



San Diego Unified School District
REQUEST TO CONDUCT VOLUNTEER SCREENING
(Please check the appropriate request)

This form MUST be signed by School Principal.

- Category C - Criminal Background Check
Returning Category D Volunteer - Criminal Background Check
Category D Volunteer - Fingerprint

Date: Requesting School: Loc Number:

Volunteer Name: First Name Full Middle Name Last Name

List any other names used in the past:

Address: City: Zip:

Date of Birth: Phone: Month Day Year

Driver's license #: State issued:

Other Gov. Issued ID type (if no driver's license): ID #

(Please note: By recommendation from the Department of Justice, Mexico identification and voter registration cards may not be used to conduct background checks or fingerprinting. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.)

Please indicate whether you are a new or returning volunteer: New Returning

Are you a volunteer at another SDUSD school? YES NO

If yes, please list the school(s):

Parents: please list the name(s) of your student(s):

Please check volunteer activity: On-site tutor outside of classroom (Cat C) Overnight field trip chaperone (CatD) Walk-on coach/Athletic Support (Cat D) Other

Are you being compensated for your services? YES NO

Principal acknowledges hiring of individual above at their site.

Principal's Signature: Date:

For SDUSD School Police Services office use only:
Ok to volunteer Deny as volunteer
By: SDUSD School Police Services Date:

School volunteer coordinators: Please check that form is complete. Incomplete forms will be returned to the school.

CATEGORY C VOLUNTEER BACKGROUND REQUEST:

Send completed form to:

SDUSD Human Resource Services Division
Eugene Brucker Education Center, Room 1241; or fax to
(619) 686-6650

CATEGORY D VOLUNTEER FINGERPRINT REQUEST:

Instructions for Category D Volunteer:

Livescan/Fingerprinting hours of operation are 9:00am to 3:30pm Monday through Friday in Human Resources. There is no charge to the volunteer for the fingerprinting.

Please bring this completed form and a current government-issued picture ID (driver's license, passport, military ID) to:

SDUSD Human Resource Services Division
4100 Normal Street, Room 1241
San Diego, CA 92103

Results will normally be returned to the school site volunteer coordinator within 2 weeks of the date of fingerprinting. Please Note: poor quality fingerprints or the need to research information on an applicant's background may result in a delay of results from the Department of Justice.