

Criminal Records Release Authorization

Christian Co. Public Schools
200 Glass Avenue ♦ P. O. Box 609 ♦ Hopkinsville, Kentucky 42241-0609
School Volunteer Contact: Heather Lancaster (270) 887-7018

All school volunteers and employees are required by law (KRS 17.160) to have a criminal background check to help insure the safety of everyone in the schools. Our volunteers are checked through the Administrative Office of the Courts-Pretrial Services at 1001 Vandalay Drive; Frankfort, KY 40601.

To be processed as a school volunteer, you must provide the following information along with picture identification:

Full Name:

Alias (Nicknames or previous married name) **Maiden**

Social Security Number **Date of Birth** **Phone**

Address: Street **City** **State** **Zip Code**

Mailing Address (If different from Street Address):

E-mail Address: **Driver's License Number**

The criminal background checks are quite thorough and include everything from speeding to more serious crimes. If anything is found, even if previously dismissed, it will be reported both to us and to you. (If there is nothing to report, then you will not receive anything.) The Christian County Board of Education values your privacy and will restrict access to these reports to only those people necessary to complete the screening process.

There is a yearly processing fee of \$10 for volunteers to volunteer in our schools or go on fieldtrips with their child. Please check with the school's volunteer coordinator regarding how payment for this fee will be received. It typically takes anywhere from 2-3 days to process volunteers. If you're planning on going on a field trip with your child, you must allow enough time for your paperwork to be processed before the field trip. Parents/guardians are not allowed to ride the bus unless it is prior approved through the transportation department. Parents/Guardians are asked to follow the bus in their personal vehicles.

If you have questions, please contact your school's volunteer coordinator. Please sign below indicating that you understand the volunteer screening process and authorize us to request a criminal records report.

Volunteer's Signature

Date

Organization

(Volunteer School/ Grade)