

# ***VOLUNTEER TRAINING HANDBOOK***



**RACELAND-WORTHINGTON**  
INDEPENDENT SCHOOL DISTRICT

**100 Rams Boulevard  
Raceland, KY 41169  
(606) 836-2144**



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Welcome!

This training handbook contains information to assist you in your volunteer efforts with Raceland-Worthington Independent Schools. Please read the handbook and sign the enclosed agreement. Agreements may be returned to any of our schools, Central Office or mailed to Raceland-Worthington Independent Board of Education, Volunteer Agreement, 100 Rams Blvd., Raceland, KY 41169.

If you need additional information which may not be available at your assigned school, please contact:

***Datha Riffe***  
***Administrative Assistant***  
***District Personnel Coordinator***  
***datha.riffe@raceland.kyschools.us***  
***Phone: 606-836-7141***

Dear Volunteer:

Thank you for agreeing to become a volunteer for Raceland-Worthington Independent Schools. We feel fortunate to live in a community where education is embraced as a top priority by individuals such as yourself.

Your valuable time and talents will help us provide the best education possible for the children of our community.

Again, thank you for investing in the lives of our students. I appreciate your commitment to our students, our schools and our community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Larry Coldiron".

Larry Coldiron  
Superintendent

## Mission Statement

The mission of the Raceland-Worthington Board of Education is to ensure equal access to the education and to promote educational excellence throughout the system.

## Program Goals

- To promote a working partnership between parents and schools to ensure success for all Raceland-Worthington Independent students
- To establish a self-sustaining coalition of school volunteers
- To ensure volunteer support for each school and program.
- To create a network for school volunteers, principals, teachers and staff.

## Who Can Volunteer ?

***Parents***  
***Grandparents***  
***Family Members***  
***Community Members***  
***Retired Persons***

Raceland-Worthington Independent School volunteers recognize that children are our greatest resource, are willing to accept supervision as well as responsibility, understand and appreciate the work of the school staff, and serve as mentors and role models for our students.

## **The Volunteer Program**

A volunteer is many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, and a bridge between our school program and the community. We cannot buy what volunteers give our schools. It is the intent of our schools to utilize volunteers to enhance our educational and extra-curricular programs.

As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible positive experiences for each child in the school. So that you can be more effective, you may want to better understand your role and how your volunteer assignment relates to our schools.

Volunteers work under the direction and guidance of school personnel. They will not replace salaried staff, nor will their presence mean that fewer staff members will be needed.

We would like to take this time to thank you for volunteering in our schools. Your willingness to be involved is truly an asset to our school district.

## **Supervision of Volunteers**

School volunteers always work under the direct supervision of the professional staff and only with those staff members who have requested the services of the volunteer. Raceland-Worthington Independent School staff are responsible for the education, safety and well-being of each student. For this reason, you can understand why the teacher, principal or superintendent may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.

## *What Kind of Jobs Do Volunteers Do?*

Raceland-Worthington Independent Schools offer a wide variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with children in the classrooms and during extra-curricular activities, while many other opportunities are available for those who prefer not to work directly with students.

Volunteers....

help students improve basic skills through tutoring.

help students gain successful experiences in learning help motivate students to learn.

free teachers from non-teaching tasks so they can concentrate on instruction provide special skills and talents.

provide cultural enrichment activities.

assist students and coaches in extra-curricular activities.

## *For Your Safety....*

**Each volunteer must sign in and out in the school office or an alternate area designated by the school for this purpose.**

For security reasons and in case of emergency, it is important for school administrators to know who is in the building and why. Signing in allows the school system to keep records of hours given to the schools and to evaluate the volunteer program.

**Become familiar with the rules and policies of the school where you will work.** It is a good idea to read and understand the school's handbook. **Ask your supervising teacher to explain the school's policy for fire drills, tornado drills, and other emergency procedures.**

KRS 527.070 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison; and a ten thousand dollar (\$10,000) fine. **Firearms are not allowed on school grounds.**

KRS 438-050 The use of any tobacco product is prohibited in any building owned or operated by the Board of Education. **No smoking at school facilities. We also ask that you treat field trips as if they were on school property and do not smoke while supervising students on field trips.**

### ***Agreement***

Persons who wish to serve as volunteers must be approved by the Superintendent or his designee before beginning volunteer duties. All volunteers must have a completed volunteer information form and a signed participation and confidentiality statement on file in the district office prior to beginning volunteer duties.

