwide criminal background check before volunteering. Examples include:

- Chaperones for field trips.
- After school activities (musicals, art).
- Tutoring out of the line-of-sight of a District employee.
- Any coaching role, such as athletic team coaches, dance or cheer squad advisors, and/or extra-curricular club advisors.

Supervised volunteer assignments may not need a background check as long as the volunteer assignment meets each of the following conditions:

- A District employee is present at all times, and;
- The volunteer assignment is temporary, and;
- The duration of the assignment is limited to no more than ten days in a school year, consecutive or cumulative.

Examples of supervised volunteer assignments include:

- Assisting a teacher with classroom holiday celebrations.
- Organizing school events (activity day, graduation celebrations, etc.).
- Set-building for a school production.

WHAT CAN I EXPECT?

Fingerprinting for a background check takes approximately 15 minutes.

- Please bring a valid government issued ID (driver’s license).
- Fee is currently \$28.00 cash, check or credit card (as of 02/01/2020).
- It takes 3-5 business days for the background check to be processed.
- Your principal can check for the status of the background check.

WHERE DO I GO?

Fingerprinting is available **by appointment only**.

- Contact Human Resources at 801-402-5722 to schedule an appointment.
- HR is located at 45 E State Street in Farmington.
- Appointments are available Monday-Friday from 7:30 am to 4:00 pm.



We appreciate your help & support to maintain the highest level of safety and security for our students.