

Hudson School District Background Check Form Instructions

1. Log into Family Access:

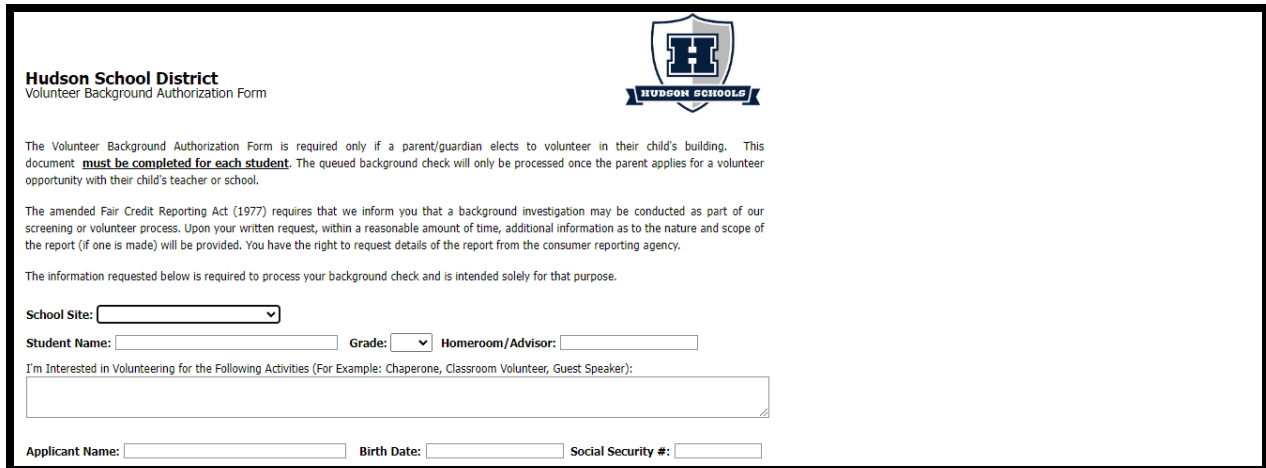
(It is vital that each parent log into their own Family Access account).

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Online Forms (highlighted in yellow), Calendar, Gradebook, Attendance, Student Info, Busing, Schedule, Test Scores, Activities, Student Services, and Academic. The main content area is divided into two sections: Hudson Middle School and Hudson High School. Each section displays a user profile icon, followed by two form options: 'Educational Oversight' with an 'Open' link and a 'Fill Out Form' link, and 'Background Check Authorization' with an 'Open' link and a 'Fill Out Form' link (highlighted in yellow).

The screenshot shows a dialog box titled 'Skyward' with a camera icon in the top right corner. The text inside the dialog reads: 'The form has not yet been completed. Would you like to complete it now?'. At the bottom of the dialog, there are two buttons: 'Yes' (highlighted in yellow) and 'No'.

The screenshot shows a web interface titled 'Step 1. Background Check | Volunteer Authorization Form (Required)'. In the top right corner, there is a 'View Full Screen' button. Below the title, there is a table with a search bar and a filter icon. The table is currently empty, displaying the message: 'There are no records to display; check your filter settings.' To the right of the table, there are three buttons: 'Add' (highlighted in yellow), 'Edit', and 'Delete'.

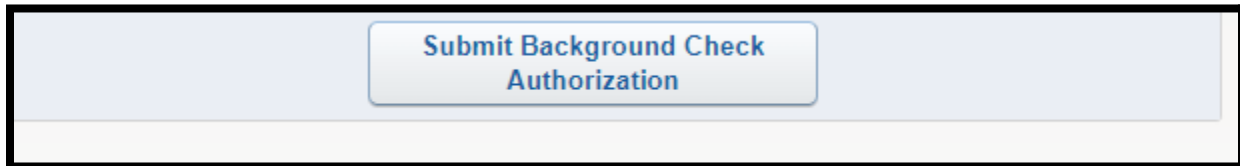
Fill out the form completely. (At the top of the form, the name of the first parent listed in Skyward will appear. But the form will be submitted for the parent whose name is in the actual form.)



The screenshot shows the Hudson School District Volunteer Background Authorization Form. At the top left, it says "Hudson School District Volunteer Background Authorization Form". To the right is the Hudson Schools logo, which features a shield with a large letter 'H' and the words "HUDSON SCHOOLS" below it. Below the logo, there is a paragraph of text explaining that the form is required for parents/guardians who elect to volunteer in their child's building and that the document must be completed for each student. Another paragraph mentions the amended Fair Credit Reporting Act (1977) and states that a background investigation may be conducted as part of the screening or volunteer process. A third paragraph states that the information requested is required to process the background check. Below this text are several input fields: "School Site:" with a dropdown arrow, "Student Name:" with a text box, "Grade:" with a dropdown arrow, and "Homeroom/Advisor:" with a text box. There is also a section titled "I'm Interested in Volunteering for the Following Activities (For Example: Chaperone, Classroom Volunteer, Guest Speaker):" with a large text area. At the bottom, there are fields for "Applicant Name:", "Birth Date:", and "Social Security #:".

Once completed, click "Save" on the top right hand corner. Then click "Complete Step 1 and move to Step 2" at the top of the screen. (Note: parents may need to click "View Full Screen" to see this.)

Then click "Submit Background Check Authorization"



VERY IMPORTANT:

In a two parent family and you both want to each fill out the Background Check Authorization, the second parent must follow these steps:

- 1. Log into their own Family Access account.**
- 2. Go to Online Forms, click on "Background Check Authorization" and "View"**
- 3. Click on "Mark as Not Completed and make changes"**
- 4. Click on "View Full Screen". At top of screen, click on "Edit Step1"**
- 5. Click on "Add" to add the second parent and fill out the form.**
- 6. Then click "Complete Step and Move to Step 2" at the top of the screen and click "Submit Background Check Authorization".**