Madison Local School District
6079 Middle Ridge Rd. Madison OH 44057 Telephone
440.428.2166

Volunteer Fingerprinting

The safety of our students is our top priority. To help ensure they are always under proper supervision, Madison Local Schools requires a background check for any volunteer or chaperone who will be supervising children outside the direct presence of a district employee.

Background checks may disclose offenses such as domestic violence or drug-related violations that would disqualify a person from volunteering in a supervisory role. Once completed, a background check is valid for **five years** from the date it was processed.

How to Complete the Background Check

- **Fingerprinting** is the first step and is conducted through the Madison Local Schools Enrollment Office at the volunteer's expense by appointment only.
- **Both a BCI and a FBI background check** is required. Fingerprinting can be completed electronically at the:
  Madison Local Schools Board Office
  6079 Middle Ridge Rd. Madison, Oh 44057
- To schedule an appointment, please email **Denean Mabe**, denean.mabe@madisonschools.net.
- Be sure to bring your driver's license with you.
- There is a fee for this service.
  - $24 for BCI
  - $31 for FBI
  - Cash or Check only

Important Notes

- Please allow adequate time before the event for processing, as results can take up to **60 days** in some cases.
- Once cleared, your background check will remain valid for **five years**, which will make future volunteering much easier.
  - After 5 years, only a new FBI check will be required unless you have moved out of Ohio in the previous 5 years, then both a new FBI and BCI is required.

We deeply value parent and community involvement. Many of our events and programs would not be possible without your support and partnership. Thank you for your cooperation with this important process and for all that you do to support our students.