<b><i>Criminal Records Check</i></b>	Pursuant to KRS 161.044, all volunteers who have contact with students on a scheduled and/or continuing basis, or who have supervisory responsibility for children, must submit to a criminal records check. Board policy requires a background check be performed every 3 years.
<b><i>Registration</i></b>	Upon entering the school for volunteer work, each volunteer must sign in at the school office. For security reasons and in case of emergency, it is important for school administrators to know who is in the building and why. Signing in allows the school district to keep records of hours given to the schools for their volunteer program.
<b><i>Dependability</i></b>	Regular and punctual attendance is essential for program effectiveness. A volunteer who is unable to report for their assigned duty shall contact the school office as soon as possible.

### ***IS THERE ANYTHING VOLUNTEERS SHOULDN'T DO?***

**Yes!!** The professional staff at your school is responsible for everything that goes on in your building, including student instruction, safety and discipline. Volunteers supplement and support the system, but they may NOT:

- provide curriculum or teaching plans
- discipline students
- have access to materials in student's permanent record (psychological records, grades, health history, etc.)
- evaluate achievement or discuss student progress
- counsel students
- **work outside of the scope of the duties they have been asked and trained to perform.**



## *SUCCESSFUL VOLUNTEERS.....*

- are good role models.
- are dependable and punctual.
- dress appropriately for the location and duties they are volunteering to do – ask the classroom teacher if you have questions about appropriate dress.
- respect the student's and staff's confidentiality.
- refrain from giving advice when it is not invited.
- communicate with teachers, coaches and administrators.
- accept constructive criticism with a positive attitude.

### Discipline

**Discipline of students is solely the responsibility of the teacher/coach in charge.** Volunteers should in no way discipline students. Should students misbehave in your presence, you should report this immediately to the teacher/coach in charge. They will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

### HINTS FOR WORKING WITH STUDENTS

- ♦ Be yourself. Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.
- ♦ Always be consistent with specific rules and practices maintained by the staff of the school. Also, be familiar with school and classroom rules. Read the student handbook before beginning as a volunteer.
- ♦ Maintain your position of responsibility and authority at all times. Do not let friendships interfere with your role as a school volunteer.

- ◆ **Learn school staff and students names.**
- ◆ **Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.**
- ◆ **Encourage and praise students for their efforts.**

Volunteering is the giving of time, energy and concern. It is an honorable and cherished responsibility of our society.

The Raceland-Worthington Independent Board of Education wishes to thank each and every volunteer for their participation and dedication to the students of our schools.

Together we can make each child's years in Raceland-Worthington Independent Schools a solid foundation on which to build a life-time of successful achievement.

We consider each of you valuable members of our learning community.

## NOTES:

**RACELAND-WORTHINGTON INDEPENDENT SCHOOLS  
LOCATIONS AND CONTACT INFORMATION**

**Raceland-Worthington Independent Board of Education  
100 Rams Boulevard  
Raceland, KY 41169  
(606) 836-7141**

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<b>Campbell Elementary</b>	<b>550 Rams Blvd. Raceland, KY 41169</b>	<b>836-3844</b>
<b>Raceland-Worthington Middle School</b>	<b>502 Rams Blvd. Raceland, KY 41169</b>	<b>836-8014</b>
<b>Raceland-Worthington High School</b>	<b>500 Rams Blvd. Raceland, KY 41169</b>	<b>836-8221</b>

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<b><u>Pre-School Center</u></b>	<b><u>550 Rams Blvd., Raceland, KY</u></b>	<b><u>836-3844</u></b>
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<b><u>FRYSC</u></b>	<b><u>502 Rams Blvd., Raceland, KY</u></b>	<b><u>833-1104</u></b>
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# **Raceland-Worthington Independent Schools**

## **Confidentiality Training**



## **Laws that apply to records of students:**

- Family Education Rights & Privacy Act (**FERPA**)
- Individuals with Disabilities Education Act (**IDEA**)
- **KY Family Education Rights & Privacy Act**
- **KY Safe Schools legislation**

## **Confidentiality includes:**

- **Privacy of all student information**
  - **Sensitive information in student files:**
    - Family History
    - Medical Information
    - Custody /Court Information
- **Protection of all student records**
  - **Legal obligation** to protect (FERPA, IDEA, KYFERPA, KY SAFE SCHOOLS)
  - **Ethical obligation** to protect

### **Directory information includes:**

- Student name
- Address
- Phone number
- Date/place of birth
- Honors/awards
- Attendance
- Height/weight of athletic team members

### **Directory information may be shared without parental permission with:**

- Other schools with legitimate educational interest.
- Schools to which a student transfers.
- Specified officials for audit or evaluation purposes.
- Accrediting organizations.
- Other legal or safety situations.



