



Alto ISD Volunteer Application

Alto Independent School District requires that any persons willing to volunteer with AISD, must submit the following information:

- Alto ISD Volunteer Application
- Copy of picture identification
- DPS Computerized Criminal History Verification

This process may take up to (1) week. The volunteer application is available online at www.alto.esc7.net.

DEMOGRAPHIC INFORMATION

All information provided will be treated as personal and confidential. The information that you provide regarding your age, gender, and ethnicity will not be used as selection criteria. This information will be used exclusively for the purpose of maintaining demographical statistics for the district and obtaining criminal history record information.

Legal Name: _____ Application Date: _____
FIRST MIDDLE LAST

Home Address: _____
ADDRESS CITY STATE ZIP

Home Phone: _____ Cell Phone: _____ Work Phone: _____

DOB: _____ Gender: Female Male Email Address: _____

Ethnicity: African American American Indian Anglo/White Asian Hispanic Other: _____

Emergency Contact _____ Phone # _____

CAMPUS VOLUNTEER INFORMATION

CAMPUSES: ANY/ALL AHS AMS AES Library Maintenance Food Services

Languages Spoken: Please check all that apply English Spanish Other: _____

Volunteer Purpose: Please check all that apply

- Chaperone (Field trip, School Dance, Fundraiser)
- Classroom Assistance (Reading, Tutoring, etc)
- Other: _____
- Afterschool Activity
- Guest Speaker
- PTO
- Jacket Mentor

If chaperoning a field trip, please list the name(s) of student(s) you will accompany: _____

The Alto Independent School District is required by state law to obtain criminal history record information on all volunteer applicants for the district (Texas Education Code Section 22.083).

I authorize Alto Independent School District to conduct a DPS Computerized Criminal History (CCH) verification check.

Signature Date

THIS FORM IS NOT TO BE USED AS A CONSENT/AUTHORIZATION FORM.

Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is **not** allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online [Crime Records General Information | Department of Public Safety \(texas.gov\)](#) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. **Acknowledge by signing below.**

Applicant Signature:	Date:
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Section 2: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name:

Authorized User:

Signature of Authorized User:

Date of Name-Based CCH Search:

Section 3: Agency use only. CHRI Name Based Tracking information. Check all that apply.

Purpose for CHRI Search.	<input type="checkbox"/> Applicant <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
Is any part of the Criminal History Record Information (CHRI) stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. <input type="checkbox"/> NO, CHRI is not stored by agency. <input type="checkbox"/> YES, CHRI is stored by agency.
CHRI Retention Period	<input type="checkbox"/> Temporarily Only <input type="checkbox"/> Annual <input type="checkbox"/> None Stored/Saved <input type="checkbox"/> Other:
CHRI Storage Method	<input type="checkbox"/> Physical/Printed (paper copy) <input type="checkbox"/> Digital/Electronic (saved anywhere on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	
Destruction Method	Explain:

[CHRI + Audit Resources Link](#)