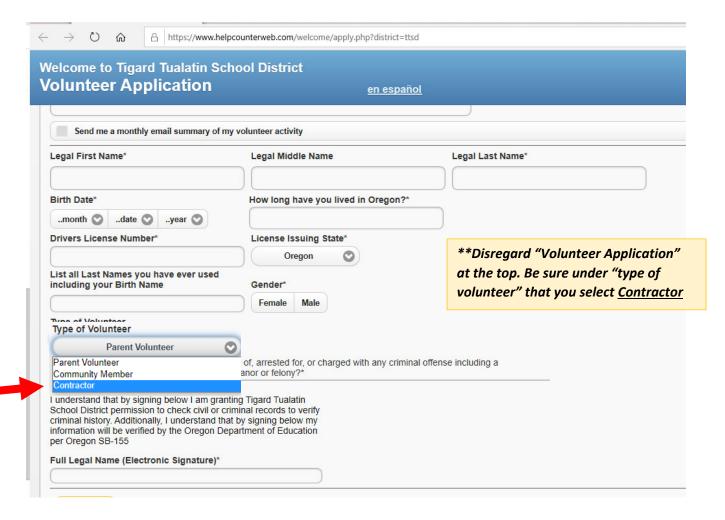
## **EXHIBIT C**

## 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*:

- Complete a Volunteer/Contractor application which includes a background check, ODE verification and confidentiality & expectation statement. This can be found by logging into <u>www.helpcounter.net/ttsd</u>. (Required annually)
  - a. If contractors will have the opportunity for direct, unsupervised contact with students, fingerprinting is also be required. Visit: <a href="www.fieldprintoregon.com">www.fieldprintoregon.com</a> & 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.



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

Business Office Use Only

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

Legal NAME

			Backgrour				
			Check	Verification	Fingerprints		
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