## **Confidential Information is....**

- **Personally identifiable information (written and spoken)**
  - Student name, parent's name, address
  - Social Security number
  - Personal characteristics
  - Other information that makes the student easily identifiable

**"everything in the educational records (collected, maintained or used by the district) in making decisions that affect the life of the student"**

- Grades
- Test scores
- attendance
- Medical information
- Anecdotal records
- F & R lunch information
- Bus driver logs
- IEPs
- Section 504 plans
- Teacher notes (includes e-mail, faxes)
- School photos (video, computer disk)
- Work samples (portfolio)
- **School email address**

## **Also includes :**

- **Biometric Records, "as"** personally identifiable info," are measurable Biological or behavioral characteristics that can be used for automated recognition of an individual.
- Examples include: **Fingerprints; retina & iris patterns; voiceprints; DNA sequence ;**
- **Facial characteristics; & handwriting**

## **Confidentiality is violated by....**

**Verbally disclosing information to someone who does not "need to know":**

- **NEVER** identify or provide information about a student to any individual who does not have a legitimate educational interest.
- **Sending information or copies of reports to agencies or individuals without written parent consent.**  
**(Students under the age of 18 may give permission for NOTHING... Parent signatures are required)**

## **Need to know people include ...**

- ✓ Parents/ Guardians
- ✓ Teachers/ Para educators
- ✓ Secretaries
- ✓ Bus Drivers
- ✓ School Nurse
- ✓ Food Service Personnel
- ✓ Coaches
- ✓ Custodians

### **Critical information to be shared with those determined appropriate includes:**

Medical/Health information, Custody situations, Disability/ Discipline information.

## **Confidentiality is also violated.....**

### **• By allowing unauthorized access to paper copies or electronic versions of information:**

- Keep confidential information off of your desk top
- Do not permit student access to your teacher computer
- Do not send confidential information to the office by students
- By forgetting where you are....

## Please do not .....

- Discuss students in the parking lot or on the playground
- Discuss students in the community, at sporting events or in the faculty lounge.
- Discuss students with other students.
- Single out a student in a group of peers.
- Use sarcasm or threatening tones with students.
- Lose your temper or composure with students.
- Gossip about students and their families.
- Bring up other students when in meetings with parents.
- Discuss students, parents, or colleagues on Facebook, Twitter, etc.
- Text information regarding students, parents or colleagues to others..
- **Everyone does not have a need to know !!**

## Always .....

- ❑ Talk with parents about their child's issues and/or behaviors.
- ❑ Self-report any confidentiality breeches to your principal. It does happen! It's much easier to fix immediately!
- ❑ Self-monitor conversations you have that might be overheard regarding a student(s) (*even if you're talking in code*).
- ❑ Keep all identifying information and paperwork out of view and reach of students .
- ❑ Be willing to make parents aware that you can not discuss other students.
- ❑ Direct parents to appropriate administrator if they are asking for or discussing information that you are not comfortable and confident about.



## **Breach of confidentiality .....**

**Federal funds can be withheld from:**

- School Nutrition Service
- Title Programs
- Reading First
- 21<sup>st</sup> Century Program
- IDEA
- Employees can be sued both personally and professionally.
- Employees can be convicted of a misdemeanor under the Public Information Act.
- Employees can lose jobs.
- School districts can be sued.
- Students and families can be hurt.

