

VOLUNTEER GUIDELINES AND ICHAT AUTHORIZATION FORM

**VOLUNTEER GUIDELINES**

The Madison School District values those who volunteer in our classrooms and schools. If a volunteer will be with students for a significant length of time without a MDPS employee being present, or will be with students on a regular basis, that volunteer is required to have a Michigan State Police Internet Criminal History Access Tool (I-CHAT) screening annually. All results will remain confidential and will only be used by the MDPS administration to determine if you have been convicted of an offense that would otherwise prohibit you from working in our schools.

**\*\*PLEASE PRINT CLEARLY AND DO NOT USE NICKNAMES\*\***

**YOU MUST ATTACH A COPY OF YOUR DRIVER'S LICENSE WITH THE FORM TO BE PROCESSED.**

(Please return this form to your child's school office.)

STUDENT NAME(S): \_\_\_\_\_

School Building(s) \_\_\_\_\_ School Year \_\_\_\_\_

**Legal Last Name** \_\_\_\_\_ **Legal First Name** \_\_\_\_\_

**Previous/Maiden Last Name** \_\_\_\_\_ Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

**RACE:** Indicate best option.

White

American Indian or Alaskan Native

Black

Unknown/Other

Asian or Pacific Islander

**GENDER:**  Male  Female

**BIRTH DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Background Check:

Classroom Volunteer

Field Trip Chaperone

Camp Chaperone

Band/Orchestra

Volunteer Coach/Assistant Coach

Media Center

Student Teacher

Other \_\_\_\_\_

My Signature below is representative of my approval for the Madison District Employee Services Department to conduct a criminal background check against my records using the Michigan State Police ICHAT system.

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