



Sun Prairie Area School District

Futures depend on us...every child, every day.

To: School Volunteers

From: Malika Evanco
Director of Human Resources

Re: Criminal Background Checks

A national criminal background check will be completed on those who wish to volunteer in our district. This practice will help ensure the safety of every student in the district. Details of this requirement are outlined in the School Volunteer Policy IICC which can be viewed by going to the district website at www.sunprairie.k12.wi.us.

Please complete the form on the back. You will notice there is a section to disclose details if you have had a conviction. If you feel uncomfortable disclosing any information, please contact Andrea Ramirez at 834-6503. All information disclosed is kept strictly confidential and a determination will be made on an individual basis. Failure to disclose any convictions we find during the background check may result in denial of your volunteer status.

Please read the fine print on the form before you sign and date. The completed form must be returned to Andrea Ramirez in the Human Resources Department. The background check will be effective for three years.

Fortunately, our district has a very high number of volunteers and conducting these background checks will help to ensure the safety of our students. The district pays a \$7.00 fee for each individual record request. To help offset that cost; we would appreciate a \$7.00 donation to cover the cost of processing the criminal background request.

If you have any questions or concerns, please feel free to contact Human Resources at 834-6503. Thank you.

ME:jmr