



MANDATORY BACKGROUND PROCEDURES

Farmersville USD welcomes volunteers. The safety and well-being of our learners is our main priority. Volunteers are all required to complete the process below to work for Farmersville USD. Please fill out the attached for consideration.

VOLUNTEER INFORMATION

General Clearance: These include classroom volunteers and other on-campus school volunteers who are directly supervised by Farmersville USD staff.

1. Complete the attached Mandatory Background Check Form
2. TB Verification (Skin test, Chest X-Ray, and Risk Assessment are accepted)
3. Site Administrator approval
4. Site Secretary submits Mandatory Background Check Form to District Office
5. Scanning of a government-issued ID via the Raptor system when checking in through the main office at a school site.

Extended Clearance: These include volunteers who may interact with students without direct supervision by Farmersville USD staff. The clearance applies to volunteers such as field trips, chaperones, drivers, and other volunteers who will be interacting with students without the presence of a staff member. These volunteers must have school site approval to obtain this clearance prior to volunteering.

1. Complete the attached Mandatory Background Check Form
2. TB Verification (Skin test, Chest X-Ray, and Risk Assessment are accepted)
3. Site Administrator approval
4. Select fingerprint location of choice.
5. Submit Mandatory Background Check Form to District Office.
6. A check made payable to the fingerprint location chosen along with LiveScan form will be ready for you within 1-2 business days.

Notification of Clearance will be sent to you and the school via email.



MANDATORY BACKGROUND CHECK FORM

As per Board Policy (1240) all individuals in a volunteer position who work with students will be subject to clear a Department of Justice and FBI criminal background check prior to beginning volunteer activities. Volunteers will be fingerprinted at the District's expense. Volunteers must submit evidence of TB testing to determine that he/she is free of active TB.

☐ **General Clearance** ☐ **Extended Clearance**

Name _____ Date _____

Address _____ City _____ Zip _____

Telephone No. _____ Email Address _____ DOB _____

Name of Student AND Affiliation: (Example: Mother, Father; Student Observer, Student Teacher, Practicum Student (Counseling, Social Worker, Psychologist))

School Site at which you wish to volunteer _____

☐ **TB Skin Test Copy Attached: A copy of the TB Skin Test **MUST** be attached prior to submitting paperwork.**

After the background check has been conducted, you will be notified **via email or text** by Human Resources. The District appreciates your cooperation and willingness to assist our students in a safe environment. All volunteers, observation hours/student teachers will follow district policies and procedures, once approved. ***This form MUST be signed by the school site administrator.***

Administrator's Authorization _____ Date _____

FOR DISTRICT USE ONLY:

☐ Background Clearance Date _____ ☐ TB Test Submitted ☐ Site Notified

HR Authorization _____ Date _____

Please Select the Local Live Scan Location you will go to:

- ☐ Copy, Pack 'n Ship
4125 W. Noble Ave., Visalia
(559) 738-8518
(walk-ins permitted)
- ☐ Tulare County Office of Education Personnel Counter (2nd Floor)
2637 W. Burrell, Visalia
(559) 737-4363
(by appointment only)
- ☐ Tulare County Sheriff's Department
2404 Burrell, Visalia
(559) 636-4724
(Hours: 8:00 a.m. - 11:30 a.m. and 1:00 p.m. - 3:30 p.m., walk-ins permitted)
- ☐ Visalia Police Department
4100 S. County Center Dr., Visalia
(behind Target off of Mooney)
(559) 713-4231
(by appointment only)
- ☐ Farmersville Police Department
909 W. Visalia Rd.,
Farmersville (559) 747-0321
(Tuesday - Thursday ONLY from 8:30 a.m. - 11:30 a.m. ONLY)