East Lansing
Public Schools

Office of the Superintendent • 501 Burcham Drive , East Lansing, MI 48823 • ph 517 333-7439• fax 517 333-7470

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

East Lansing Public Schools

VOLUNTEER BACKGROUND CHECK
Acknowledgment Form

Non-employment Background Checks Only

Service to provide/building:_____ Date to Provide Service:_____

In order to ensure the protection of children in the care of East Lansing Public School District, school policy requires, prior to any and all persons providing a volunteer service at the school or for any function conducted by the school; all potential volunteers complete a State of Michigan background check. The background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers. Please return this form completed with a copy of your driver's license. Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

POTENTIAL VOLUNTEER INFORMATION

Full Printed Name: _____

Maiden name or other name(s) previously used: _____

DOB:_____ Sex:_____ Eye Color:_____ Hair Color:_____ Height: _____
[mm/dd/yyyy]

HISTORY INFORMATION

1) Have you volunteered at East Lansing Public Schools before? ☐ Yes ☐ No

2) Have you ever pled guilty, or been convicted of a felony in a state or federal court?
☐ Yes ☐ No
Date and state offense/conviction occurred: _____

If yes, provide a detailed description of the conviction: _____

_____

3) Have you ever pled guilty, or been convicted of a misdemeanor in a state or federal court?
☐ Yes ☐ No
Date and state offense/misdemeanor occurred: _____

If yes, provide a detailed description of the conviction: _____

_____

4) Are you the subject of a current criminal investigation or have pending charges against you?
☐ Yes ☐ No
Date and state the investigation is ongoing: _____

If yes, provide a detailed descripition of the investigation or pending charges: _____

East Lansing Public Schools reserves the right to “approve” or “deny” any volunteer service upon review of the background check returned through ICHAT. The determination will be based upon the individual’s fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting the background check information, is grounds for immediate volunteer denial.

By affixing your signature to this form you acknowledge your statements are to be true and give full consent to complete a name based background check through ICHAT.

Signature: _____

Date Signed: _____

Please return completed form with your driver’s license to East Lansing Public Schools, 501 Burcham Drive, East Lansing, MI, 48823, Attention: Michele Huisgen. Questions or concerns, please contact Michele Huisgen, michele.huisgen@elps.us

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OFFICE USE ONLY

Approved ☐ Denied ☐ Date Approved/Denied: Determining Staff Member Initials