



*Duneland School Corporation
 Liberty Elementary School
 Christy Jarka, Principal
 50-1 W. 900 North
 Chesterton, Indiana 46304
 Phone: 219-983-3650 Fax: 219-983-3659*

August 2017

Dear Liberty Parents/Legal Guardians:

Indiana law (IC 5-2-4-5a) now requires all public and private schools to run a limited criminal check on all individuals who have “volunteered services...that involve contact with, care of, or supervision over a student enrolled in the school.

Our school corporation has determined a process to meet this requirement at no cost to you. If you are planning to be involved at Liberty Elementary during the 2017-18 school year, you must complete the bottom portion of this note and return it to your child’s teacher. We will then perform the background check to ensure the safety of the children.

Please note without an approved background check on file a person will not be permitted to attend any plays, parties, field trips, to go outside for recess or ANY in-school function (with exception of Grandparents’ Day). Background checks will NOT be accepted after May 1, 2018, NO EXCEPTIONS. Make sure to include any individual you may think who will attend an in-school function: Grandparent, Aunt, Uncle, Friend, etc.

I thank you for your cooperation in this matter and for your time in volunteering your services. If you have any questions regarding this process, please feel free to contact me at your earliest convenience.

Educationally,

Christy Jarka
 Principal

Student’s Name _____ Grade Level _____ Teacher _____

Sibling ‘s Name _____ Grade Level _____ Teacher _____

_____ Yes, I would like to volunteer or attend an in-school function at Liberty Elementary during the 2017-2018 school year and I understand that Duneland School Corporation will perform a limited criminal history check on me.

Volunteer Information: (Please print) Please include all individuals you think that may attend an in-school function during the 2017-2018 school year. Please see back to include additional individuals.

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Relationship to student _____

Address _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Relationship to student _____

Address _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Relationship to student _____

Address _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Relationship to student _____

Address _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Relationship to student _____

Address _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Relationship to student _____

Address _____

Last Name _____ First Name _____ Middle Initial _____

Date of Birth _____ Relationship to student _____

Address _____

An approved background check must be on file for the current school year to:

- **Volunteer in the classroom or at school.**
- **Go outside for lunch recess.**
- **Attend classroom plays, parties, special projects, and performances.**
- **Chaperone field trips.**

****The only exception is Grandparents' Day. ****

Make sure to include any individual you think may attend any of the above functions.

Please note: A new background check must be completed every school year.