

**Lancaster City Schools  
Office of Human Resources  
Volunteer Background Check Form**

**Please select school location.**

- |                                                      |                                                  |                                                  |
|------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Lancaster High School       | <input type="checkbox"/> Gorsuch West Elementary | <input type="checkbox"/> LCS Preschool Tarhe     |
| <input type="checkbox"/> General Sherman Junior High | <input type="checkbox"/> Medill Elementary       | <input type="checkbox"/> Tallmadge Elementary    |
| <input type="checkbox"/> Thomas Ewing Junior High    | <input type="checkbox"/> Mt. Pleasant Elementary | <input type="checkbox"/> Tarhe Trails Elementary |
| <input type="checkbox"/> Stanbery Career Tech Center | <input type="checkbox"/> LCS Preschool Sanderson |                                                  |

***\*Persons who will be left alone with any students for any period of time while serving as a volunteer for any Lancaster City School event/function must have a background check. Volunteers left alone with students must serve in a supervisory capacity and are responsible for the care, custody, and control of the student(s) while they are supervising the student(s). Once an individual has completed the background check process, they are not required to go through it again for another five years unless, they moved out of state. Volunteers who are not left alone with students do not require a background check.***

Information required for background check:

Current School Year \_\_\_\_\_  
Name of Volunteer \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail (optional) \_\_\_\_\_

Has volunteer ever had a background check or been fingerprinted by Lancaster City Schools?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, when? \_\_\_\_\_

Supervision responsibility requiring background check: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_