

EXHIBIT C
Tigard-Tualatin School District 23J
Personal/Professional Services Agreement

Criminal Records Check Instructions

Contractors with the opportunity of student contact (students present during service) require the following *prior to work commencing*:

1. Complete a Volunteer/Contractor application which includes a background check, ODE verification and confidentiality & expectation statement. This can be found by logging into www.helpcounter.net/ttsd. (Required annually)
 - a. If contractors will have the opportunity for direct, unsupervised contact with students, fingerprinting is also be required. Visit: www.fieldprintoregon.com & create an account; TTSD code - FPTigardTualatinSD23J (case sensitive). Pay \$12.50 online; List your position as CONTRACTOR; Make an appointment and get fingerprinted (Required once – if previously completed for TTSD, supply details.)
2. Read the [Abuse and Sexual Misconduct Reporting Handout](#).
3. Provide list of staff that will be completing work for this contract, so that step 1 can be verified.

https://www.helpcounterweb.com/welcome/apply.php?district=ttsd

Welcome to Tigard Tualatin School District
Volunteer Application [en español](#)

Send me a monthly email summary of my volunteer activity

Legal First Name* Legal Middle Name Legal Last Name*

Birth Date* How long have you lived in Oregon?*

Drivers License Number* License Issuing State*

List all Last Names you have ever used including your Birth Name Gender*

Type of Volunteer

Parent Volunteer of, arrested for, or charged with any criminal offense including a
Community Member anor or felony?*

Contractor

I understand that by signing below I am granting Tigard Tualatin School District permission to check civil or criminal records to verify criminal history. Additionally, I understand that by signing below my information will be verified by the Oregon Department of Education per Oregon SB-155

Full Legal Name (Electronic Signature)*

****Disregard "Volunteer Application" at the top. Be sure under "type of volunteer" that you select Contractor**

Costs to pay TTSD: \$4.75 each background check, \$59.00 each fingerprint.

Remit check to:

Tigard-Tualatin School District, Attn: Business Office, 6960 SW Sandburg St., Tigard, OR 97223

List of staff that will be completing work for this contract:

Legal NAME	Business Office Use Only			
	Background Check	ODE Verification	Fingerprints	

Previously fingerprinted for TTSD? Please list those previously fingerprinted below.

1. Name: _____ Year completed: _____ Verified: _____

Fingerprinted as (check one): contractor employee volunteer
2. Name: _____ Year completed: _____ Verified: _____

Fingerprinted as (check one): contractor employee volunteer
3. Name: _____ Year completed: _____ Verified: _____

Fingerprinted as (check one): contractor employee volunteer
4. Name: _____ Year completed: _____ Verified: _____

Fingerprinted as (check one): contractor employee volunteer
5. Name: _____ Year completed: _____ Verified: _____

Fingerprinted as (check one): contractor employee volunteer