

Volunteer Background Check

The Volunteer Background Check Request form is now in an electronic format and can be located at:

<http://webapps.fcps.net/volunteer/>

In order to ensure the safety of all students, the Fayette County Public Schools now requires that adults must have had a background check that is still current to volunteer in the school in any capacity, go on any field trips, volunteer for PTA events, work with students in a small group setting, assist with any school events even outside the normal school day, serve on committees or SBDM, attend classroom events such as parties or presentations, etc.

1. Go to the above site.
2. An agreement will pop up. In order to proceed, you must place a checkmark in the "I have read and agree to the terms" box.
3. Hit continue after clicking on the agreement.
4. The next screen will ask for your SS# and birth date. After entering this information, click SUBMIT.
5. A blank form will come up to be completed. If you have submitted a Background Check Request form within the last five years, the program will check for a record. If there is already a record in our database, you can simply update your name, address, email address, telephone information, and the school(s) you want to volunteer at. You may select all of the schools that you have children in attendance.
6. After selecting the school(s), hit SUBMIT at the bottom of the screen.
7. You should receive an electronic "Thank You" notice and your request will be electronically submitted for processing.
8. There is no cost to you. This is not an instantaneous process so do this as soon as possible to prevent being to help out here at school or participate in events.

Getting Involved at Cassidy!

Volunteers:

Kentucky state law requires a background check for all adult volunteers in public schools every four years. Human Resources in FCPS keeps a list of approved volunteers. There is no charge to the volunteer for this background check. To apply please complete the FCPS volunteer application located on the FCPS Website, <https://apps.fcps.net/volunteer/>. For questions, call Veronica Murrell at (859) 381-4345.

Chaperones on Field Trips:

In order to serve as a chaperone on a school-sponsored field trip (supervising your own child or a group of children), adults must follow the same procedures listed above for volunteers. An adult cannot attend a school-sponsored field trip unless he/she has completed a background check and is an approved volunteer.

Attending Field Trips:

If a family member, parent, guardian, caregiver, etc. wants to attend a school-sponsored field trip, the same procedures listed above must be followed in order to become an approved volunteer.

SBDM Parent Representatives:

State law requires background checks for the parents serving as SBDM Council Members. These background checks are conducted free of charge for SBDM parents through the district Human Resource Office. The SBDM parent would need to bring Driver's License and Social Security Card to the Human Resource Office, Monday-Friday, 8:00AM-4:00PM to have these background checks completed.