## **Maintain Confidentiality by.....**

- **Keeping Student records are maintained in a locked environment.**
  - Not taking student files home
  - Student files are to stay in the school/district office
- **Denying access to those who do not have a "legitimate educational interest".**
- **Denying Access to outside agencies that do not have written parent consent.**
- **Everyone respecting the student and family's right to privacy**
- **Using Access logs that are in each students file:**
  - Protects YOU!!
  - If it isn't written, it didn't happen!
  - Important to take time to complete the form!
    - Who, When, Why
- **Learning how to "field" questions from others who request confidential information.**
  - Refer to your school office
  - **Being direct with parents who are wanting to discuss other students.**

**Refrain from .....**

**Socially communicating with students through Facebook, Twitter , or texting.**

## **FERPA and Cyberspace**

- Do not reveal personal data about students.
- Do not write anything derogatory or that could be considered harassment.
- Don't ever friend or follow students on Facebook or Twitter.
- Never post during work hours or using work materials, such as a school computer.
- **Never post anything about your job online.**

## Conduct Unbecoming a Teacher

- Contracts of tenured teachers may be terminated for conduct unbecoming a teacher or immoral conduct involving off-campus activities with students, notwithstanding written records indicating satisfactory teacher performance.
- Despite the fact that in-class teaching performance is satisfactory, tenured teachers can be discharged for off-campus conduct.

## Something to think about.....

A teacher affects eternity;  
one can never tell where  
your influence stops.

~Henry Adams



[http://video.ted.com/talk/podcast-2013S-None-RitaPierson\\_2013S-mp4.mp4](http://video.ted.com/talk/podcast-2013S-None-RitaPierson_2013S-mp4.mp4)





# RACELAND-WORTHINGTON INDEPENDENT SCHOOLS

## VOLUNTEER AGREEMENT

*Please write legibly.*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Program/Activity Volunteering For: \_\_\_\_\_

Volunteer School \_\_\_\_\_

### CONDITIONS OF COMMITMENT-As a volunteer, I agree to:

- Read the Volunteer Handbook (located online at [www.raceland.k12.kyschools.us](http://www.raceland.k12.kyschools.us))
- Submit to a criminal records check
- Never discipline students
- Dress in an appropriate manner for my volunteer assignment
- Supervise students as required, not just my own child/children
- Treat teachers, staff, students and other volunteers with respect
- Become familiar with safety and evacuation plans of the school
- Read and sign the Acceptable Use Policy before using school computers
- Keep the confidentiality of teachers, staff and students
- Discuss concerns with either the principal or teacher, not other volunteers
- Abide by all school rules and Board of Education regulations and policies that apply to me
- Honor my commitment to work as scheduled
- Notify my designated school/supervisor in advance if I must be absent from a scheduled commitment

The Raceland-Worthington Independent Board of Education reserves the right to deny a volunteer based upon knowledge of any offense that demonstrates a risk to students. NO CONSIDERATION will be given to any volunteer applicant who has a conviction for the following offenses:

- Any felony conviction
- Any drug conviction within the past five (5) years; or more than one (1) drug conviction, one (1) of which has been in the past ten (10) years.
- Any weapons violation
- Any sex related crime
- Harassment
- Assault; criminal abuse
- Unlawful transaction with a minor; endangering a minor; offense with or to a minor
- Any pending criminal charges

### CONFIDENTIALITY

I understand that any information concerning any teachers or students is to remain confidential and not to be discussed outside of the school. I understand that if there is a problem, I need to discuss it with my assigned supervisor or the school principal.

*I have read the volunteer handbook and agree to the conditions as outlined. I understand that by submitting this form, I am giving permission to Raceland-Worthington Independent Schools to run a Criminal Background Check on me.*

VOLUNTEER SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# Raceland-Worthington Independent Schools

## CONFIDENTIALITY INFORMATION

**PLEASE READ THE ATTACHED CONFIDENTIALITY INFORMATION,  
SIGN THIS FORM AND RETURN IT WITH YOUR APPLICATION:**

*I have received, read and agree to abide to the district confidentiality guidelines as outlined and included with the employment application and/or volunteer packet.*

**Applicant Name:** \_\_\_\_\_  
Please Print

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



ADMINISTRATIVE OFFICE OF THE COURTS  
RECORDS UNIT  
1001 VANDALAY DRIVE  
FRANKFORT, KENTUCKY 40601  
502-573-1682 or 800-928-6381



records@kycourts.net

**NOTE: Disregard fees - Paid by the RWIS District**

The process to obtain the information contained in CourtNet is as follows:

**Individuals**

Requesting a record on yourself requires a \$25.00 fee (**check or money order**). If you do not receive a response in 30 days contact us at the number listed above.

