

# VOLUNTEER & SCHOOL ACCESS BACKGROUND CHECK

It is the policy of Board of Education of the Franklin School District to conduct criminal background checks of all individuals visiting our school buildings, providing services in our schools, seeking to serve as volunteers who work with students in our school or who accompany students on activities. The information provided below will only be used to conduct such background checks. All information must be provided. This form must be submitted at a minimum of (1) week prior to your visit to allow time to process your background check.

**If you prefer not to submit this form electronically, you can download it and place the form in a sealed envelope addressed to: Attn: Human Resources • Franklin Public Schools • 8255 W Forest Hill Avenue • Franklin WI 53132**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Maiden/Other Names: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth (Required) \_\_\_\_\_

Male  Female Race \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

*This information is kept confidential and is only seen by the Human Resources Department.*

Please identify if you are a  parent,  family member,  vendor or  potential coach

If you are a potential coach, please list the sport or activity \_\_\_\_\_

Write the first and last name of the child(ren) in your family who attend the school where you would like to **visit or volunteer** during the school day below: CHILD NAME(s): please list all –

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**Please check any and all schools where you may visit, volunteer or serve as a coach or advisor:**

- |   |   |  |                                    |
|---|---|--|------------------------------------|
| <input type="checkbox"/> Ben Franklin   | <input type="checkbox"/> Country Dale   | <input type="checkbox"/> Pleasant View | <input type="checkbox"/> Robinwood |
| <input type="checkbox"/> Southwood Glen | <input type="checkbox"/> Forest Park MS | <input type="checkbox"/> Franklin High |                                    |

**Confidentiality Statement**

In an effort to raise the awareness of visitors/volunteers/vendors about the importance of every student's privacy, we require all volunteers/visitors to keep in mind that observations or information about students obtained as a result of visitors/volunteers/vendors efforts should be treated as confidential. Observations should not be shared with others. Under no circumstances should information including the names of students and/or photos of students be posted on non-district approved websites, including social networks like Facebook. By volunteering/visiting, you are indicating a willingness to respect the privacy of the students you observe. By signing this form you agree to abide by this confidentiality statement.

All information provided above is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal as a volunteer. I voluntarily and knowingly authorize any government agency, its officers, employees and agents to release any and all information regarding my criminal history to the Franklin School District, its officers, employees and agents. I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such agency, its officers and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorneys fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release.

Signature \_\_\_\_\_ Date \_\_\_\_\_