



Big A Elementary: Volunteer Clearance Procedures

Dear Parent/Guardian,

Thank you for expressing interest to serve as a volunteer at Big A Elementary!

STEP 1: Please complete the following background check form and return to the front office.

On the background check:

- Please write in 30/60/90 days OR check the second box for authorization for the full academic school year.
- Please check boxes "E" AND "W" in the Purposes Code section, as you will be working with both children and adults.

STEP 2: Please complete the "Mandated Reporting" compliance director module. Instructions are explained below. Once you have completed the module, please email andrea.defoor@stephenscountyschools.org

Once both steps have been completed, Mrs. DeFoor will send you a confirmation email and you will be cleared to volunteer throughout the school year.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mrs. Jennifer King

Principal

jennifer.g.king@stephenscountyschools.org

706-886-2987

Compliance Director Instructions

Module to be Completed by All Volunteers:

Mandated Reporting

Step 1: Type stephenscounty.compliancedirector.org into your browser.

Step 2: Click on the "Register" button in the top right corner.

Step 3: Enter the information requested on the registration page. Your email address (preferably your work email) will become your username. You will create your own password. If you do not have a work email address, a personal email address may be used. You should remember your username and password.

The Stephens County Keyword is "Webpage" ***This keyword is case sensitive***

Step 4: Once you are in the dashboard, the modules are listed on the right. Click on the "Mandated Reporting" and work your way through the module. Input your personal information at the end of the module and click "submit". You will then find yourself back in your Dashboard, where you will see the module you have completed on the left side of the page.

To logout of your dashboard, click on your name at the top of the page and click on "logout".

*Important: Once you begin a module, you must complete it in order to create your record of completion for that module. You cannot, start, stop, and go back in the module where you left off at another time.

Name-Based Criminal History Record Information (CHRI) Consent/Inquiry Form

I hereby authorize STEPHENS COUNTY SHERIFF'S OFFICE to conduct an inquiry for
Agency/Company
the purpose below and receive any Georgia and/or national CHRI as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

OR This authorization is valid for _____ days from date of signature. I,
_____, give consent to the above-named entity to
perform periodic criminal history background checks for the duration of my employment.

Signature Date

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used (check one): Note: *Only one inquiry may be performed per consent form.*

NON-CRIMINAL JUSTICE PURPOSES		
☐	E	Employment
☐	M	Employment direct care with Mentally Ill/Developmentally Disabled
☐	N	Employment direct care with Elderly
☐	W	Employment direct care with Children
☐	P	Public Record (no consent required)
☐	F	Probate Court/Weapons Carry License
PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)		
☐	U	Personal Copy (stamp return "personal copy")
CRIMINAL JUSTICE EMPLOYMENT		
☐	J	Civilian Criminal Justice Employment (state and III data received)
☐	Z	Sworn Criminal Justice Employment (state and III data received)

This inquiry resulted in the following (check all that apply):

☐	No criminal history available
☐	Criminal history available (attached/released)
☐	No NCIC/GCIC Warrant
☐	Possible NCIC/GCIC Warrant (list Wanting agency below)
☐	Wanting Agency Name:
☐	Wanting Agency Telephone:

Agency Designee Signature and Title



Escuela primaria Big A: procedimientos para la autorización de voluntarios

Dear Parent/Guardian,

Thank you for expressing interest to serve as a volunteer in la escuela primaria Big A!

STEP 1: Please complete the following background check form and return to la oficina principal.

On the background check:

- Please write in 30/60/90 days OR check the second box for authorization for the full academic school year.
- Please check boxes "E" AND "W" in the Purposes Code section, as you will be working with both children and adults.

STEP 2: Please complete the "Mandated Reporting" compliance director module. Instructions are explained below. Once you have completed the module, please email andrea.defoor@stephenscountyschools.org

Una vez que se hayan completado ambos pasos, la Sra. DeFoor le enviará un correo electrónico de confirmación y estará autorizado a ser voluntario durante todo el año escolar.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Sra. Jennifer King Directora
jennifer.g.king@stephenscountyschools.org
706-886-2987

Compliance Director Instructions

Module to be Completed by All Volunteers: Mandated Reporting

Step 1: Type stephenscounty.compliancedirector.org into your browser.

Step 2: Click on the "Register" button in the top right corner.

Step 3: Enter the information requested on the registration page. Your email address (preferably your work email) will become your username. You will create your own password. If you do not have a work email address, a personal email address may be used. You should remember your username and password.

The Stephens County Keyword is "Webpage" ***This keyword is case sensitive***

Step 4: Once you are in the dashboard, the modules are listed on the right. Click on the "Mandated Reporting" and work your way through the module. Input your personal information at the end of the module and click "submit". You will then find yourself back in your Dashboard, where you will see the module you have completed on the left side of the page.

To logout of your dashboard, click on your name at the top of the page and click on "logout".

*Important: Once you begin a module, you must complete it in order to create your record of completion for that module. You cannot, start, stop, and go back in the module where you left off at another time.

Formulario de consentimiento/consulta de información de antecedentes penales basada en el nombre (CHRI)

Por la presente autorizo a OFICINA DEL ALGUACIL DEL CONDADO DE STEPHENS a realizar una investigación para
 Agencia/Compañía
 el propósito a continuación y recibir cualquier CHRI de Georgia y/o nacional según lo autorice la ley estatal y federal.

Nombre completo (en letra			
de imprenta) Dirección			
Sexo	Carrera	Fecha de nacimiento	Número de seguro social

Esta autorización es válida por _____ días a partir de la fecha de la firma. Yo,
 _____, doy mi consentimiento a la entidad mencionada anteriormente
 para que realice verificaciones periódicas de antecedentes penales durante la duración de mi empleo.

 Firma

 Fecha

Fecha de la consulta: _____ Hora de la consulta: _____ Iniciales del operador: _____

Código de propósito utilizado (marque una opción): Nota: Solo se puede realizar una consulta por formulario de consentimiento.

FINES DE JUSTICIA NO PENAL		
Y	Empleo	
	Atención directa en el empleo con enfermos mentales o discapacitados del desarrollo	
norte	Atención directa laboral a personas mayores	
W	Empleo Atención directa con Niños	
Pf	Registro público (no se requiere consentimiento)	
	Tribunal de sucesiones/Licencia para portar armas	
SOLICITUD PERSONAL (INDIVIDUO O SU ABOGADO)		
EN	Copia personal (sello de devolución "copia personal")	
EMPLEO EN LA JUSTICIA PENAL		
JZ	Empleo en la justicia penal civil (datos estatales y del III recibidos)	
	Empleo en la justicia penal juramentada (datos estatales y del III recibidos)	

Esta investigación arrojó los siguientes resultados (marque todas las opciones que correspondan):

	No hay antecedentes penales disponibles Historial penal disponible
	(adjunto/publicado) No hay orden judicial NCIC/GCIC Posible orden judicial
	NCIC/GCIC (enumere la agencia de búsqueda a continuación) Nombre de la
	agencia de búsqueda:
	Agencia de búsqueda Teléfono:

 Firma y cargo de la persona designada por la agencia