**Nonprofit/Commercial/Others**

Requesting a record on individuals requires a \$25.00 fee (**check or money order**).

**Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED.** If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

**PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY.**

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DLN: \_\_\_\_\_

NAME: \_\_\_\_\_

MAIDEN NAME(S) AND/OR ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STREET ADDRESS/P.O. BOX: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

***I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.***

**\* ALL INFORMATION BELOW IS REQUIRED.**

Individual's Signature

Raceland-Worthington Independent Schools  
Company

Datha Riffe  
Requestor/Contact Person

100 Rams Boulevard  
Address

Raceland, KY 41169  
City, State, Zip

Date

E-mail address

Telephone Number

**Please denote which purpose applies to this request:**

- ☐ Employment
- ☐ Criminal Investigation
- ☐ Screening Housing Applicants
- ☐ Volunteer/Care over Juvenile
- ☐ Licensing
- ☐ Other (please explain) \_\_\_\_\_



COMMONWEALTH OF KENTUCKY  
CABINET FOR HEALTH AND FAMILY SERVICES  
Department for Community Based Services  
CENTRAL REGISTRY CHECK

FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CA/N) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM ([www.lrc.ky.gov](http://www.lrc.ky.gov)). PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

- ☐ Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)
- ☐ Residential Child-Caring Facility Employee or Volunteer (Required by 922 KAR 1:300)  
(Institution/Group Home/Emergency)
- ☒ Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member  
(Required by KRS 160.380)
- ☐ Private, Parochial, or Church School Employee or Student Teacher  
(Permitted by KRS 160.151)
- ☐ Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)
- ☐ Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)
- ☐ Supports for Community Living (SCL) Employee (Required by 907 KAR 12:010)
- ☐ Michelle P. Waiver (Required by 907 KAR 1:835)
- ☐ Home and Community Based (HCB) Waiver (Required by 907 KAR 1:160 and 7:010)
- ☐ Acquired Brain Injury Waiver Services (Required by 907 KAR 3:090)
- ☐ Children's Advocacy Center (Required by 922 KAR 1:580)
- ☐ Court Appointed Special Advocate (CASA) (Required by KRS 620.515)
- ☐ Personal Care Attendant (Required by 910 KAR 1:090)

**Other** (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):

**NAME:** \_\_\_\_\_  
(first) (middle) (maiden/nickname/other) (last)

**Sex:** \_\_\_\_ **Race:** \_\_\_\_ **Date of Birth:** \_\_\_\_

**Social Security/Individual Taxpayer Identification # :** \_\_\_\_\_

**Date of Initial Hire:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_  
City State Zip Code

**Previous Address:** \_\_\_\_\_  
City State Zip Code

**Previous Address:** \_\_\_\_\_  
City State Zip Code

**Previous Address:** \_\_\_\_\_  
City State Zip Code

**Previous Address:** \_\_\_\_\_  
City State Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.

### CENTRAL REGISTRY CHECK

A credit or debit card payment in the amount of ten dollars (\$10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will **NOT** be processed without payment.

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

Signature of the Individual Submitting to the Child Abuse or Neglect Check

Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization for Disclosure of Protected Information, authorizing the Cabinet for Health and Family Services to disclose additional information regarding a finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency:

NAME OF EMPLOYER/AGENCY: RACELAND-WORTHINGTON IND. SCHOOLS (#E1161)

ADDRESS: 100 RAMS BLVD. CITY: RACELAND

STATE: KENTUCKY ZIP: 41169 PHONE: (606) 836-7141

E-MAIL ADDRESS: datha.riffe@raceland.kyschools.us

#### RESULTS OF CHILD ABUSE OR NEGLECT CHECK

#### [FOR OFFICIAL USE ONLY]

- ☐ No reportable incident found in accordance with 922 KAR 1:470
- ☐ Substantiated child abuse found on the registry Date of substantiated finding: \_\_\_\_\_
- ☐ Substantiated child neglect found on the registry Date of substantiated finding: \_\_\_\_\_

The substantiated abuse or neglect finding relates to sexual abuse, sexual exploitation, a child fatality, near fatality, or involuntary termination of parental rights ☐ Yes ☐ No

- ☐ A matter subject to administrative review found in accordance with 922 KAR 1:470

CHECK CONDUCTED ON \_\_\_\_\_ BY \_\_\_\_\_