



SCHOOL BASED
POI

JEFFCO ID#

Person of Interest: School-Based
2025/2026 School Year

Usage:

For school-based volunteers and consultants only. (Contracted Special Service Providers, Student Teachers, Private Duty Providers, Boards and Associations, and Department-Based Consultants have their own forms)

Please fill out ALL fields, failure to do so may cause a delay in processing.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Email: _____ Telephone #: _____

Start Date: _____ End Date: _____

Have you previously worked with Jeffco? Yes No

Provide any other names used: _____

****Background Screenings are not required for the below listed assignment types; however, they are strongly recommended. If the POI will be alone with students, fingerprinting is required. If you are submitting for a background check, please select the appropriate box below.**

Type of assignment (check one):

<input type="checkbox"/> Exchange Teacher	<input type="checkbox"/> School Support Consultant (ex: JCMH therapist, Site professor, etc):
<input type="checkbox"/> School Support Volunteer (No background)	
<input type="checkbox"/> School Support Volunteer (Submitting a BIS)	<input type="checkbox"/> Athletic Trainer (No background/fingerprinting required – MOU w/ Children’s Hospital)
<input type="checkbox"/> School Support Volunteer (Submitting Fingerprints)	

Assignment Location(s):

Required for Athletic Trainers	
Department Name: _____	Department ID: _____
Athletic Director’s Name: _____	

_____ Date: _____
Principal/Athletic Director/Manager’s signature



SCHOOL BASED- POI (CONT'D)

Person of Interest Name: _____

Demographic Information

Gender: Female Male Date of Birth: _____
Social Security Number: _____

Ethnicity:

The following two questions are voluntary; however, we must provide a default answer (White, Not Hispanic) to Colorado Department of Education and other State and Federal reporting agencies if you choose not to self-report.

1. Do you consider yourself to be of Hispanic/Latino origin? (choose one)

No, Not Hispanic/Latino Yes, Hispanic/Latino

2. Which of the following groups describe your race? (Select all that apply)

American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or Other Pacific Islander
 White

-Or

I choose not to provide this information (the default reported will be White, not Hispanic/Latino).

System Access Information

All POIs have access to email, ESS/Access Jeffco, and department site servers. Additional access is determined by POI type and department need. Direct any questions about system access to User Security.

In order to use the Hitachi Password tool, we must have both your date of birth and Social Security Number. The tool uses these personal information items to verify your identity prior to system access.

Managers: If needed, Contact Infrastructure Services to request voicemail setup. There is a one-time charge of \$13.75 to the department.

To protect confidential personal information, please submit completed forms by Jeffco Help Ticket.

Questions? Contact Caitlin Dumont 303-982-7525.



NON-EMPLOYEE CONFIDENTIALITY AGREEMENT

Name: _____

As a non-employee of the Jefferson County Schools, you may have access to confidential or sensitive employee or student information. That information may include personnel record data, student record data, medical information or health care records, financial details, salary and benefits information, performance evaluation data, disciplinary action information, work status information and other confidential information or materials.

Jefferson County Schools have both a legal and ethical obligation to protect the confidentiality and privacy of information relating to its employees and students. It is the policy of Jefferson County Schools to maintain strict confidentiality of human resources and student information. The sensitivity and personal nature of this information must be protected. Confidential information about an employee and students should be accessed only as authorized by supervising staff; records should be stored in a secure environment when not in use and not disclosed to unauthorized personnel. Unauthorized accessing records (computerized or paper), divulging confidential information to an unauthorized third party, using confidential information for personal use and or removing confidential information from the premises is strictly prohibited.

Failure to maintain confidentiality of employee and/or student and district information as described above and in the policies referenced below will result in termination of my assignment and applicable legal recourse.

By signing this document, I acknowledge that the confidentiality obligations of this agreement will survive my service to the District, and I am agreeing to comply with all District Polices, including but not limited to, Policies EGAEA, GBEE. and JRA/JRC. The district policy manual is available at:

<https://go.boarddocs.com/co/jeffco/Board.nsf/Public?open&id=policies#>

Signature of Person of Interest

Date: _____