



August 16, 2018

Dear Volunteer:

Thank you very much for volunteering in the East Lansing Public School district. We appreciate your time and efforts in supporting the children of our district.

In accordance with the Michigan School Safety Legislation, our Board of Education policy requires that we perform a criminal record check through the Michigan State Police ICHAT System on all volunteers who accompany and supervise students on field trips or who directly volunteer to work with students on a regular and continuous basis.

The attached two-page form needs to be completed for this process. Please print the form, complete, sign and bring it along with a **copy of your driver's license** to the administrative offices at 501 Burcham Drive.

Again, we thank you for your time in supporting East Lansing Public Schools. Volunteers play a critical role in the success of our district.

Sincerely,

Dori Leyko

Dori Leyko
Superintendent