

## Mandatory Volunteer Criminal Background Checks

BI-ANNUAL criminal background checks are required for ALL volunteers who:

- Volunteer on school property
- Have direct contact with students, on or off school property
- Operate a vehicle on the school's behalf

To conduct the background check volunteers are asked to provide the following information:

- Full name
- Social Security Number

For identification purposes only the following information is requested:

- Full Address
- All cities and states lived in the past 7 years
- Date of birth (DOB)

An additional Department of Motor Vehicle check will be required for volunteers who will be operating a vehicle on the school's behalf. In order to conduct this check, the volunteer must provide:

- Driver's license number

The criminal background check will obtain information from the following two sources:

- The MN Bureau Criminal Apprehension (BCA) Sex Offender Registry
- Social Security Trace Plus

Trusted Employee performs the background check and has been in the background screening service for 15 years.

The online background check authorization form can be found on [www.stcroixprep.org](http://www.stcroixprep.org). A paper authorization form is available in the school main office and may be submitted in a sealed envelope. Faxed or e-mailed copies are accepted.

The final background report is only accessed by the business office using a password protected secure website. The background check report is not maintained on school site electronically or in hard copy. Once a background check report is determined to be 'clean' the individual is then identified on the school information system as an 'approved' volunteer for the current school year.

Background check reports with concerning information will be submitted to the Executive Director and Chief Financial Officer for further evaluation. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering. Each situation will be considered individually.