



San Diego Unified School District

REQUEST TO CONDUCT VOLUNTEER SCREENING

(Please check the appropriate request)

This form **MUST** be signed by the 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: _____ Date: _____
 SDUSD School Police Services

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: verifications@sandi.net

CATEGORY D VOLUNTEER FINGERPRINT REQUES

Email verifications@sandi.net for information related to category D volunteers.

Livescan/ Fingerprinting services are not available at this time.

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.