



# VOLUNTEER BACKGROUND CHECK

## 2024-2025: PreK - 12<sup>th</sup> grade

**Full Legal Name:** \_\_\_\_\_  
Last Name First Name Middle Name

**Other/Maiden Name(s):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Legal Gender:** \_\_\_\_\_

**Race:**  White  Black  Asian/Pacific Islander  American Indian/Alaskan Native  
 Other/Unknown

**Have you ever pleaded guilty or been convicted of a felony in a state or federal court?**

Yes  No

**Have you ever pleaded guilty or been convicted of a misdemeanor in a state or federal court?**

Yes  No

**Are you the subject of a current criminal investigation or have pending charges against you?**

Yes  No

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone (H/C):** \_\_\_\_\_ **(W):** \_\_\_\_\_

**School:**  KCLH  DISCOVERY  EXPLORER  WMS  WHS  
Please check all that apply.

**Signature** \_\_\_\_\_

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

Your signature represents an acknowledgment that your statements are true and authorizes Williamston Community Schools to conduct a name-based background check through ICHAT.

- Completed forms can be submitted to Rachel Foster at [fosterr@gowcs.net](mailto:fosterr@gowcs.net) for processing. Please allow up to 5 business days for processing.

[WCS Board Policy 5175 Criminal History and Background Checks](#): People who volunteer on a non-regular basis must undergo a criminal record check as mandated by the State of Michigan (I.C.H.A.T.) and a Public Sex Offenders Registry (PSOR) check.

[WCS Board Policy 5175-R Criminal History and Background Checks Rules](#): #5 Whenever a determination is made that the criminal history profile prevents an individual from serving as a volunteer, the superintendent of schools or designee will notify the individual and the sponsoring staff member prior to the student activity.

An individual's criminal history profile will be in effect and utilized for the current school year only. The original disclosure consent form will be used to obtain an updated profile for those individuals continuing to volunteer in each subsequent year.