



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 line-of-sight of a District employee.
- * Any coaching role, such as athletic team coaches, dance r cheer squad advisors, and/or extracurricular 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 and participating in school-wide events (activity day, graduation celebrations).

Set-building for a school production.

WHAT CAN I EXPECT?

Fingerprinting for a background check takes 15 minutes.

Please bring a valid government issued ID (driver's license).

Fee is currently \$28.00 cash, check or card (as of 02/01/2020)

It typically takes 3-7 business days for the background check to be processed and your Principal or Office Manager can check for approval.

WHERE DO I GO?

Fingerprinting is available **by appointment only**.

Go to <https://calendly.com/dsdfingerprinting> to schedule your appointment online.

Or contact HUMAN RESOURCES at 801-402-5722 to schedule by phone.

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.