



# East Grand Rapids Public Schools

Only ONE Form Per Family Needs To Be Returned

Dear EGR Families,

In a continuing effort to keep our students safe, East Grand Rapids Public School District (Board Policy #9230) requires that parents/guardians and community members submit to criminal background check prior to participating in any volunteer activities involving our students. ***The Volunteer Consent Form will be kept completely confidential at the District Office.*** Thank you for your understanding and for all that you do on behalf of our students.

VOLUNTEER CONSENT	VOLUNTEER CONSENT
<input type="checkbox"/> PARENT/GUARDIAN <input type="checkbox"/> GRANDPARENT OTHER: _____	<input type="checkbox"/> PARENT/GUARDIAN <input type="checkbox"/> GRANDPARENT OTHER: _____
<b>PLEASE PRINT</b>	<b>PLEASE PRINT</b>
Last Name: _____	Last Name: _____
First Name: _____ Middle Initial: _____	First Name: _____ Middle Initial: _____
Race: _____	Race: _____
Gender: _____	Gender: _____
Birthdate: _____	Birthdate: _____
Driver's License Number: _____	Driver's License Number: _____
Other Last Name: _____	Other Last Name: _____
Other First Name: _____	Other First Name: _____
Middle Initial: _____	Middle Initial: _____
<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>	<b>PLEASE ANSWER THE FOLLOWING QUESTIONS:</b>
Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please explain) _____ _____	Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please explain) _____ _____
Do you have any felony charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain) _____	Do you have any felony charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain) _____
CHECK THE BUILDING(S) YOU WILL BE VOLUNTEERING IN: <input type="checkbox"/> BRETON <input type="checkbox"/> LAKESIDE <input type="checkbox"/> WEALTHY <input type="checkbox"/> MIDDLE SCHOOL <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> CHILD CARE	CHECK THE BUILDING(S) YOU WILL BE VOLUNTEERING IN: <input type="checkbox"/> BRETON <input type="checkbox"/> LAKESIDE <input type="checkbox"/> WEALTHY <input type="checkbox"/> MIDDLE SCHOOL <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> CHILD CARE
I understand the Central Records Division of the Michigan State Police, Lansing, Michigan, requires the above information. I authorize East Grand Rapids Public Schools to utilize the above information for the sole purpose of obtaining a conviction-only criminal history file search.	I understand the Central Records Division of the Michigan State Police, Lansing, Michigan, requires the above information. I authorize East Grand Rapids Public Schools to utilize the above information for the sole purpose of obtaining a conviction-only criminal history file search.
VOLUNTEER'S SIGNATURE: _____	VOLUNTEER'S SIGNATURE: _____
DATE: _____	DATE: _____

Note: You need only to submit this form once per school year.

(Board Policy #9230 on back)

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EXCERPT FROM  
 BOARD POLICY 9230 - SCHOOL Volunteers

Persons wishing to volunteer will submit the completed “Volunteer Consent Form” to the building principal, director, and/or supervisor, who will forward the form to the District Office, who will initiate a background check via the Michigan Public Sex Offender Registry (PSOR) Inquiry and the Michigan State Police Internet Criminal History Access (ICHAT), or any other available and/or newly developed or generated background check modes.

The District Office will be specifically looking for people who have been convicted of any crimes of an assaultive behavior, of a crime involving firearms or weapons, or of the following crimes as described in Section 1539(a)(1) and (b)(2) of the Michigan school Code:

*...criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct, and attempt to commit criminal sexual conduct in any degree, felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree; cruelty, torture, or indecent exposure involving a child; or a violation of Section 7410 of the Public Health Code, Act 3688 of the Public Acts 1978, being Sections 333.7410 and 333.7416 of the Michigan Compiled Laws...*

If after the background check it is found that a volunteer has been convicted of any of the above crimes, the District Office will notify the building principal, director, and/or supervisor and the Superintendent or designee. The administrator of the building or program will notify the volunteer of the finding(s) and she/he is subject to being prohibited from volunteering with the East Grand Rapids Public Schools. All background checks, volunteer forms, and any reported convictions of volunteers as listed above, will be **kept confidential** with Administration and filed in the District Office.

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(Office Use Only)

VOLUNTEER NAME: _____ DATE RECEIVED: _____ DATE SCREENED: _____ SCREENER: _____ SIGNATURE: _____ VOLUNTEER STATUS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED DATE REPORTED TO BUILDING PRINCIPAL, DIRECTOR, AND/OR SUPERVISOR: _____  <input type="checkbox"/> RECORDED ON MASTER DATABASE	VOLUNTEER NAME: _____ DATE RECEIVED: _____ DATE SCREENED: _____ SCREENER: _____ SIGNATURE: _____ VOLUNTEER STATUS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED DATE REPORTED TO BUILDING PRINCIPAL, DIRECTOR, AND/OR SUPERVISOR: _____  <input type="checkbox"/> RECORDED ON MASTER DATABASE
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